

Everest

COLLEGE

SALT LAKE CITY CATALOG
2014 - 2016

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Everest College

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PRESIDENT'S MESSAGE

We would like to welcome you to Everest College, a school that provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a postsecondary education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Utah as well as other progressive areas throughout the country.

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

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

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

All additional addenda become an integral part of this catalog as of their effective date.

A handwritten signature in black ink that reads "Natalie Williams". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Natalie Williams
Campus President

TABLE OF CONTENTS

ABOUT EVEREST COLLEGE 1	
CORINTHIAN COLLEGES, INC. 1	SAP Advising 12
CCI'S MISSION 1	Financial Aid Warning 12
EVEREST'S MISSION 1	Notification of Financial Aid Warning 12
OBJECTIVES 1	Financial Aid Probation 12
SCHOOL HISTORY AND FACILITIES 1	Notification of Financial Aid Probation 13
OFFICE HOURS 2	Academic Progress Plan 13
CLASS SCHEDULE 2	Evaluation of Progress 13
ACCREDITATIONS, APPROVALS AND	SAP Advising or SAP Met Status 13
MEMBERSHIPS 2	SAP Not Met Status and/or Dismissal 13
ADMISSIONS INFORMATION 2	SAP Re-Entry 14
REQUIREMENTS AND PROCEDURES 3	Retaking Passed Coursework 14
ACADEMIC SKILLS ASSESSMENT 3	Retaking Failed Coursework 14
PROGRAM SPECIFIC ADMISSIONS	ADD/DROP POLICY (LINEAR PROGRAMS ONLY) 14
REQUIREMENTS 3	Full Term Courses 14
CRIMINAL BACKGROUND CHECK 3	Mini-Term Courses 14
Diploma, Pharmacy Technician Program 3	Effects of Add/Drop on Financial Aid
Associate of Science, Surgical Technologist	Calculation 15
Program 3	ATTENDANCE POLICY 15
Bachelor of Science, Nursing 4	Establishing Attendance/Verifying Enrollment
ABILITY TO BENEFIT GRANDFATHERING POLICY 4 15
Ability to Benefit Passing Test Scores 4	Monitoring Student Attendance 15
Ability to Benefit Advising 4	Consecutive Absence Rule 15
INTERNATIONAL STUDENTS 5	PERCENTAGE ABSENCE RULE (MODULAR
INTERNATIONAL STUDENTS ADMISSIONS	PROGRAMS) 15
REQUIREMENTS 5	PERCENTAGE ABSENCE RULE (LINEAR
English Proficiency 5	PROGRAMS) 16
COMPUTER INFORMATION SCIENCE PROGRAM	Attendance Violations 16
STUDENT DISCLOSURE 5	Date of Withdrawal 16
ACADEMIC INFORMATION 6	Date of Determination (DOD) 16
EVEREST REGULATIONS 6	Attendance Records 16
DEFINITION OF CREDIT 6	LEAVE OF ABSENCE POLICY (MODULAR
OUT OF CLASS ASSIGNMENTS 6	PROGRAMS ONLY) 16
TRANSFER OF CREDIT INTO AND OUT OF	Re-Admission Following a Leave of Absence
EVEREST 6 17
MAXIMUM TRANSFER CREDITS ACCEPTED 6	Extension of a Leave of Absence 17
COURSEWORK COMPLETED AT FOREIGN	Failure to Return from a Leave of Absence .. 17
INSTITUTIONS 6	Possible Effects of a Leave of Absence 17
TRANSFER CREDIT FOR LEARNING ASSESSMENT6	WITHDRAWAL PROCEDURES 17
Transfer Credit for Proficiency Examination 6	MAKE-UP WORK 17
Experiential Learning Portfolio 7	EXTERNSHIP TRAINING 17
Notice Concerning Transferability of Credits	REQUIREMENTS FOR GRADUATION 18
and Credentials Earned at Our Institution 7	REQUIREMENTS FOR GRADUATION FOR
Transfer to Other Everest Locations 7	PRACTICAL NURSING PROGRAM 18
Articulation Agreement 7	VETERAN'S EDUCATION BENEFITS 18
Transfer Center Assistance 7	Prior Credit for Education and Training 18
ONLINE COURSE REQUIREMENTS 7	Benefit Overpayments 18
DIRECTED STUDY 8	Academic Standards for Students Receiving
GRADING SYSTEM AND PROGRESS REPORTS ... 8	VA Benefits 18
GPA AND CGPA CALCULATIONS 9	APPEALS POLICY 18
STANDARDS OF SATISFACTORY ACADEMIC	Student Academic Appeals Policy 18
PROGRESS (SAP) 9	Assignments/ Test Grades 19
Evaluation Periods for SAP 9	Final Course Grades 19
Rate of Progress Toward Completion 9	Attendance Violation Appeals Policy 19
Maximum Time Frame to Complete 9	Satisfactory Academic Progress (SAP)
Satisfactory Academic Progress Tables 10	Appeals 20
Application of Grades and Credits to SAP 11	

FINANCIAL INFORMATION	20	Conduct Which Warrants a Suspension or Dismissal	29
STATEMENT OF FINANCIAL OBLIGATION	20	ALCOHOL AND SUBSTANCE ABUSE STATEMENT	29
TUITION AND FEES	20	STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY	29
TUITION CHARGES FOR RE-ENTRY	20	COPYRIGHT POLICY	29
TEXTBOOKS	21	SEXUAL HARASSMENT POLICY	30
ADDITIONAL FEES AND EXPENSES	21	SANCTIONS	30
VOLUNTARY PREPAYMENT PLAN	21	APPEAL PROCESS	30
BUYER'S RIGHT TO CANCEL	21	RECORD OF DISCIPLINARY MATTER	30
OFFICIAL WITHDRAWALS	21	STUDENT COMPLAINT PROCEDURE	31
DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)	22	DRESS CODE	31
FEDERAL FINANCIAL AID RETURN POLICY	22	NOTIFICATION OF RIGHTS UNDER FERPA	31
Student Financial Aid (SFA)	22	STUDENT RECORDS	32
Return of Title IV Funds Calculation and Policy	22	TRANSCRIPT AND DIPLOMA RELEASE	32
Return of Unearned Title IV Funds	23	CAMPUS SECURITY AND CRIME AWARENESS POLICIES	32
Time frame within Which Institution is to Return Unearned Title IV Funds	23	DRUG-FREE SCHOOLS POLICY	33
Effect of Leave of Absence on Returns	23	STATISTICAL INFORMATION	33
REFUND POLICY	23	CAMPUS COMPLETION RATE REPORTS	33
Institutional Pro Rata Refund Calculation and Policy	23	STUDENT SERVICES	33
TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY	23	ORIENTATION	33
EFFECT OF LEAVE OF ABSENCE ON REFUNDS	23	HEALTH SERVICES	33
TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS	24	HOUSING	34
STUDENTS CALLED TO ACTIVE MILITARY DUTY	24	STUDENT ADVISING	34
Newly Admitted Students	24	EVEREST CARE PROGRAM	34
Continuing Students	24	PLACEMENT ASSISTANCE	34
Continuing Modular Diploma Students	24	PROGRAMS OFFERED	35
STUDENT FINANCING OPTIONS	24	DIPLOMA PROGRAMS	36
Financial Assistance	24	BUSINESS OFFICE ADMINISTRATION	36
Student Eligibility	24	CRIMINAL JUSTICE - SOCIAL AND YOUTH SERVICES	38
Federal Financial Aid Programs	24	MEDICAL ADMINSTRATIVE ASSISTANT	40
Alternative Loan Programs	25	MEDICAL ASSISTANT	42
GRANTS AND SCHOLARSHIPS	25	PHARMACY TECHNICIAN	46
Workforce Scholarships and Grants, Including Youth, Adult and Displaced Workers	25	ASSOCIATE'S DEGREE PROGRAMS	48
Dream Award Program and Scholarships	25	BUSINESS	48
Imagine America Scholarship	25	CRIMINAL JUSTICE	49
President's Scholarship	26	PARALEGAL	50
Veteran's Assistance Programs	26	SURGICAL TECHNOLOGIST	51
Military Scholarships	26	BACHELOR'S DEGREE PROGRAMS	53
ADMINISTRATIVE POLICIES	27	COMPUTER INFORMATION SCIENCE	53
STATEMENT OF NON-DISCRIMINATION	27	CRIMINAL JUSTICE	55
DISABILITY	27	NURSING	57
DISABILITY ACCOMMODATION PROCEDURE	27	COURSE DESCRIPTIONS – UNDERGRADUATE DEGREE PROGRAMS	59
DISABILITY GRIEVANCE PROCEDURES	27	CORINTHIAN COLLEGES, INC.	77
CODE OF STUDENT CONDUCT	28	STATEMENT OF OWNERSHIP	79
Conduct Affecting the Safety of the Campus Community	28	ADMINISTRATION	79
Other Prohibited Conduct	28	CATALOG SUPPLEMENT	79
Limitations on Students with Pending Disciplinary Matters	28	TUITION AND FEES	80
Inquiry by the Campus President	29	ACADEMIC CALENDARS	82
Conduct Which Does not Warrant a Suspension or Dismissal	29	APPENDIX A: PROGRAM DISCLOSURES	85

ABOUT EVEREST COLLEGE

CORINTHIAN COLLEGES, INC.

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

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

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

CCI'S MISSION

Every effective organization, institution or enterprise must have a purpose. Ours at Corinthian Colleges is to help our adult students acquire the necessary skills and confidence to build better careers and lives. Putting students first is what we do, and who we are.

We don't all share the same path or learn the same way, but we are determined to help our students along every step of their journey to self-sufficiency, from admissions and financial aid to practical and innovative instruction to job placement.

As we work together to help our students succeed, we are guided by the values we share as CCi employees:

- **Live With Integrity** – Don't just say the right thing, have the courage to do the right thing
- **Pursue Excellence** – Do your best. Stay curious. Be committed to continuous learning and improvement
- **Serve Others** – Respond to the needs of students, fellow employees, employers and the community. Help your team achieve its goals
- **Be Accountable** – Rise to the challenge. Accept responsibility and help find solutions

EVEREST'S MISSION

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

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

OBJECTIVES

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

SCHOOL HISTORY AND FACILITIES

Everest College, formerly Mountain West College, was founded in 1982 as Mountain West Computer School. This college was subsequently purchased in 1983 and was then called Mountain West College of Business and Technology. In November of 1987, candidacy for accreditation for Junior College Status was granted.

In September of 1989, Phillips Colleges, Inc. acquired Mountain West Junior College. In March 1990, Mountain West Junior College changed its name to Phillips Junior College.

In October, 1996, the college was acquired by Rhodes Colleges, Inc., and the name of the college was changed to Mountain West College in recognition of the institution's history of excellence in training and education in the Salt Lake City area. In February of 2006, the name of the College was changed to Everest College.

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

Everest College is located near I-215 Freeway and Valley Fair Mall. Everest College serves the growing populations of the Salt Lake Valley. The main building of the campus utilizes approximately 26,200 square feet of classrooms and supporting facilities. The space is equipped to facilitate use by handicapped persons. The College facilities include classrooms, study areas, computer labs, medical lab, and administrative offices. The College also maintains a Learning Resource Center containing a collection of over 7,500 volumes that completely support the various curricula and provide learning resources for our students and faculty. Additionally, virtual library resources are available on the Internet, as is access to Westlaw. An adjoining Nursing building offers 12,000 square feet, including a student lounge, computer facilities, and nursing skills and simulation lab and medical classroom facilities.

The student lounge areas in the facility are equipped with food and beverage machines where students may relax. Many commercial facilities are located in the immediate vicinity. Ample parking is provided at the College for students, faculty, and administration at no charge. The facility is conveniently located close to freeways and is easily accessible by public transportation.

OFFICE HOURS

The administrative offices are open Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 8:00 p.m. and Saturday from 9 a.m. to 1 p.m. Appointments after hours may be made by calling in advance.

CLASS SCHEDULE

Students attend classes Monday through Friday. Day classes for modular programs are offered between 6:00 a.m. and 6:00 p.m. and evening classes are offered between 6:00 p.m. and 10:00 p.m.

Day classes for linear programs are offered between 6:00 a.m. and 6:00 p.m. and evening classes are offered between 6:00 p.m. and 10:00 p.m.

Nursing classes/clinicals may be scheduled on weekends and nights depending on the availability of clinical sites.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's degrees and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- The Medical Assistant diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.
- The Bachelor of Science in Nursing program is provisionally approved by the Utah Board of Nursing.
- The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 657-3000, www.ashp.org.
- The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA). Further information can be obtained by contacting the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, (727) 210-2354 (fax), www.caahep.org.
- Registered with the Utah State Board of Regents, #3 Triad Center, 355 N. West Temple, Salt Lake City, UT 84180, and is licensed by Salt Lake County.

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

ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in

English. We do not make any accommodations to present materials or instruct courses in any other language. As part of the enrollment process, enrollees take the SLE assessment. If a student scores 12 or more, the student will proceed with standard coursework. If a student scores 9 to 11, it is recommended that the student attends math tutoring. If the score is 8 or below, it is recommended that the student attends tutoring to strengthen his/her skills in both English and Math. No English as a second language courses are offered by the campus.

REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED. Applicants will be required to sign an **“Attestation Regarding High School Graduation or Equivalency”** indicating they meet the school's requirements for admission.
- High school seniors who are accepted on a conditional basis must sign an **“Attestation Regarding High School Graduation or Equivalency”** following graduation and prior to starting classes.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.
- All applicants will be required to submit **one** of the following:
 - 1) Completed Attestation regarding high school graduation or equivalency or
 - 2) Proof of High School graduation (POG) (i.e. copy of diploma or transcript) or
 - 3) Proof of a recognized equivalency certificate (GED) or other equivalent documentation.

ACADEMIC SKILLS ASSESSMENT

All students are required to go through the institution's assessment test. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

CRIMINAL BACKGROUND CHECK

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering a program shall be required to complete a Criminal Background Attestation, attesting that they do not have a criminal background that would preclude them from obtaining licensure, externship or placement in their desired career field.

Diploma, Pharmacy Technician Program

- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Students must meet with the Program Director during their first module.
- Applicants must pass a criminal background check and complete a student disclosure form.
- High School graduate or have a GED.

Associate of Science, Surgical Technologist Program

- High School graduate or have a GED.
- Achieve a minimum score on the **Wonderlic Basic Skills Test of Verbal 270 and Quantitative 270**.
- Complete a personal interview with the Surgical Technologist Director or designee.
- Complete and pass a criminal background check.
- Complete and pass a drug screening which shows no evidence of illegal drug usage.

Prior to clinical the following need to be completed:

- Meet the outlined Essential Skills and Functional Ability Standards and have physical examination clearance by a physician.
- Provide proof of current immunizations as required by clinical affiliates.
- Provide proof of current or complete CPR/Choking training that includes infant, child and adult with AED as required by clinical affiliates (this will be completed in class).

The policies in the Surgical Technologist Handbook will supersede all other Everest policies and procedures as outlined in this catalog.

Bachelor of Science, Nursing

- Be a high school graduate with a minimum 3.0 GPA plus or have a GED with a passing score of 550 or better or have successfully completed previous college level courses
- Pass the HESI A2 entrance test with a grade of 75+ in Math, Reading, Grammar and Vocabulary.
- Complete a personal interview with the Campus Nursing Director or Nursing faculty.
- Complete and pass a written essay as assigned.
- Meet the outlined technical standards
- Pass the Level 3 criminal background check and/or fingerprinting/drug screening

Note: The policies in the Nursing Handbook will supersede all other Everest policies and procedures as outlined in this catalog.

ABILITY TO BENEFIT GRANDFATHERING POLICY

Ability to Benefit students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:

1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student established qualification as an ATB student by documenting one of the two following ATB alternatives:
 - a. Passing an independently administered, Department of Education (DOE) approved ATB test; or
 - b. Successful completion of at least six credit hours, or the equivalent coursework (225 clock hours) that are applicable toward a certificate offered by the school.

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

Ability to Benefit Passing Test Scores

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAAt, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

ATB Test	CPAAt	COMPASS	ASSET	CPT/Accuplacer	Wonderlic
Required Passing Scores:	Language: 42 Reading: 43 Numerical: 41	Reading: 62 Writing: 32 Numerical: 25	Reading: 35 Writing: 35 Numerical: 33	Reading: 55 Sentence Skills: 60 Arithmetic: 34	Verbal: 200 Quantitative: 210

Former CCI ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student's academic file.

Students transferring from a non-CCI institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCI subject to Test Publisher's retest policies.

Ability to Benefit Advising

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation period (i.e. term, module, phase, level, or quarter).

INTERNATIONAL STUDENTS

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

INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS

- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Provide proof of English proficiency (if the student's first language is not English, an official test score on an approved English proficiency test is required).
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
 - a) Bank letter verifying student's available funds (self-sponsoring).
 - b) Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
 - c) Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
 - d) If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours; for graduate students at least 8 quarter credit hours; for Intensive English students and modular program students, at least 18 clock hours of attendance per week).
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee (if done through the school).
- International students must meet the same programmatic entrance requirements as domestic students.

Note: M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

English Proficiency

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:

- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for **diploma and undergraduate programs** are the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System Exam (IELTS), and the English Language School Center (ELS) test. The required passing score on each test is as follows:

Test:	TOEFL	MELAB	IELTS	ELS
Score:	45 Internet Based 133 Computer Based 450 Paper Based	60	5.0	Completion of Level 107

The acceptable skills assessment tests for **graduate programs** are the TOEFL, the MELAB, and the IELTS. The required passing score on each test is as follows:

Test:	TOEFL	MELAB	IELTS
Score:	79 Internet Based 213 Computer Based 550 Paper Based	78	6.0

COMPUTER INFORMATION SCIENCE PROGRAM STUDENT DISCLOSURE

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

Enrollment in a Computer Information Science program offers students the knowledge and skills to enter the workforce in technology or a related field. Program completion does not necessarily lead to or guarantee any form of vendor certification.

ACADEMIC INFORMATION

EVEREST REGULATIONS

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

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

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10.0 class hours of theory or lecture instruction, a minimum of 20.0 clock hours of supervised laboratory instruction, or a minimum of 30.0 hours of externship/internship/clinical practice.

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should expect to spend approximately two hours outside of class completing homework for every hour of in class lecture.
- Students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

TRANSFER OF CREDIT INTO AND OUT OF EVEREST

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

MAXIMUM TRANSFER CREDITS ACCEPTED

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

COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

TRANSFER CREDIT FOR LEARNING ASSESSMENT

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

Transfer Credit for Proficiency Examination

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Similarly, Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications such as CNE, MCSE, etc. For more information, please contact the Academic Dean or Director of Education.

Experiential Learning Portfolio

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits earned at Everest is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma or certificate earned in the program in which the student is enrolling is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma or certificate that was earned at this institution are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Everest to determine if the credits or degree, diploma or certificate will transfer.

Transfer to Other Everest Locations

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

Articulation Agreement

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

Transfer Center Assistance

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

ONLINE COURSE REQUIREMENTS

Online courses are offered at the campus through the Online Division of CCI using the eCollege platform via the Internet. Online courses have the same course objectives and outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. Students registering for an online course must obtain prior approval from their Program Director or the Academic Dean. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

Windows Systems

Windows 7, XP, or Vista
56K modem or higher
Sound Cards & Speakers
Firefox, Chrome, or Microsoft Internet Explorer

Mac Systems

Mac OS X or higher (in classic mode)
56K modem or higher
Sound Cards & Speakers
Apple Safari, Chrome, Firefox

In addition, students taking online courses must:

- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

DIRECTED STUDY

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Bachelor's degree students may apply a maximum of 16.0 quarter credits of directed study to the major core of study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study

GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4.0	Excellent	100 - 92	100 - 90
B	3.0	Very Good	91 - 84	89 - 80
C	2.0	Good	83 - 76	79 - 70
D*	1.0	Poor	75 - 68	69 - 60
F**	0.0	Failing	67 - 0	59 - 0
Fail	Not Calculated	Fail (for externship/internship)		
Pass	Not Calculated	Pass (for externship/internship or thesis classes only)		
IP***	Not Calculated	In Progress (for externship/internship or thesis courses only)		
L	Not Calculated	Leave of Absence (allowed in modular programs only)		
EL	Not Calculated	Experiential Learning Credit		
PE	Not Calculated	Proficiency Exam		
PF	Not Calculated	Preparatory Fail		
PP	Not Calculated	Preparatory Pass		
W	Not Calculated	Withdrawal		
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress		
TR	Not Calculated	Transfer Credit		

* Not used in Allied Health programs.

** Due to programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For the Nursing program, below 76% is a failing grade. All other Allied Health programs, F (failing) is 69-0%.

*** If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in both courses.

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

GPA AND CGPA CALCULATIONS

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

Evaluation Periods for SAP

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

Rate of Progress Toward Completion

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

Maximum Time Frame to Complete

The maximum time frame for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. School shall calculate maximum time frame using credit hours attempted. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

Satisfactory Academic Progress Tables

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

60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	2.0	1.5	66.66%	65%
73-90	N/A	2.0	N/A	66.66%

74 Quarter Credit Hour Program. Total credits that may be attempted: 111 (150% of 74).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.25	66.66%	50%
49-64	2.0	1.5	66.66%	60%
65-72	2.0	1.75	66.66%	65%
73-111	N/A	2.0	N/A	66.66%

75 Quarter Credit Hour Program. Total credits that may be attempted: 112 (150% of 75).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.25	66.66%	50%
49-64	2.0	1.5	66.66%	60%
65-72	2.0	1.75	66.66%	65%
73-112	N/A	2.0	N/A	66.66%

78 Quarter Credit Hour Program. Total credits that may be attempted: 117 (150% of 78).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.25	66.66%	50%
49-64	2.0	1.5	66.66%	60%
65-72	2.0	1.75	66.66%	65%
73-117	N/A	2.0	N/A	66.66%

94 Quarter Credit Hour Quarter-Based Program Total credits that may be attempted: 141 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-141	N/A	2.0	N/A	66.66%

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

192 Quarter Credit Hour Program. Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-288	N/A	2.0	N/A	66.66%

201 Quarter Credit Hour Program. Total credits that may be attempted: 301 (150% of 201).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-301	N/A	2.0	N/A	66.66%

Application of Grades and Credits to SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.

- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades are not used and non-credit and remedial courses do not factor into CGPA or ROP.

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term. During the SAP advising period, the student is eligible for financial aid. Academic advising shall be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- For linear programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must be advised within fourteen (14) calendar days after the term start.

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

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

Financial Aid Warning

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into SAP NOT MET status. Students not meeting SAP and with a previous SAP status: SAP MET or SAP ADVISING will be issued FA Warning letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

Notification of Financial Aid Warning

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:

- For linear programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must be advised within fourteen (14) calendar days after the term start.

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

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

Financial Aid Probation

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur.

The Academic Dean/Director of Education (or designee) must provide written notice of all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term;
 - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.

- For modular programs:
 - Students must receive the notification by the third (3) calendar day of the next module;
 - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. Students must be notified in writing of their probationary status within three (3) calendar days of the change in status in the student information system. During the period of FA probation students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Progress Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Progress Plan when evaluated at the end of each evaluation period on the Plan.

Academic Progress Plan

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

Evaluation of Progress

At the end of each evaluation period encompassed by the APP, the student will meet with the Academic Dean/Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the second (2nd) calendar day of the module or term.

SAP Advising or SAP Met Status

If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

The Academic Dean/Director of Education (or designee) must provide a written notice of Return to Academic Good Standing or SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- For linear programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

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

- For modular programs:
 - Students must receive the notification by the third (3) calendar day of the subsequent module; and
 - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

SAP Not Met Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will be manually assigned SAP Meeting APP status and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

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

- For modular programs:
 - Students must receive the notification by the third (3) calendar day of the subsequent module; and
 - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

Note: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.

SAP Re-Entry

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory Academic Progress (SAP) standing.

Retaking Passed Coursework

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

Retaking Failed Coursework

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

ADD/DROP POLICY (LINEAR PROGRAMS ONLY)

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

Full Term Courses

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

Mini-Term Courses

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

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

Effects of Add/Drop on Financial Aid Calculation

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

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

ATTENDANCE POLICY

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

Establishing Attendance/Verifying Enrollment

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, new students registered for a class shall attend by the second scheduled class session or be withdrawn.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

Should an appeal be granted, the student is not dismissed, but shall be placed on probation and monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all courses and dismissed from school, and shall not be charged for attending while the appeal was pending. Students dismissed due to an attendance violation must reapply for admission to the school.

Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 1. Attend their next scheduled class session;
 2. File an appeal within five (5) calendar days of the violation;
 3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school.

Note: For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

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

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

PERCENTAGE ABSENCE RULE (LINEAR PROGRAMS)

The following rule shall apply:

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

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

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

Attendance Violations

Should a student violate the applicable Percentage Absence Rule, the following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 1. Attend class within five (5) calendar days of the violation;
 2. File an appeal within five (5) calendar days of the violation;
 3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but who does not return within five (5) calendar days of the violation shall be withdrawn from all courses and dismissed from school.

Date of Withdrawal

- When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).
- When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

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

Date of Determination (DOD)

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

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy; or
- No later than the 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

Attendance Records

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

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Students requesting an LOA must submit a completed **Leave of Absence Request Form** prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- a) the school documents the unforeseen circumstances, and
- b) the student submits a completed **Leave of Absence Request Form** by the tenth (10th) calendar day of the leave.

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

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade.

The module with a grade of “L” shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

Re-Admission Following a Leave of Absence

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Extension of a Leave of Absence

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

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

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

Failure to Return from a Leave of Absence

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

The “L” grade in the LOA beginning module shall be changed to “W” (withdraw). The module with a grade of “W” shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

Possible Effects of a Leave of Absence

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

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- Financial aid may be affected.

WITHDRAWAL PROCEDURES

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

MAKE-UP WORK

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

EXTERNSHIP TRAINING

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

Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Academic Dean/Director of Education to approve the time remaining to complete the externship.

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

REQUIREMENTS FOR GRADUATION

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

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

REQUIREMENTS FOR GRADUATION FOR PRACTICAL NURSING PROGRAM

- Complete all required courses with a grade of C+ or above;
 - Complete all required courses with a cumulative grade point average (GPA) of 2.5 or above;
- Licensure fees include fees to be paid for the NCLEX-PN Licensure Exam and the State Board of Nursing.

These fees are subject to change by the State Board of Nursing and NCLEX-PN.

Practical Nursing graduates are immediately eligible to apply to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Candidates who pass the exam are considered Licensed Practical Nurses.

VETERAN'S EDUCATION BENEFITS

Prior Credit for Education and Training

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training. The student is responsible for ensuring that all transcripts are submitted to the school. The school is responsible for evaluating official written transcripts of previous education and experience, granting credit where appropriate, notifying the student, and shortening the program certified accordingly.

Prior credit must be evaluated within the first two terms of the enrollment period. The VA will not pay VA education benefits past the third term of enrollment, if prior credit has not been evaluated.

Benefit Overpayments

Schools are required to promptly report changes in the enrollment status of all students receiving VA education benefits in order to minimize overpayments. Generally overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 9/11 GI Bill when an overpayment is created on a school and funds need to be returned to the VA.

Academic Standards for Students Receiving VA Benefits

Students receiving Veterans education benefits are subject to the same academic standards applicable to all students at the schools. To receive VA education benefits, a student must maintain Satisfactory Academic Progress, attendance standards and adhere to the Code of Student Conduct.

APPEALS POLICY

Student Academic Appeals Policy

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

All formal academic appeals must be submitted in writing (or electronically via email for students enrolled in an online course) on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:

- Modular - the date the grade(s) are mailed from the school
- Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2nd consecutive term):
 - Modular – third calendar day of the subsequent module
 - Linear - first day of the subsequent term

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

The appeal must include:

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

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

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

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education/Online Designee shall convene an Appeal Committee, which should at a minimum include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

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

Assignments/ Test Grades

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

Final Course Grades

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the grades are mailed from the school. In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

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

Attendance Violation Appeals Policy

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

1. Attend school:
 - The next scheduled class period (Consecutive Absence Rule violations)
 - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

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

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

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

Satisfactory Academic Progress (SAP) Appeals

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

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in his/her program and that his or her failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

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

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

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

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

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

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

TUITION AND FEES

Tuition and fee information can be found in "Tuition and Fees" section of the catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, tuition will be charged in the full tuition amount, or in increments based on state policy, for each academic year.

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

Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this school catalog. For modular programs, the Enrollment Agreement obligates the student and the school for the entire program of instruction. For quarter-based programs, the Enrollment Agreement obligates the student and the school for tuition by quarter.

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

TUITION CHARGES FOR RE-ENTRY

- Students re-entering a linear program will be charged tuition at the current cost per credit/quarter.
- Students re-entering a modular program within 180 days:
 - Same Program (Same/New Program Version): Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments)

- Same Program (New Program Version of Different Credits/Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
- Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment
- Students re-entering greater than 180 days less than 365 days:
 - Same Program (Same/New Program Version): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments)
 - Same Program (New Program Version of Different Credits/Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student's best interest by referring to the Enrollment Agreement Guidelines
 - Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

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

TEXTBOOKS

Textbooks and workbooks are sold through the bookstore in accordance with Everest policies. At the time of issuance, textbooks become the responsibility of the students. Everest is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges.

ADDITIONAL FEES AND EXPENSES

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

VOLUNTARY PREPAYMENT PLAN

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

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded.

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

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

OFFICIAL WITHDRAWALS

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

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

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

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

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

FEDERAL FINANCIAL AID RETURN POLICY

Student Financial Aid (SFA)

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The school is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

Return of Title IV Funds Calculation and Policy

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

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

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

The school must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD.

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

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

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds and the student would be required to return a portion of the funds.

Return of Unearned Title IV Funds

The school must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

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

Time frame within Which Institution is to Return Unearned Title IV Funds

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

Effect of Leave of Absence on Returns

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

REFUND POLICY

Institutional Pro Rata Refund Calculation and Policy

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

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

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

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

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

EFFECT OF LEAVE OF ABSENCE ON REFUNDS

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

TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

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

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

Continuing Students

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

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

Continuing Modular Diploma Students

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

STUDENT FINANCING OPTIONS

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

Financial Assistance

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

Student Eligibility

To receive financial assistance, you must:

1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any federally-guaranteed loan;
8. Have a high school diploma or its equivalent, or have completed homeschooling at the secondary level as defined by state law, or qualify for admissions under the Ability to Benefit Grandfathering Policy.

Federal Financial Aid Programs

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

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loans (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

Alternative Loan Programs

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

- There are alternative loans provided by private lenders.
- The interest rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

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

GRANTS AND SCHOLARSHIPS

Workforce Scholarships and Grants, Including Youth, Adult and Displaced Workers

Everest is recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. Therefore, if you are unemployed, under employed, or an otherwise eligible youth or adult, you may qualify for various workforce educational benefit programs. Eligibility criteria for workforce educational assistance and benefits available vary by state, community and school, so check with the funding organization to see if you qualify.

Dream Award Program and Scholarships

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

Campus Dream Award: Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

- A scholarship worth \$2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated,
- A plaque, and
- \$100 Visa gift card.

Regional and National Dream Award: Following the close of the nomination period for the Campus Dream Award, the Regional and National recipients will be selected from the campus nominees by the divisional leadership and the executive management team.

The Regional winners will be selected from the pool of campus winners and will receive:

- A regional trophy, and
- \$1,000 Visa gift card.

The National award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the Fall CCi Presidents' Meeting. The award will include:

- A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
- An all-expenses paid trip to the Fall Presidents' Meeting,
- \$2,500 Visa gift card,
- A trophy,
- A letter of recognition, and
- A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

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

Imagine America Scholarship

The campus participates in the Imagine America scholarship program administered by the Imagine America Foundation. The Imagine America scholarships are valued at \$1,000 each and may be awarded to graduating seniors from participating high schools. Applicants must graduate high school with a GPA of 2.5 or above and may be requested to demonstrate commitment to community service and/or demonstrate financial need. 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.

Applicants may apply for this scholarship online at www.imagine-america.org. Applicants may apply for this scholarship beginning January 1st of the year in which they graduate and scholarship certificates will be accepted until

December 31st of the year in which they are awarded.

Imagine America scholarship certificates are to be given to the Student Finance Office prior to class commencement and are non-transferable and cannot be exchanged for cash. The scholarship cannot be used in conjunction with any of the other scholarships offered at the campus.

President's Scholarship

Students enrolled as of September 1, 2013 in any quarter based degree program, in Everest College, Everest University or Everest Institute, who have 16 credits or less remaining to graduate as of October 7, 2013, are entitled to receive the amount of \$875 per term for a maximum of \$1,750 for the total of two terms as a non-transferrable scholarship in order to complete their program.

In order to be eligible for consideration, students must remain in good standing with Everest University, Everest Institute or Everest College. They must maintain a 2.0 GPA and must graduate no later than April 2014.

This scholarship is to be awarded for the sole purpose of tuition charges and will be awarded and applied to the student account upon the degree completion. This scholarship is non-transferrable and cannot be applied to additional degrees or diplomas.

Veteran's Assistance Programs

For information about U.S. Department of Veterans Affairs (VA) education benefits for veterans and their families, call (888)-GI-BILL-1 (888-442-4551) or visit www.gibill.va.gov. Each of the major benefits programs is described in detail in its own section of the VA's site.

- The Montgomery GI Bill–Active Duty:
http://www.gibill.va.gov/pamphlets/ch30/ch30_pamphlet.pdf
- The Montgomery GI Bill–Selected Reserve:
http://www.gibill.va.gov/pamphlets/ch1606/ch1606_pamphlet.pdf
- Dependents' Educational Assistance Program (DEA):
http://www.gibill.va.gov/pamphlets/ch35/ch35_pamphlet.pdf
- Veterans' Educational Assistance Program (VEAP):
http://www.gibill.va.gov/pamphlets/ch32/ch32_pamphlet.pdf
- Reserve Educational Assistance Program (REAP):
http://www.gibill.va.gov/pamphlets/ch1607ch1607_pamphlet.pdf
- The Post-9/11 GI Bill:
http://www.gibill.va.gov/pamphlets/ch33/ch33_pamphlet.pdf
- U.S. Army:
<http://www.goarmy.com/benefits/education.jsp>
- U.S. Navy:
<http://www.navy.com/navy/joining/education-opportunities.html>
- U.S. Air Force:
<http://www.airforce.com/opportunities/enlisted/education> or www.airforce.com/opportunities/officer/education
- Marine Corps:
http://www.marines.com/main/index/quality_citizens/benefit_of_services/education

Military Scholarships

Military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Activated Guard/Reserve and US Coast Guard, Military spouses of active military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Guard/Reserve and US Coast Guard, and Veterans using VA Education Benefits are eligible to apply for the Military Scholarship. Additionally, dependents using VA Education Benefits are eligible to apply for the Military Scholarship.

The scholarship includes a quarterly tuition stipend applied as a credit to the student's account. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is ontransferable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied. Applications may be requested from the Admissions Office.

Eligibility: Applicants must meet entrance requirements for program of study. Applicants must be a US military service member or a dependent or spouse of a US military service member, and provide proof by submitting a copy of official military documentation prior to the start of the term. Documents include valid military ID card, Leave and Earnings Statement, DD214, etc. The scholarship may be renewed from quarter-to-quarter so long as the recipient remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Payment Schedule:

Member Status	Military Scholarship Amount
U.S. Military Service Member – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard and Reservists	50% of tuition
Military spouse – spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, air Force and US Coast Guard	10% of tuition
Veteran – veteran using VA education benefits	10% of tuition
Military Dependents – using VA education benefits	10% of tuition

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

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

DISABILITY

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

DISABILITY ACCOMMODATION PROCEDURE

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

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

DISABILITY GRIEVANCE PROCEDURES

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

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services reviews the matter and provides a decision in writing.

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

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

CODE OF STUDENT CONDUCT

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

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

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

Conduct Affecting the Safety of the Campus Community

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

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

Other Prohibited Conduct

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

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

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

Limitations on Students with Pending Disciplinary Matters

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

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

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

Inquiry by the Campus President

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

Conduct Which Does not Warrant a Suspension or Dismissal

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

Conduct Which Warrants a Suspension or Dismissal

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

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

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

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

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law.

SEXUAL HARASSMENT POLICY

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

SANCTIONS

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

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

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

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

APPEAL PROCESS

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

The Committee Chair shall schedule a timely hearing date and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two calendar days prior to the scheduled hearing date and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

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

The Student Conduct Committee shall:

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

The Student Conduct Committee shall issue a written decision to the student within five calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus President (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

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

RECORD OF DISCIPLINARY MATTER

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

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

STUDENT COMPLAINT PROCEDURE

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

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

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

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

Utah Division of Consumer Protection
Attention: Complaint Processor
Heber M. Wells Building, 2nd Floor
160 East 300 South
PO Box 146704
Salt Lake City, UT 84114-6704
Ph: (801) 530-6601
Fax: (801) 530-6001
E-mail: consumerprotection@utah.gov
Website: www.consumerprotection.utah.gov

Office of the Attorney General
Utah State Capitol Complex
350 North State Street, Ste. 230
PO Box 142320
Salt Lake City, UT 84114-2320
Ph: (801) 366-0260
Toll Free: (800) 244-4636
FAX: (801) 538-1121
E-Mail: uag@utah.gov
Website: <http://attorneygeneral.utah.gov>

DRESS CODE

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.
A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students' names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar's Office and submit the completed form to the Registrar.

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

STUDENT RECORDS

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

TRANSCRIPT AND DIPLOMA RELEASE

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

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

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

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

DRUG-FREE SCHOOLS POLICY

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

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

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

STATISTICAL INFORMATION

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

CAMPUS COMPLETION RATE REPORTS

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

STUDENT SERVICES

ORIENTATION

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

HEALTH SERVICES

Everest does not provide health services.

HOUSING

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

STUDENT ADVISING

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

EVEREST CARE PROGRAM

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

PLACEMENT ASSISTANCE

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

PROGRAMS OFFERED

Diploma Programs	
Business Office Administration	Diploma
Criminal Justice – Social and Youth Services	Diploma
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Pharmacy Technician	Diploma
Associate of Science Degree Programs	
Business	Associate of Science
Criminal Justice (no longer enrolling new students)	Associate of Science
Paralegal (no longer enrolling new students)	Associate of Science
Surgical Technologist	Associate of Science
Bachelor of Science Degree Programs	
Computer Information Science (no longer enrolling new students)	Bachelor of Science
Criminal Justice (no longer enrolling new students)	Bachelor of Science
Nursing	Bachelor of Science

DIPLOMA PROGRAMS



BUSINESS OFFICE ADMINISTRATION

Diploma Program
36 weeks – 900 hours, 75 credits

V 1-0

The Business Office Administration program is a uniquely designed “Work-Force Ready” training program aimed to deliver what employers are looking for today: (1) business office administration fundamentals, (2) soft skills / professional skills, (3) Microsoft certification, and (4) an education.

The Business Office Administration program provides students the basic foundation and technical skill sets required for an entry level Business Office Administration job. The program explores the soft and professional skills for the Business Office Administration professional, and prepares students for key certification exams widely recognized in the business world.

The Business Office Administration program helps prepare students for careers such as Secretary, Administrative Assistant / Associate, Office Assistant / Coordinator / Clerk, Office Manager / Supervisor, Executive Assistant / Secretary, Receptionist, Purchasing Assistant / Associate / Specialist, and Data Entry Operator to name a few.

Module ID and Title	Total Hours	Total Credits
BUCO 1001 Computer Applications	100	8
BUCO 1002 Introduction to Business Writing	100	8
BUCO 2001 Introduction to Business	100	10
BUCO 2002 Applied Word Processing	100	8
BUCO 2003 Applied Spreadsheets	100	8
BUCO 2004 Customer Relations and Servicing	100	10
BUCO 3001 Certification Preparation	100	7
BUOA 3001 Office and Administrative Management	100	10
BUOA 3002 Keyboarding	100	6
Total	900	75

BUCO 1001 - Computer Applications	8 Quarter 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 personal and business use. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.	
BUCO 1002 - Introduction to Business Writing	8 Quarter Credits
In this Module, students will explore business writing from the ground up. A comprehensive overview of basic sentence structure, grammar, punctuation, and capitalization punctuation is provided. In addition, students will explore the writing process and writing style as they both apply to the development, editing, and formatting of business documents. Students will create a variety of business documents including email messages, memos, letters, business reports, proposals, and employment-related documents. Multimedia presentations and web-based communications are also discussed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.	
BUCO 2001 - Introduction to Business	10 Quarter Credits
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: BUCO 1001 & BUCO 1002 Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0.	
BUCO 2002 - Applied Word Processing	8 Quarter Credits
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: BUCO 1001 & BUCO 1002 Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.	

BUCO 2003 - Applied Spreadsheets	8 Quarter Credits
<p>This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: BUCO 1001 & BUCO 1002 Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.</p>	
BUCO 2004 - Customer Relations and Servicing	10 Quarter Credits
<p>Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: BUCO 1001 & BUCO 1002 Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0.</p>	
BUCO 3001 - Certification Preparation	7 Quarter Credits
<p>In this Module students will explore Microsoft Word and Microsoft Excel in a comprehensive manner. Each software application will be covered from basic document creation through advanced formatting and automation. This course is intended to prepare students for Microsoft Word and Microsoft Excel certification exams. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: BUCO 2001, BUCO 2002, BUCO 2003, BUCO 2004 Lecture Hours: 40.0 Lab Hours: 60.0 Outside Hours: 25.0.</p>	
BUOA 3001 - Office and Administrative Management	10 Quarter Credits
<p>In this Module students will explore a wide variety of strategies for office management, organization, and communication. Strategies related to office planning, personnel matters, and work processes are also addressed in detail. Students will also examine office technologies, records management, and various business-related controls as they relate to administrative office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: BUCO 2001, BUCO 2002, BUCO 2003, BUCO 2004 Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0.</p>	
BUOA 3002 - Keyboarding	6 Quarter Credits
<p>This Module is designed to familiarize students with keyboarding fundamentals. Students will develop keyboarding skills necessary for a business office environment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: BUCO 2001, BUCO 2002, BUCO 2003, BUCO 2004 Lecture Hours: 20.0 Lab Hours: 80.0 Outside Hours: 25.0.</p>	



CRIMINAL JUSTICE - SOCIAL AND YOUTH SERVICES

Diploma Program

36 weeks – 900 hours, 78 credits

V 1-0

This program consists of three (3) pre-requisite modules, four (4) self-contained modules and two (2) post-requisite modules. The first three modules provide foundational skills for all Criminal Justice diploma students and must be successfully completed before moving on to the next four modules. The next four modules deliver essential knowledge for all Criminal Justice diploma students and must be successfully completed before moving on to the two post-requisite modules. The two post-requisite modules are designed to prepare students for jobs in the Social & Youth Services sector of the Criminal Justice field.

In this program, students will receive training in the basic skills required of entry-level workers in the field of Criminal Justice as well as the Social & Youth Services sector. In addition to covering foundational skills in written, oral and interpersonal communication, the program includes coursework in Computer Applications, Criminology, Criminal Procedure, Criminal Investigation, Juvenile Justice and Victims' Advocacy. The curriculum also addresses such topics as Ethics & Etiquette in the Workplace and Job Search & Interviewing Skills.

Upon successful completion of the program, graduates will be prepared for entry-level positions in Criminal Justice and Social Services, including Intake Specialists, Outreach Specialists, Eligibility Specialists and Program Leaders.

This program consists of nine units of learning called modules. Each module is four (4) weeks in length.

Module ID and Title	Total Hours	Total Credits
CJCO 1001 Introduction to Criminal Justice	100	10.0
CJCO 1002 Composition for the CJ Professional	100	8.0
CJCO 1003 Interpersonal Communication for the CJ Professional	100	8.0
CJCO 2001 Criminology	100	8.0
CJCO 2002 Criminal Procedure and the Constitution	100	8.0
CJCO 2003 Criminal Investigations	100	8.0
CJCO 2004 Computer Applications	100	8.0
CJSY 3001 Juvenile Justice	100	10.0
CJSY 3002 Introduction to Victims Advocacy	100	10.0
Total	900	78

<p>CJCO 1001 - Introduction to Criminal Justice 10.0 Quarter Credits</p> <p>This module provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the police and law enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. This module also provides an overview of employment in the criminal justice field. Topics include careers in criminal justice, the economy and job market, professional skills required to work in the criminal justice field, the culture of law enforcement, and the political nature of the criminal justice system. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0.</p>
<p>CJCO 1002 - Composition for the CJ Professional 8.0 Quarter Credits</p> <p>This module 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 ideas and supporting material, both in general and in the law enforcement environment. This module also covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use primary, secondary, and CALR legal research sources to solve legal problems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.</p>
<p>CJCO 1003 - Interpersonal Communication for the CJ Professional 8.0 Quarter Credits</p> <p>This module will introduce students to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. This module also provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.</p>

CJCO 2001 - Criminology	8.0 Quarter Credits
This module covers the study of crime, causes of crime, types of crime, crime prevention strategies, and society's response to crime. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CJCO 1001, CJCO 1002, & CJCO 1003 Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.	
CJCO 2002 - Criminal Procedure and the Constitution	8.0 Quarter Credits
This module covers the Constitutional aspects of criminal procedure. Students will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. This module includes a study of the Constitution at work in the court system with current applications. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CJCO 1001, CJCO 1002, & CJCO 1003 Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.	
CJCO 2003 - Criminal Investigations	8.0 Quarter Credits
In this module, students learn basic investigative techniques as it relates to taking witness statements, interviews, and reports. An overview of police procedures is also included. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CJCO 1001, CJCO 1002, & CJCO 1003 Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.	
CJCO 2004 - Computer Applications	8.0 Quarter Credits
This module introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CJCO 1001, CJCO 1002, & CJCO 1003 Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.	
CJSY 3001 - Juvenile Justice	10.0 Quarter Credits
This module examines the historical development of delinquency and the modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system included in this course. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CJCO 2001, CJCO 2002, CJCO 2003, CJCO 2004 Lecture Hours: 100.0 Lab Hours: 00.0 Outside Hours: 25.0.	
CJSY 3002 - Introduction to Victims Advocacy	10.0 Quarter Credits
This module examines criminal victimization in the United States. Topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, and victim treatment at the hands of the criminal justice system. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CJCO 2001, CJCO 2002, CJCO 2003, CJCO 2004 Lecture Hours: 100.0 Lab Hours: 00.0 Outside Hours: 25.0.	



MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program

33 weeks - 760 hours, 48 credits

V 1

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

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

<p>Module A - Office Finance 6.0 Quarter Credits</p> <p>Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. They also become familiar with essential medical terminology. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)</p>
<p>Module B - Patient Processing and Assisting 6.0 Quarter Credits</p> <p>In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basics of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)</p>
<p>Module C - Medical Insurance 6.0 Quarter Credits</p> <p>Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist their being successful in the medical field. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)</p>

<p>Module D - Insurance Plans and Collections</p> <p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)</p>	<p>6.0 Quarter Credits</p>
<p>Module E - Office Procedures</p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)</p>	<p>6.0 Quarter Credits</p>
<p>Module F - Patient Care and Computerized Practice Management Procedures</p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced in this module. Students will also learn about the history of the healthcare industry and the Medical Assistant Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to learn from and how to become a mentor. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)</p>	<p>6.0 Quarter Credits</p>
<p>Module G - Dental Administrative Procedures</p> <p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They will discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)</p>	<p>6.0 Quarter Credits</p>
<p>Module X - Medical Administrative Assistant Externship</p> <p>Upon successful completion of modules A through G, students participate in a 200-hour externship at an approved facility. This course is 200 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisite: Completion of Modules A - G. Lecture Hours: 000 Lab Hours: 000 Other Hours: 200</p>	<p>6.0 Quarter Credits</p>



MEDICAL ASSISTANT

Diploma Program

41 weeks – 920 hours, 60 credit units

V 2.0

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

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

The goal of the Medical Assistant program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance.

Module Number	Module Title	Clock Hours	Quarter Credits
Module MAINTRO	Introduction to Medical Assisting	80	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	80	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	80	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	80	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	80	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	80	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	80	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	80	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	80	6.0
Module X	Medical Assistant Externship	200	6.0
Total		920	60.0

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

Module MAINTRO - Introduction to Medical Assisting	6.0 Quarter Credits
<p>Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Out-of-class activities will be assigned and assessed as part of this module.</p> <p>Prerequisite: None Lecture: 40 Hours Lab: 40 Hours Outside: 20 Hours</p>	

Module A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication**6.0 Quarter Credits**

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 20 Hrs.

Module B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology**6.0 Quarter Credits**

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 20 Hrs.

Module C - Digestive System, Nutrition, Financial Management, and First Aid**6.0 Quarter Credits**

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 20 Hrs.

Module D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR**6.0 Quarter Credits**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the

identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 20 Hrs.

Module E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures 6.0 Quarter Credits
Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 20 Hrs.

Module F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics 6.0 Quarter Credits
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 20 Hrs.

Module G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures 6.0 Quarter Credits
Module G covers the history and science of the medical field, as well as the medical assistant profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 20 Hrs.

Module H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing 6.0 Quarter Credits
Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient

confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MAINTRO
Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 20 Hrs.

Module X - Medical Assistant Diploma Program Externship

6.0 Quarter Credits

Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisite: MAINTROZ, Modules A-H Lecture: 00 Hours Lab: 00 Hours. Extern Hours: 200



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

V 1

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

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

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

Module Code	Module Title	Clock Hours	Quarter Credits
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
Module G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
Module X	Clinical Externship	200	6.0
Total		760	48.0

<p>Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems 6.0 Quarter Credits</p> <p>This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, and receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.</p>
<p>Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System 6.0 Quarter Credits</p> <p>This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this</p>

<p>module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.</p>
<p>Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice 6.0 Quarter Credits</p> <p>This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.</p>
<p>Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses 6.0 Quarter Credits</p> <p>This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.</p>
<p>Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System 6.0 Quarter Credits</p> <p>In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.</p>
<p>Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System 6.0 Quarter Credits</p> <p>This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.</p>
<p>Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System 6.0 Quarter Credits</p> <p>This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.</p>
<p>Module X - Clinical Externship 6.0 Quarter Credits</p> <p>This 200-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisites: Completion of Didactic Program - Student must complete all modules prior to externship placement. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.</p>

ASSOCIATE'S DEGREE PROGRAMS



BUSINESS

Associate of Science Degree
24 months, 96 credits

V 1

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

Course Number		Course Title	Associate's Degree Quarter Credits
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development (previously known as Career Skills)	2.0
Choose 8 credits from the following list:			
OST	1149L	Keyboarding	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
MTB	1103	Business Math	4.0
CGS	2501C	Applied Word Processing	4.0
CGS	2573C	Applied Spreadsheets	4.0
TOTAL COLLEGE CORE CREDIT HOURS			18
MAJOR CORE REQUIREMENTS			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
TOTAL ALL CONCENTRATIONS CREDIT HOURS			28
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
FIN	1103	Finance	4.0
MAN	2727	Strategic Planning for Business	4.0
MAR	2305	Customer Relations and Servicing	4.0
Choose 2 of the following courses:			
APA	2161	Introductory Cost/Managerial Accounting	4.0
SBM	2000	Small Business Management	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
TOTAL MAJOR CORE CREDIT HOURS			20
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
TOTAL QUARTER CREDIT HOURS			30
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96

* Course not offered online



CRIMINAL JUSTICE
Associate of Science Degree
 24 months, 96 credits
 (No longer enrolling new students)

V 1

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

Course Number	Course Title	Associate's Degree Quarter Credits
COLLEGE CORE REQUIREMENTS		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (previously known as Career Skills)	2.0
CGS 2060C	Computer Applications	4.0
	TOTAL QUARTER CREDIT HOURS	10
MAJOR CORE REQUIREMENTS		
BUL 2131	Applied Business Law	4.0
CCJ 1017	Criminology	4.0
CCJ 1020	Introduction to Criminal Justice	4.0
CJL 2130	Criminal Evidence	4.0
CJL 2134	Criminal Procedure and the Constitution	4.0
CJE 1600	Criminal Investigations	4.0
CCJ 2358	Criminal Justice Communications	4.0
CJC 2000	Introduction to Corrections	4.0
CJE 2580	Introduction to Interviews and Interrogations	4.0
DSC 2002	Introduction to Terrorism	4.0
	TOTAL QUARTER CREDIT HOURS	40
The students will take 12.0 credits from following courses:		
CCJ 2501	Juvenile Justice	4.0
CJE 2100	Policing in America	4.0
CCJ 2288	Spanish for the Criminal Justice Professional	4.0
CCJ 2679	Introduction to Victims Advocacy	4.0
CCJ 2943	Current Issues in Criminal Justice	4.0
CJE 2670	Introduction to Forensics	4.0
CCJ 1910	Career Choices in Criminal Justice	4.0
	TOTAL QUARTER CREDIT HOURS	12
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications*	4.0
SYG 2001	Principles of Sociology	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SLS 1505	Basic Critical Thinking	2.0
AML 2000	Introduction to American Literature	4.0
EVS 1001	Environmental Science	4.0
	TOTAL QUARTER CREDIT HOURS	34
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96

*Course not offered online



PARALEGAL

Associate of Science Degree

24 months, 96 credits

(No longer enrolling new students)

V 1

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

Course Number	Course Title	Associate's Degree Quarter Credits
COLLEGE CORE REQUIREMENTS		
CGS 2060C	Computer Applications	4.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (previously known as Career Skills)	2.0
CGS 2501C	Applied Word Processing	4.0
	TOTAL QUARTER CREDIT HOURS	14
MAJOR CORE REQUIREMENTS		
PLA 1003	Introduction to Paralegal	4.0
PLA 2363	Criminal Procedure and the Constitution	4.0
PLA 1105	Legal Research and Writing I	4.0
PLA 2106	Legal Research and Writing II	4.0
PLA 2273	Torts	4.0
PLA 2423	Contract Law	4.0
PLA 2600	Wills, Trusts, and Probate	4.0
PLA 2800	Family Law	4.0
PLA 2763	Law Office Management	4.0
PLA 2203	Civil Procedures	4.0
	TOTAL QUARTER CREDIT HOURS	40
The student will select 8.0 credits from the following list:		
PLA 2460	Bankruptcy	4.0
PLA 2930	Contemporary Issues and Law	4.0
PLA 2433	Business Organizations	4.0
PLA 2483	Introduction to Administrative Law	4.0
PLA 2610	Real Estate Law	4.0
PLA 2631	Environmental Law	4.0
	TOTAL QUARTER CREDIT HOURS	8.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications*	4.0
SYG 2001	Principles of Sociology	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SLS 1505	Basic Critical Thinking	2.0
AML 2000	Introduction to American Literature	4.0
EVS 1001	Environmental Science	4.0
	TOTAL QUARTER CREDIT HOURS	34
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96

*Course not offered online



SURGICAL TECHNOLOGIST

Associate of Science Degree
24 months, 94 credits

V 2

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

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1350-hour program is preparation of the student to be a competent entry-level surgical technologist by achievement and demonstration of learning within the following three domains: cognitive (knowledge), affective (behavior) and psychomotor (skills). Students must complete a minimum of 120 cases prior to completion of Clinical Rotation II. Students must complete 30 cases in general surgery; 20 of those cases must be in the First Scrub Role (FSR); 10 is the maximum number of cases in the Second Scrub Role (SSR) that can be applied to the total of 30 general surgery cases. Students must complete 90 cases in various surgical specialties; 60 of those cases must be in the FSR and evenly distributed between a minimum of 5 surgical specialties; 15 is the maximum number of cases that can be counted in any one surgical specialty; 30 is the maximum number of cases in the SSR that can be applied to the 90 surgical specialties. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic cases and 5 vaginal delivery cases can be counted towards maximum number of SSR cases. Observation cases are to be documented but do not count towards the 120 cases. The clinical case requirement must meet the Core Curriculum for Surgical Technology, 6th Edition.

Student activities associated with the curriculum must be educational. Students will be required to complete 500 hours of clinical rotation for completion of this program. The 500 hours cannot be completed in the work place of the student or in a work setting where the student is being compensated for the hours.

Upon successful completion of the entire course of study, students are eligible to take the national certification exam, sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The NBSTSA awards certificates to those who demonstrate their theoretical and practical knowledge by passing the National Surgical Technologist Examination. Graduates who pass this exam earn the distinction of being able to work as a Certified Surgical Technologist (CST). To sit for the certification exam, the student must be a graduate of CAAHEP- (ARC-STSA) or ABHES accredited programs.

Course Number	Course Title	Associate's Degree Quarter Credits
COLLEGE CORE:		
CGS 2060C	Computer Applications	4.0
SLS 1317	Strategies for Health Care Professional Success	4.0
TOTAL QUARTER CREDIT HOURS		8.0
MAJOR CORE REQUIREMENTS		
STS 1001	Principles & Practices of Surgical Technology	4.0
BSC 1085	Anatomy & Physiology I	4.0
BSC 1086	Anatomy & Physiology II	4.0
HSC 1529	Diseases of the Human Body	4.0
MCB 2000	Microbiology and Infection Control	4.0
STS 2007	Surgical Pharmacology	4.0
STS 2171C	Surgical Technology I	4.0
STS 2172C	Surgical Technology II	4.0
STS 2173C	Surgical Procedures I	6.0
STS 2174C	Surgical Procedures II	6.0
STS 2175C	Clinical Rotation I	5.0
STS 2176C	Clinical Rotation II	11.0
STS 2200	Surgical Technologist Certification Examination Review	2.0
TOTAL QUARTER CREDIT HOURS		62
GENERAL EDUCATION REQUIREMENTS:		

ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
EVS	1001	Environmental Science	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
TOTAL QUARTER CREDIT HOURS			24
PROGRAM TOTAL			94

*Course not offered online

- This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet the enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.
- All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

BACHELOR'S DEGREE PROGRAMS



COMPUTER INFORMATION SCIENCE

Bachelor of Science Degree
48 months, 192 credits
(No longer enrolling new students)

V 2-1

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

Course Number	Course Title	Bachelor's Degree Quarter Credits
COLLEGE CORE:		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (previously known as Career Skills)	2.0
CGS 2060C	Computer Applications	4.0
Choose one of the following courses:		
CEN 1056C	Project Development	2.0
OST 1149L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
SLS 1505	Basic Critical Thinking	2.0
TOTAL QUARTER CREDIT HOURS		12
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CNT 1003C	Computer Networking Fundamentals	4.0
CTS 1110C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2000C	Programming Concepts	4.0
COP 2505C	Fundamental Programming Techniques	4.0
CIS 2321	Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives*	8.0
Choose two of the two-course language sequences from the choices listed (4 credits each):		16.0
COP 2170C	Computer Programming – Visual Basic I	4.0
COP 2171C	Computer Programming – Visual Basic II	4.0
COP 2224C	Computer Programming – C++ I	4.0
COP 2228C	Computer Programming – C++ II	4.0
COP 2250C	Programming Languages – Java I	4.0
COP 2805C	Programming Languages – Java II	4.0
COPP 2280C	Computer Programming – C Sharp I	4.0
COPP 2281C	Computer Programming – C Sharp II	4.0
Required Upper Division Courses:		
CIS 3345	Database Concepts I	4.0
COP 3764C	Structured Query Language	4.0
COP 4724C	Database Application Development	4.0
CIS 3615	Designing Secure Software	4.0
CIS 3303C	Object-Oriented Analysis and Design	4.0
CTS 4107	Survey of Operating Systems	4.0
CIS 4329C	Senior Project – Systems Analysis and Design	4.0
CIS 4328C	Senior Project – Systems Implementation and Integration	4.0
PROGRAMMING MAJOR CORE CREDIT HOURS		92

*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).			
APPROVED ELECTIVES:			32
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. 8 credits of the Approved Electives must be upper-division courses.			
GENERAL EDUCATION REQUIREMENTS:			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications*	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
EVS	1001	Environmental Science	4.0
SYG	2001	Principles of Sociology	4.0
AMH	2030	20 th Century American History	4.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
STA	2014	Statistics	4.0
SOP	4005	Social Psychology	4.0
CPO	4003	Global Politics	4.0
ENC	3211	Report Writing	4.0
TOTAL QUARTER CREDIT HOURS			56
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			192

*Course not offered online



CRIMINAL JUSTICE

Bachelor of Science Degree

48 months, 192 credits

(No longer enrolling new students)

V 1

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

Course Number	Course Name	Bachelor's Degree Quarter Credits
CCJ 1020	Introduction to Criminal Justice	4.0
CJL 2134	Criminal Procedure and the Constitution	4.0
CJE 1600	Criminal Investigations	4.0
CJL 2130	Criminal Evidence	4.0
CJC 2000	Introduction to Corrections	4.0
CJE 2580	Introduction to Interviews and Interrogation	4.0
DSC 2002	Introduction to Terrorism	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 3450	Criminal Justice Management	4.0
CCJ 4656	Gang Activity and Drug Operations	4.0
CCJ 3334	Alternatives to Incarceration	4.0
DSC 3214	Catastrophic Event Response Planning	4.0
CJE 4668	Computer Crime	4.0
CJL 3215	Concepts of Criminal Law	4.0
CCJ 4400	Criminal Justice Senior Capstone Experience	4.0
CCJ 3644	Methodology of Economic Crimes	4.0
CCJ 3670	Women, Crime, and Criminal Justice	4.0
CCJ 3666	Victimology	4.0
CCJ 4054	Criminal Justice Ethics and Liability	4.0
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	4.0
CCJ 4127	Criminal Justice in the Community - or -	4.0
CCJ 4940	Criminal Justice Externship*	4.0
CJL 3138	Theoretical Aspects of Conspiracy Investigations	4.0
SCC 3004	Private Investigation I	4.0
** Replace BS coursework with MS Bridge courses (for qualified students only)		
Total Core		92
SLS 3130	Principles and Applications of Adult Learning	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications*	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
EVS 1001	Environmental Science	4.0
General Education Electives**		
Must include at least one course from each following areas:		24
	Communications/Humanities	
	Math/Science	
	Social Science	
TOTAL GENERAL EDUCATION		54
Other Courses (if applicable)		
Electives	Approved Elective Requirement	
TOTAL OTHER COURSES		46

Concentration in Investigations (Optional - taken as elective)		
CJE 2678	Crime Scene Dynamics I	4.0
CJE 2679	Crime Scene Dynamics II	4.0
CJE 2673	Graphics and Documentation I	4.0
CJE 2602	Graphics and Documentation II	4.0
CJE 2690	Technology Crimes I	4.0
CJE 2691	Technology Crimes II	4.0
CJE 2676	Biological Evidence I	4.0
TOTAL CONCENTRATION IN INVESTIGATIONS		28
Concentration in Homeland Security (Optional - taken as elective)		
CJL 1100	Civil & Criminal Justice	4.0
DSC 1030	Tactical Communications	4.0
DSC 1011	Domestic & International Terrorism I	4.0
SCC 1102	Business & Ethics for Security Specialists	4.0
DSC 2210	Emergency Planning & Security Measures I	4.0
DSC 2008	Security: Principles, Planning, & Procedures I	4.0
DSC 2812	Information Technology Security I	4.0
TOTAL CONCENTRATION IN HOMELAND SECURITY		28
OVERALL TOTAL FOR PROGRAM		192

*Course not offered online

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

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

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

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

- Communications/Humanities
 - may include ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
 - may include: STA 2014

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

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



NURSING
Bachelor of Science Degree
 42 months, 201 credits

V 1

The Bachelor of Science Degree, Nursing program, will prepare the nursing student for entry level roles to practice within complex healthcare systems in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal and ethical issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry level role of the baccalaureate generalist nurse health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients across the lifespan.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level staff positions in a variety of health care agencies.

Course Number	Course Name	Bachelor's Degree Quarter Credits
College Core Requirements		
CGS 2060C	Computer Applications	4.0
SLS 1110	Strategies for Nursing Success	2.0
Total College Core Credit Hours		6.0
Major Core Requirements		
HUN 1001	Basic Nutrition	2.0
MEA 1006C	Therapeutic Communications	2.0
NUR 1022	Fundamentals of Nursing I	3.0
NUR 1024	Fundamentals of Nursing II	3.0
NUR 1024 L	Fundamentals of Nursing II Clinical	3.0
NUR 2140	Introduction to Pharmacology	3.0
NUR 2210	Nursing Care of the Adult Client 1	4.0
NUR 2210 L	Nursing Care of the Adult Client 1 Clinical	4.0
NUR 2212	Nursing Care of the Adult Client 2	4.0
NUR 2212 L	Nursing Care of the Adult Client 2 Clinical	4.0
NUR 3066C	Physical Examination & Health Assessment	4.0
NUR 3125	Pathophysiology for Nursing	4.0
NUR 3145	Pharmacology and Nursing Practice	4.0
NUR 3244	Advanced Nursing Practice	4.0
NUR 3244 L	Advanced Nursing Practice Clinical	4.0
NUR 3440	Maternal Nursing	4.0
NUR 3440 L	Maternal Nursing Clinical	2.0
NUR 3441	Pediatric Nursing	4.0
NUR 3441L	Pediatric Nursing Clinical	2.0
NUR 3514	Mental Health Nursing	4.0
NUR 3514 L	Mental Health Nursing Clinical	3.0
NUR 3826	Ethical/Legal Aspects of Nursing Health Care	4.0
NUR 4166	Nursing Research	4.0
NUR 4637	Community Public Health Nursing	4.0
NUR 4637 L	Community Public Health Nursing Clinical	4.0
NUR 4827	Nursing Roles: Management & Leadership	4.0
NUR 4827 L	Nursing Roles: Management & Leadership Clinical	2.0
NUR 4836	Professional Nursing Role Synthesis	4.0
NUR 4836 L	Professional Nursing Role Practicum	6.0
NUR 4874 C	Nursing Informatics	2.0
NUR 4893	Nurse as Educator	4.0
NUR 4965	Advanced Nursing Seminar	2.0
PTN 1703	Pharmaceutical Calculations	4.0
Total Major Core Credit Hours		115
General Education Requirements		
AML 2000	Introduction to American Literature	4.0

BSC1085	Anatomy & Physiology I	4.0
BSC 1086	Anatomy & Physiology II	4.0
BSC 2085L	Anatomy & Physiology I Lab	2.0
BSC 2086 L	Anatomy & Physiology II Lab	2.0
CHM 1101 C	Chemistry	4.0
DEP 2000	Developmental Psychology	4.0
ENC1101	Composition I	4.0
ENC 1102	Composition II	4.0
ENC 3211	Report Writing	4.0
MAT 1033	College Algebra	4.0
MCB 1000 L	Microbiology Laboratory	2.0
MCB 2000	Microbiology and Infection Control	4.0
PSY 2012	General Psychology	4.0
SOP 4005	Social Psychology	4.0
SPC 2017	Oral Communications	4.0
STA 2014	Statistics	4.0
SYG 2001	Principles of Sociology	4.0
	Total General Education Credit Hours	66
Elective Requirements*		14
Total Credit Hours Required for Graduation		201

***Elective Requirements:** Students must fulfill the balance of the credit requirements for the degree by taking a minimum of 14 credits in elective coursework.

COURSE DESCRIPTIONS – UNDERGRADUATE DEGREE PROGRAMS

This institution uses the following course numbering system:

- 0000-0099 Preparatory courses
- 0100-2999 Lower division (first and second year) courses
- 3000-4999 Upper division (third and fourth year) courses

Students enrolled in Diploma and Associate Degree programs take courses in the lower division. Preparatory classes do not apply toward credits needed to graduate in any program. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management, and CIS = computer information science. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

ACG 2021 - Introduction to Corporate Accounting	4 Quarter Credits
This course defines financial accounting objectives and their relationship to business. Students learn about the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
ACG 2178 - Financial Statement Analysis	4 Quarter Credits
This course covers the basics of financial statement analysis in directing a firm's operations. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
AMH 2030 - 20th Century American History	4 Quarter Credits
A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
AML 2000 - Introduction to American Literature	4 Quarter Credits
This course concentrates on the major writers of modern American literature. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
APA 2111 - Principles of Accounting I	4 Quarter Credits
This course emphasizes accrual accounting based upon generally accepted accounting principles. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
APA 2121 - Principles of Accounting II	4 Quarter Credits
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bad debt, accounts receivable, notes receivable, accounts payable and payroll, notes payable, inventory cost flow methods and fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
APA 2161 - Introductory Cost/Managerial Accounting	4 Quarter 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. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
BSC 1085 - Anatomy and Physiology I	4 Quarter Credits
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: HSC 1527. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00 (Except for Nursing Students)	
BSC 1086 - Anatomy and Physiology II	4 Quarter Credits
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: BSC 1085. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
BSC 2085L - Anatomy and Physiology I Laboratory	2 Quarter Credits
This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Prerequisite: None. Lecture Hours: 00 Lab Hours: 40 Other Hours: 00	

BSC 2086L - Anatomy and Physiology II Laboratory	2 Quarter Credits
This course is a continuation of BSC 2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Prerequisites: BSC 1085/2085L Lecture Hours: 00 Lab Hours: 40 Other Hours: 00	
BUL 2131 - Applied Business Law	4 Quarter Credits
This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 1017 - Criminology	4 Quarter Credits
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 1020 - Introduction to Criminal Justice	4 Quarter Credits
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 1910 - Career Choices in Criminal Justice	4 Quarter Credits
This course provides an overview of employment in the criminal justice field. Topics include careers in criminal justice, the economy and job market, professional skills required to work in the criminal justice field, the culture of law enforcement, and the political nature of the criminal justice system. Prerequisite: CCJ 1020. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 2288 - Spanish for the Criminal Justice Professional	4 Quarter 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. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 2358 - Criminal Justice Communications	4 Quarter Credits
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ2501 – Juvenile Justice	4.0 Quarter 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 included in this course. Prerequisite: CCJ 1020 Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 2679 - Introduction to Victims Advocacy	4 Quarter 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, and victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1020 (None for HS Major). Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 2943 - Current Issues in Criminal Justice	4 Quarter Credits
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts and corrections. Prerequisite: CCJ 1020. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJC 2000 - Introduction to Corrections	4 Quarter Credits
This course will provide an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 3334 - Alternatives to Incarceration	4 Quarter Credits
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisite: CCJ 1020. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 3450 - Criminal Justice Management	4 Quarter Credits
An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Prerequisite: CCJ 1020. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

CCJ 3644 - Methodology of Economic Crimes	4 Quarter Credits
This course will explore current trends in economic crimes and the investigative techniques used to combat these offenses. Relationships between victims and offenders will be examined. Students will understand motives and common methods of operation associated with economic crimes. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 3666 - Victimology	4 Quarter Credits
This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization. Prerequisite: CCJ 1020 (None for Homeland Security Major). Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 3670 - Women, Crime, and Criminal Justice	4 Quarter Credits
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered. Prerequisite: CCJ 1020 (for Homeland Security Major). Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 4054 - Criminal Justice Ethics and Liability	4 Quarter Credits
The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored. Prerequisite: CCJ 1020. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 4127 - Criminal Justice in the Community	4 Quarter Credits
This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisite: CCJ 1020. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 4129 - Cultural Diversity for Criminal Justice Professional	4 Quarter Credits
This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisite: CCJ 1020 (for Homeland Security Major). Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 4656 - Gang Activity and Drug Operations	4 Quarter Credits
This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking. Prerequisite: CCJ 1020. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJP 4400 - Criminal Justice Senior Capstone Experience	4 Quarter Credits
The Senior Capstone course is designed to: (1) help seniors integrate the knowledge gained from their other required criminal justice courses, (2) assist them in developing analytical thinking skills through focusing on selected topics using a seminar approach, and (3) to support them in gaining a better understanding of the criminal justice profession and the role they may play in it. The capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the question and research context, produce appropriate evidence, subject the evidence to analysis, respond to critiques and provide advice and comments for other's research, organize oral and written presentations in response to fair and open critiques. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Program Director. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CCJ 4940 - Criminal Justice Externship	4 Quarter Credits
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Program Director. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hours: 00 Lab Hours: 00 Other Hours: 120	
CEN 1056C - Project Development	2 Quarter Credits
This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Prerequisite: None. Lecture Hours: 10 Lab Hours: 20 Other Hours: 00	

CENP 2345C Network Security	4 Quarter Credits
This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lecture and hand-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisites: CTS 2303C, CTS 2383C, CNT 2400C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CET 1605 Network Routing I	4 Quarter Credits
This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lecture and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisite: CNT1003C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CET 2607C Network Routing II	4 Quarter Credits
This course expands upon the topics covered in Network Routing I, to enable the student to gain knowledge and experience with the design, installation, and configuration and troubleshooting of networks in a business environment. Topics to be covered include Layer-2 Switching, Virtual LANs, Security, Network Address Translation, WAN protocols, and Cisco Wireless Technologies. Prerequisite: CET1605. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CGS 1280C - Computer Hardware Concepts	4 Quarter Credits
Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: None. Lecture Hours: 30. Lab Hours: 20 Other Hours: 00	
CGS 2060C - Computer Applications	4 Quarter 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 personal and business use. Prerequisite: None. Lecture Hours 30 Lab Hours: 20 Other Hours: 00	
CGS 2501C - Applied Word Processing	4 Quarter Credits
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS2060C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CGS 2573C - Applied Spreadsheets	4 Quarter Credits
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2060C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CGS 4702C Operating Systems Programming	4 Quarter Credits
This course provides an understanding of contemporary operating system concepts by integrating the principles behind the design of all operating systems with how these are put into practice in the real world. A thorough discussion of operating concepts, using code examples, algorithms, and implementation issues is applied. Prerequisites: COP 2228C or COP 2805C or COP 2171C or COP2280C. Lecture Hours: 30. Lab Hours: 20 Other Hours: 00	
CGSP 3200 Project Management	4 Quarter Credits
This course provides practical lessons in project management. Bringing together theory and practice, the course provides an understandable, integrated view of many concepts, skills, tools, and techniques involved in project management. Prerequisite: CGS 2060C and junior standing. Lecture Hours: 30 Lab Hours: 20 Other Hours: 0	
CHM 1101C- Chemistry	4 Quarter Credits
This course covers the basic principles of general, organic, and biochemistry designed for allied health profession majors. Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CIS 2321 - Introduction to the Systems Development Life Cycle	4 Quarter Credits
This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisite: None Lecture Hours: 40 Lab Hours: 0 Other Hours: 00	

CIS 3303C - Object-Oriented Analysis and Design	4 Quarter Credits
This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving. Students will utilize UML (Unified Modeling Language) for object-oriented modeling. Prerequisites: CIS2321 and COP2224C or COP2250C or COP2280C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CIS 3345 - Database Concepts I	4 Quarter Credits
This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed. Prerequisite: CIS 2321. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CIS 3512 Software Risk Management	4 Quarter Credits
This course provides a success formula for managing software risk, allowing companies to more easily deliver high-quality software on time and within budget. Also covered are the six disciplines for managing product development, steps to predictable risk management process results, and how to establish the infrastructure for a risk-aware corporate culture. Prerequisites: CIS2321 and COP2228C or COP2805C or COP2171C. Lecture Hours: 40 Lab Hours: 0 Other Hours:00	
CIS 3615 - Designing Secure Software	4 Quarter Credits
This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation-level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered. Prerequisites: CIS3303C and COP2171C or COP2228C or COP2281C or COP2805C Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CIS 4328C - Senior Project: Systems Implementation & Integration	4 Quarter Credits
This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher-level programming languages such as C++, Visual Basic, or Java will be used. Prerequisites: CIS 3303C and Senior Standing. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CIS 4329C - Senior Project: Systems Analysis & Design	4 Quarter Credits
This course is one of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Prerequisites: CIS 3303C and Senior Standing. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CISP3150C - Current Information Technology Topics	4.0 Quarter Credits
Designed to provide opportunities through reading, lecture, discussions, and exercises for students to improve their proficiency as information technology professionals. Course may be repeated, but students may not take the same topic more than once. Prerequisite: Approval of Program Director Lecture Hours: 30 Lab Hours: 20; Other Hours: 00	
CISP 4020 - Database Concepts II	4 Quarter Credits
This course has a strong systems emphasis and covers several advanced concepts in database systems, database analysis and design and database management. A PC-based DBMS package will be used as the basis for projects in which students will implement various parts of a relational DBMS. Key concepts: heap files, buffer manager, B+ trees, hash indexes, various join methods, and class interfaces. Prerequisite: CIS 3345. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CISP 4820 - Information Systems Management	4 Quarter Credits
This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized. Prerequisite: CTS 1110C. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 1600 - Criminal Investigations	4 Quarter Credits
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 2100 - Policing in America	4 Quarter Credits
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1020. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

CJE 2580 - Introduction to Interviews and Interrogations	4 Quarter Credits
Interviews and interrogations focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment where the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment will also be discussed. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 2602 - Graphics & Documentation II	4 Quarter Credits
This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation. Prerequisite: CJE 2673. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 2678 - Crime Scene Dynamics I	4 Quarter Credits
This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 2670 - Introduction to Forensics	4 Quarter Credits
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1020. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 2673 - Graphics & Documentation I	4 Quarter Credits
This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 2676 - Biological Evidence I	4 Quarter Credits
This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 2679 - Crime Scene Dynamics II	4 Quarter Credits
This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisite: INV 2410. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 2690 - Technology Crimes I	4 Quarter Credits
At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 2691 - Technology Crimes II	4 Quarter Credits
At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes. Prerequisite: INV 2510. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJE 4668 - Computer Crime	4 Quarter Credits
This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance. Prerequisite: CCJ 1020 (CGS 2060C for Homeland Security Major). Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJL 1100 - Civil & Criminal Justice	4 Quarter 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. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

CJL 2130 - Criminal Evidence	4 Quarter 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: CCJ 1020. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJL 2134 - Criminal Procedure and the Constitution	4 Quarter Credits
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJL 3138 - Theoretical Aspects of Conspiracy Investigations	4 Quarter Credits
This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation, duties and responsibilities of relevant criminal justice entities, information-gathering skills, collection, preservation, and testing of evidence, use of technology, and types of evidence. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CJL 3215 - Concepts of Criminal Law	4 Quarter Credits
This course covers the historical development and philosophy of criminal law. Discussion includes definitions, legal classifications of crimes, Constitutional provisions, legal research, study of case law, and significance of law as a social force. Prerequisite: CCJ 1020 (CJL 1100 for Homeland Security Major). Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CNT 1003C - Computer Networking Fundamentals	4 Quarter Credits
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CNT 2400C Network Security Fundamentals	4 Quarter Credits
This Course is an introduction to the Components of Network Security. It takes a comprehensive look at Network Security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisite: CNT 1003C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COP 2000C - Programming Concepts	4 Quarter Credits
This course provides the student with an introduction to the fundamentals of computer problem solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: CGS 2060C. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
COP 2170C - Computer Programming- Visual Basic I	4 Quarter Credits
This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: COP 2505C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COP 2171C - Computer Programming- Visual Basic II	4 Quarter Credits
This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COP2250C – Programming Languages - Java I	4.0 Quarter Credits
This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: COP2505C Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COP 2224C - Computer Programming – C++ I	4 Quarter Credits
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: COP 2505C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COP 2228C - Computer Programming – C ++ II	4 Quarter Credits
This course is a continuation of COP 2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisites: CGS2461, COPP 2280C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	

COPP 3175 Advanced Programming	4 Quarter Credits
This course provides an introduction to basic data structures, and algorithms for manipulating them, using an object-oriented programming language. It covers how to create and maintain various data structures, such as arrays, stacks, queues, linked lists, binary search trees, hash tables. Prerequisites: Two of the following courses: COP 2805C, COP 2228C, COP 2171C, COPP 2281 and junior standing. Lecture Hours: 30. Lab Hours: 20. Other Hours: 00	
COPP 3180 Network Programming	4 Quarter Credits
This course provides the student with a comprehensive guide to creating networks-based applications. Students will focus on high-level application programming concepts, networking concepts, tools, and techniques to create robust, maintainable and efficient custom client/server applications. Basic programming concepts, networking concepts, TCP/IP, specific control structures, I/O functions, and object-oriented design are explored. Prerequisites: CNT 1003C and one of COP 2171C or COP 2228C or COP 2805C or COPP 2281. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COPP 2281C - Computer Programming – C – Sharp # II	4 Quarter Credits
This course is a continuation of COPP 2280C, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Prerequisites: CGS2461, COPP2280C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COP 2505C - Fundamental Programming Techniques	4 Quarter Credits
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudo code, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2000C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COP 2805C - Programming Languages- Java II	4 Quarter Credits
This course is a continuation of COP 2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COP 2250C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COP 3764C - Structured Query Language	4 Quarter Credits
This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high-level programming languages are discussed. Prerequisite: CIS 3345. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COP 4724C - Database Application Development	4 Quarter Credits
This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Prerequisites: COP2228C or COP2805C or COPP2281C or COP2171C Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
COPP 2280C - Computer Programming – C- Sharp I	4 Quarter Credits
This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Prerequisite: COP 2505C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CPO 4003 - Global Politics	4 Quarter Credits
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
CTS 1110C - Computer Operating Systems	4 Quarter Credits
This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: None Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CTS2303C - Network Directory Services	4.0 Quarter Credits
This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: CNT1003C Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
CTS2383C - Network Management	4.0 Quarter Credits
Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisites: CTS2303C, CTS2386C Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	

CTS 4107 - Survey of Operating Systems	4 Quarter Credits
This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint. Prerequisite: CTS 1110C. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
DEP 2000 - Developmental Psychology	4 Quarter Credits
This course will explore the physical, cognitive and social- emotional processes across the life span. Readings and lecture will focus on how individuals and defined classes develop psychologically. Key emphasis will focus on the behaviors at various ages and stages of development and the influence of family, culture, and spiritual considerations in human development and transition. Prerequisite: PSY 2012 Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
DSC 1011 - Domestic & International Terrorism I	4 Quarter 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. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
DSC - 1030 Tactical Communications	4 Quarter 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. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
DSC 2002 - Introduction to Terrorism	4 Quarter Credits
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
DSC 2008 - Security: Principles, Planning & Procedures I	4 Quarter 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. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
DSC 2210 - Emergency Planning & Security Measures I	4 Quarter 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. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
DSC 2812 - Information Technology Security I	4 Quarter 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. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
DSC 3214 - Catastrophic Event Response Planning	4 Quarter Credits
This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an Emergency Response Plan that will include concepts such as lookout; awareness; communications; escape; safety (LACES); training; and various agency relationships. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
ECO 3007 - Macroeconomics	4 Quarter Credits
This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
ECO 3028 - Microeconomics	4 Quarter Credits
This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

ENC 1101 - Composition I	4 Quarter 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. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
ENC 1102 - Composition II	4 Quarter Credits
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC1101. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
ENC 3211 - Report Writing	4 Quarter Credits
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation written reports. Prerequisite: ENC 1102. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
EVS 1001 - Environmental Science	4 Quarter 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. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
FIN 1103 - Finance	4 Quarter 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 Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
HSC 1529 - Diseases of the Human Body	4 Quarter Credits
This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisites: BSC 1085, BSC 1086. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
HUN 1001 - Basic Nutrition	2 Quarter Credits
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Prerequisite: None Lecture Hours: 20 Lab Hours: 00 Other Hours: 00	
INV 3100 Theoretical Aspects of Conspiracy Investigations	4 Quarter Credits
This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation; duties and responsibilities of relevant criminal justice entities; information-gathering skills; collection, preservation, and testing of evidence; use of technology; and types of evidence. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
LIS 2004 - Introduction to Internet Research	2 Quarter Credits
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None Lecture Hours: 10 Lab Hours: 20 Other Hours: 00	
MAN 1030 - Introduction to Business Enterprise	4 Quarter Credits
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAN 2021 - Principles of Management	4 Quarter Credits
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAN 2031 - Let's Talk Business	2 Quarter Credits
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lecture Hours: 20 Lab Hours: 00 Other Hours: 00	
MAN 2300 - Introduction to Human Resources	4 Quarter Credits
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAN 2727 - Strategic Planning for Business	4 Quarter Credits
Designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites: MAN 1030 and APA 2121. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

MAN 3100 - Human Relations in Management	4 Quarter Credits
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Prerequisite: MAN 2021. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAN 3344 - Principles of Supervision	4 Quarter Credits
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision making, and effective communication. Prerequisite: MAN 2021. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAN 3554 - Workplace Continuity & Contingency Planning	4 Quarter Credits
This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAN 4302 - Management of Human Resources	4 Quarter Credits
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisites: MAN 2300 or MAN 3100. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MANP 4501 - Applied Management Senior Capstone Experience	4 Quarter Credits
The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Prerequisite: MAN 2021. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAN 4701 - Business Ethics	4 Quarter Credits
This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAN 4734 - Contemporary Management	4 Quarter Credits
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Prerequisite: MAN 2021. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAR 1011 - Introduction to Marketing	4 Quarter Credits
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAR 2305 - Customer Relations and Servicing	4 Quarter Credits
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MAT 1033 - College Alegbra	4 Quarter 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. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MCB 1000L - Microbiology Lab	2 Quarter Credits
This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi. Prerequisite: None. Co-requisite: MCB 2000 for Nursing Students only. Lecture Hours: 00 Lab Hours: 40 Other Hours: 00	
MCB 2000 - Microbiology and Infection Control	4 Quarter Credits
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
MEA 1006C - Therapeutic Communications	2 Quarter Credits
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisite: None Lecture Hours: 20 Lab Hours: 00 Other Hours: 00	
MTB 1103 - Business Math	4 Quarter Credits
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

NUR 1022 - Fundamentals of Nursing I	3 Quarter Credits
In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the Everest nursing program, as well as the core components of baccalaureate level nursing with a focus on professionalism, assessment and communication. The nursing process is introduced as a tool to assist students to utilize critical thinking when formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals II. Characteristics of the individual, which include human development, common health problems, human needs, cultural diversity and considerations are introduced. Students will practice basic nursing adult client care in simulated scenarios in the Nursing Skills Lab. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Prerequisites: CHM 1101 C, MCB 2000, MCB 1000L, BSC 1085, BSC 2085L, BSC 1086, BSC 2086L Lecture Hours: 20 Lab Hours: 20 Other Hours: 00	
NUR 1024 - Fundamentals of Nursing II	3 Quarter Credits
This course is a continuation of the theory and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class and the nursing skills laboratory. Prerequisites: NUR 1022, PTN 1703, SLS 1110 Co-requisites: NUR 2140, NUR 3066C Lecture Hours: 30 Lab Hours: 00 Other Hours: 00	
NUR 1024L - Fundamentals of Nursing II Clinical	3 Quarter Credits
The clinical portion of the Fundamentals of Nursing II course integrates concepts learned in Fundamentals I and II theory in on-campus labs and healthcare agencies for the purpose of skills practice and competency. Prerequisites: NUR 1022, NUR 1024, NUR 1024L, NUR 3066C, NUR 2140 Lecture Hours: 00 Lab Hours: 32 Other Hours: 58	
NUR 2140 - Introduction to Pharmacology	3 Quarter Credits
This course is designed to provide nursing students with a knowledge of biological factors influencing drug actions; predictable effects of medications on a physiological problem; modifiers of the predictable effects; commonalities and variations between the actions of medications employed for comparable therapeutic effects; adverse effects of medications that can and do commonly occur and application of the nursing process in drug therapy. Prerequisites: MAT 1033, CHM 1101C, PTN 1703. Lecture Hours: 30 Lab Hours: 00 Other Hours: 00	
NUR 2210 - Nursing Care of the Adult Client I	4 Quarter Credits
This course addresses the standards of practice for less complex nursing care of adults of all ages (to include geriatric clients) and focuses on the use of the nursing process in assisting clients to adapt to their ever-changing health needs. Prerequisites: NUR 1024, NUR 1024L, NUR 3066C, NUR 2140. Co-requisites: NUR 2210L, NUR 3125, NUR 3145 Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 2210L - Nursing Care of the Adult Client I Clinical	4 Quarter Credits
The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. Prerequisites: NUR 1024/1024L Co-requisite: NUR 2210. Lecture Hours: 00 Lab Hours: 20 Other Hours: 100	
NUR 2212 - Nursing Care of the Adult Client II	4 Quarter Credits
This course builds on the course content of NUR 2210 and focuses on the nursing care of adults/geriatric client with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Prerequisites: NUR 2210, NUR 2210L Co-requisite: NUR 2212L. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 2212L - Nursing Care of the Adult Client II Clinical	4 Quarter Credits
The clinical portion of the Nursing Care of the Adult Client II course integrates the theory learned in caring for the adult/geriatric client in clinical sites. This clinical portion builds from the content of NUR 2212. Prerequisites: NUR 2210, NUR 2210L, Co-requisite: NUR 2212. Lecture Hours: 00 Lab Hours: 16 Other Hours: 104	
NUR 3066C - Physical Examination and Health Assessment	4 Quarter Credits
This course focuses on techniques of physical examination and client health assessment. Emphasizes the assessment phase of the nursing process using critical thinking to enable the student to perform health evaluations of health status throughout the life span. Prerequisite: NUR 1022. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
NUR 3125 - Pathophysiology for Nursing	4 Quarter Credits
This course presents an in-depth study of cellular alterations in organ systems as they relate to selected disease states that impact the health of individuals. Emphasis is placed on critical thinking and decision making related to these alterations in homodynamic balance, their presentation and implications for nursing practice. Age-related, cultural, and ethnic variations are explored. Prerequisites: BSC 1086/2086L, MCB 2000/1000L. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

NUR 3145 - Pharmacology in Nursing Practice	4 Quarter Credits
This course enhances the professional nursing student understanding of the principles of pharmacology and drug therapies, pharmacologic-therapeutic classes of drugs, and important drug information resources. Emphasis is placed on nurse's role in drug administration, the nursing process with patient teaching, application in nursing practice, and legal and ethical responsibilities for administering drugs. Prerequisite: NUR 2140 Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 3244 - Advanced Nursing Practice	4 Quarter Credits
This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice. Prerequisites: NUR 2140, NUR 3145, NUR 2212, NUR 2212L Co-requisite: NUR 3244L. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 3244L - Advanced Nursing Practice Clinical	4 Quarter Credits
The clinical portion of the course applies the theory learned in Advanced Nursing Care by focusing on providing complex care to clients in multiple specialty clinical sites/areas. Prerequisites: NUR 2212, 2212L. Co-requisite: NUR 3244. Lecture Hours: 00 Lab Hours: 16 Other Hours: 104	
NUR 3440 - Maternal Nursing	4 Quarter Credits
This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development and therapeutic self-care needs of the family are integrated throughout. Included are childbearing processes and child development, as well as common childbearing and child development health problems. Related pharmacology is also presented. Prerequisites: DEP 2000, NUR 2140, NUR 3145, NUR 2210, NUR 2210L, NUR 2212, NUR 2212L. Co-requisite: NUR 3441L Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 3440L - Maternal Nursing Clinical	2 Quarter Credits
The clinical portion of Pediatric Nursing integrates and applies the theory learned to provide care for pediatric clients in acute care agencies, community health agencies, and in simulated experiences in the nursing computer and skills lab. Prerequisites: NUR 2212/2212L Co-requisite: NUR 3441 Lecture Hours: 00 Lab Hours: 08 Other Hours: 52	
NUR 3441- Pediatric Nursing	4 Quarter Credits
This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development and therapeutic self-care needs of the family are integrated throughout. Included are childbearing processes and child development, as well as common childbearing and child development health problems. Related pharmacology is also presented. Prerequisites: DEP 2000, NUR 2140, NUR 3145, NUR 2212, NUR 2212L. Co-requisite: NUR 3441 Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 3441L - Pediatric Nursing Clinical	2 Quarter Credits
The clinical portion of Pediatric Nursing integrates and applies the theory learned to provide care for pediatric clients in acute care agencies, community health agencies, and in simulated experiences in the nursing computer and skills lab. Prerequisites: DEP 2000, NUR 2140, NUR 3145, NUR 2212, NUR 2212L Co-requisite: NUR 3441 Lecture Hours: 00 Lab Hours: 08 Other Hours: 52	
NUR 3514 - Mental Health Nursing	4 Quarter Credits
This course is a study of the nurse's role in caring for clients experiencing alterations in mental health and those experiencing mental illness throughout the life span. Prerequisites: NUR 2212, NUR 2212L, NUR 3145. Co-requisites: NUR 3514L, SOP 4005. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 3514L - Mental Health Nursing Clinical	3 Quarter Credits
The clinical portion of the Mental Health Nursing course integrates the theory learned in class to care for clients in various mental health agencies, long term care facilities and other agencies where the student will receive experiences with clients experiencing alterations in mental health. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Prerequisites: NUR 2212, NUR 2212L, NUR 3145. Co-requisites: NUR 3514, SOP 4005. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 3826 - Ethical Legal Aspects of Nursing and Health Care	4 Quarter Credits
Legal and ethical aspects of the nurse's role in the delivery and management of health care are examined in this course. Focus on ethical decision-making in health care situations will be addressed. The course will explore the impact of health policy changes on nursing practice and the delivery of health care to culturally diverse clients throughout the lifespan. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 4166 - Nursing Research	4 Quarter Credits
This course is an overview of the role and scope of research as it relates to the formation of nursing knowledge and the application to nursing practice. Emphasis is placed on critically evaluating nursing research studies and understanding the importance of utilizing research for evidenced based practice. Prerequisites: NUR 4874C/3826, STA 2014. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00.	

NUR 4637 - Community and Public Health Nursing	4 Quarter Credits
This course introduces the concepts and principles basic to the development and maintenance of the community's health and relates them to the practice of the health professional. The epidemiological process guides the survey of current major health issues. The course focuses on the health issues of underserved, vulnerable, or culturally diverse, rural or urban communities and populations at local, state, national, and global levels. Prerequisites: NUR 3440/3440L, NUR 3441/3441L, Co-requisite: NUR 4637L Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 4637L - Community and Public Health Nursing Clinical	4 Quarter Credits
The clinical portion of the course integrates and applies the theory in a variety of community- and population-based settings with consultation and availability of multiple health care resources and in collaboration with underserved, vulnerable, or culturally diverse, rural or urban communities and populations. The nursing process guides the community/population-based assessment of current major health issues, and the design, implementation, and evaluation of a community/population-appropriate and acceptable nursing intervention. Prerequisites: NUR 3440/3440L/3441/3441L. Co-requisite: NUR 4637L. Lecture Hours: 00 Lab Hours: 00 Other Hours: 120	
NUR 4827 - Nursing Roles: Management and Leadership	4 Quarter Credits
This course introduces the management functions and leadership roles of professional registered nurses within the structure of a health care organization. Prerequisites: NUR 3826, 3244, 3244L. Co-requisite: NUR 4827L Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 4827L - Nursing Roles: Management and Leadership Clinical	2 Quarter Credits
This course introduces the practicum portion of the management functions and leadership roles of professional registered nurses within the structure of a health care organization. Prerequisites: NUR 3826, 3244, 3244L. Co-requisite: NUR 4827. Lecture Hours: 00 Lab Hours: 00 Other Hours: 60	
NUR 4836 - Professional Nursing Role Synthesis	4 Quarter Credits
This course provides the opportunity for students to synthesize knowledge from liberal arts and nursing as basis for professional nursing practice. Students recognize the leadership role of the professional nurse in assessing, planning, implementing and evaluating nursing care in various health care settings. Students will have the opportunity to share experiences and to discuss trends and issues which influence change in professional nursing practice. Prerequisites: All other nursing classes. Co-requisite: NUR 4965. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 4836L - Professional Nursing Role Practicum	6 Quarter Credits
This course provides the opportunity for students to synthesize knowledge from liberal arts and nursing courses as a basis for professional nursing practice. Students will demonstrate synthesis of knowledge through the development, implementation and evaluation of a change project utilizing the nursing process in a selected clinical setting. Prerequisites: All other nursing classes. Co-requisites: NUR 4836, NUR 4965. Lecture Hours: 00 Lab Hours: 00 Other Hours: 180	
NUR 4874C - Nursing Informatics	2 Quarter Credits
Provide introduction to informatics in relation to healthcare and analyzes various applications of information systems. Key concepts covered include theoretical models, computers in healthcare, information processing, data management, data acquisition and consumer informatics. Prerequisite: CGS 2167C. Lecture Hours: 10 Lab Hours: 20 Other Hours: 00	
NUR 4893 - Nurse as Educator	4 Quarter Credits
This course introduces the student to the theory and principles of nursing education in preparation for the teaching role in healthcare institutions. Emphasis is placed on adult learning theory, role transition of the clinical educator, practical skills, legal and ethical issues, and current trends in nursing education. Prerequisites: NUR 2212/2212L/3826 Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
NUR 4965 - Advanced Nursing Seminar	2 Quarter Credits
The focus of this course is to review materials, theory and clinical, to prepare the student for taking the NCLEX™ RN licensure examination and for the student's future role as a professional nurse. Students will participate in case studies, clinical scenarios and practice in the nursing skills lab as needed. Prerequisites: All program courses. None Lecture Hours: 20 Lab Hours: 00 Other Hours: 00	
OST 1149L - Keyboarding	2 Quarter Credits
Designed to familiarize the student with basic keyboarding and developing minimum typing skills. Prerequisite: None. Lecture Hours: 00 Lab Hours: 40 Other Hours: 00	
OST 2335 - Business Communications	4 Quarter Credits
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1101. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

PLA 1003 - Introduction to Paralegal	4 Quarter Credits
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 1105 - Legal Research and Writing I	4 Quarter Credits
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
PLA 2106 - Legal Research and Writing II	4 Quarter Credits
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
PLA 2203 - Civil Procedures	4 Quarter Credits
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 2273 - Torts	4 Quarter 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. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 2363 - Criminal Procedure and the Constitution	4 Quarter Credits
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hours: 40 lab Hours: 00 Other Hours: 00	
PLA 2423 - Contract Law	4 Quarter 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. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 2433 - Business Organizations	4 Quarter Credits
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 2460 - Bankruptcy	4 Quarter Credits
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 2483 - Introduction to Administrative Law	4 Quarter Credits
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

PLA 2600 - Wills, Trusts, and Probate	4 Quarter Credits
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 2610 - Real Estate Law	4 Quarter Credits
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 2631 - Environmental Law	4 Quarter Credits
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 2763 - Law Office Management	4 Quarter Credits
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 2800 - Family Law	4 Quarter Credits
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
PLA 2930 - Contemporary Issues and Law	4 Quarter Credits
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
POS 2041 - American National Government	4 Quarter Credits
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: None. Lecture Hours: 40 Lab. Hours: 00 Other Hours: 00	
PSY 2012 - General Psychology	4 Quarter Credits
This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000	
PTN 1703 - Pharmaceutical Calculations	4 Quarter Credits
In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Prerequisite: None Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
SBM 2000 - Small Business Management	4 Quarter Credits
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
SCC 1102 - Business & Ethics for Security Specialists	4 Quarter 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. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
SCC 3004 - Private Investigation I	4 Quarter Credits
Upon successful completion of the course, the students will be able to understand the history of private investigations. The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

SLS 1105 - Strategies for Success	4 Quarter Credits
This course is designed to equip students for transitions in their education and life. The course includes introduction to the school and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
SLS 1110 - Strategies for Nursing Success	2 Quarter Credits
This course is designed to equip students for transitions in their nursing education and life. The course includes introduction to the campus and its resources, study skills, test-taking skills, critical thinking, medical terminology, communication and written skills and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None Lecture Hours: 20 Lab Hours: 00 Other Hours: 00	
SLS 1317 - Strategies for Health Care Professional Success	4 Quarter Credits
This course is designed to prepare students for transition in their health care professional education and life. The course includes introduction to the college and its resources, professionalism, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, teamwork, information technology, learning styles along with written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None Lecture Hours :40 Lab Hours 00 Other Hours: 00	
SLS 1321 - Career Skills and Portfolio Development (previously known as Career Skill)	2 Quarter Credits
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hours: 20 Lab Hours: 00 Other Hours: 00	
SLS 1505 - Basic Critical Thinking	2 Quarter 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. Prerequisite: None Lecture Hours: 20 Lab Hours: 00 Other Hours: 00	
SLS 3130 - Principles and Applications of Adult Learning	4 Quarter Credits
This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
SOP 4005 - Social Psychology	4 Quarter Credits
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY2012. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
SPC 2017 - Oral Communications	4 Quarter Credits
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
SPCP 2300 - Fundamentals of Interpersonal Communication	4 Quarter Credits
The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Prerequisite: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
STA 2014 - Statistics	4 Quarter Credits
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAT 1033. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
STS 1001 - Principles and Practices of Surgical Technology	4 Quarter Credits
This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00.	
STS 2007 - Surgical Pharmacology	4 Quarter Credits
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: MAT 1033. Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	
STS 2171C - Surgical Technology I	4 Quarter Credits
This course is designed to provide the student with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Prerequisite: None. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	

STS 2172C - Surgical Technology II	4 Quarter Credits
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Robotics, physics and electricity are also introduced. Prerequisite: STS 2171C. Lecture Hours: 30 Lab Hours: 20 Other Hours: 00	
STS 2173C - Surgical Procedures I	6 Quarter Credits
This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: HCS 1531, BSC 1085, BSC 1086, MCB 2000, HCS 1524, STS 1001, STS 2007, STS 2172C Lecture Hours: 40 Lab Hours: 40 Other Hours: 00	
STS 2174C - Surgical Procedures II	6 Quarter Credits
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STS 2173C. Lecture Hours: 40 Lab Hours: 40 Other Hours: 00	
STS 2175 - Clinical Rotation I	5 Quarter Credits
This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. (Student must complete STS 2171C, STS 2173C, and MCB 2000 prior to taking this course). Prerequisite: STS 2174C. Lecture Hours: 00 Lab Hours: 00 Other Hours: 150	
STS 2176 - Clinical Rotation II	11 Quarter Credits
This course is a continuation of the skills practiced in STS2175C with continued supervised, practical hands-on and observational experiences in the clinical area. . During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and out-patient surgery department. Prerequisite: STS2175C Lecture Hours: 00 Lab Hours: 00 Other Hours: 350	
STS2200 - Surgical Technologist Certification Examination Review	2 Quarter Credits
This course is designed to guide students in the preparation for the Surgical Technologist certification Examination. Test-taking strategies will be discussed and implemented with an in-depth review of application level of questions that require critical thinking skills. A review will be provided of the Surgical Technologist knowledge, skill, and abilities necessary to provide quality surgical patient care. Prerequisites: STS2174C, STS2175C. Lecture Hours: 20 Lab Hours: 00 Other Hours: 00	
SYG 2001 - Principles of Sociology	4 Quarter Credits
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisites: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00	

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:	
<p>Everest College Alhambra, CA (main campus) Anaheim, CA (main campus) Arlington, TX (additional location of Everest Institute, Rochester, NY) Aurora, CO (additional location of Everest College, Thornton, CO) Atlanta West, GA (branch of Everest College, Reseda, CA) Bedford Park, IL (branch of Everest College, Alhambra, CA) Bremerton, WA (main campus) Burr Ridge, IL (branch of Everest College, Skokie, IL) Chesapeake, VA (additional location of Everest College, Newport News, VA) City of Industry, CA (branch of WyoTech, Long Beach, CA) Colorado Springs, CO (main campus) Dallas, TX (additional location of Everest College, Portland, OR) Everett, WA (additional location of Everest College, Bremerton, WA) Fort Worth, TX (additional location of Everest College, Salt Lake City, UT) Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO) Gardena, CA (main campus) Henderson, NV (main campus) Kansas City, MO (additional location of Everest University, Pompano Beach) McLean, VA (additional location of Everest College, Colorado Springs, CO) Melrose Park, IL (branch of Everest College, Skokie, IL) Merrillville, IN (branch of Everest Institute, Grand Rapids, MI) Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL) Milwaukee, WI (additional location of Everest University, Tampa, FL) Newport News, VA (main campus) North Aurora, IL (branch of Everest Institute, Brighton, MA) Ontario, CA (main campus) Ontario (Metro), CA (additional location of Everest College, Springfield, MO) Portland, OR (main campus) Renton, WA (main campus) Reseda, CA (main campus) Salt Lake City, UT (main campus) San Bernardino, CA (main campus) Santa Ana, CA (additional location of Everest College, Colorado Springs, CO) Seattle, WA (main campus) Skokie, IL (main campus) Springfield, MO (main campus) St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA) Tacoma, WA (additional location of Everest College, Bremerton, WA) Thornton, CO (main campus) Torrance, CA (main campus) Vancouver, WA (additional location of Everest College, Portland, OR) West Los Angeles, CA (main campus) Woodbridge, VA (additional location of Everest College, Seattle, WA)</p> <p>Everest College Phoenix Phoenix, AZ (main campus) Mesa, AZ (branch of Everest College Phoenix, AZ)</p> <p>Everest Institute Austin, TX (branch of Everest Institute, Southfield, MI) Bensalem, PA (additional location of Everest College, Seattle,</p>	<p>Detroit, MI (branch of Everest Institute, Southfield, MI) Eagan, MN (branch of Everest Institute, Cross Lanes, WV) Gahanna, OH (branch of Everest College, Ontario, CA) Grand Rapids, MI (main campus) Houston (Bissonnet), TX (branch of Everest College, Renton, WA) Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX) Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX) Jonesboro, GA (branch of Everest College, Ontario, CA) Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI) Marietta, GA (branch of Everest College, Reseda, CA) Miami (Kendall), FL (main campus) Miami, FL (main campus) Norcross, GA (branch of Everest College, Gardena, CA) Pittsburgh, PA (main campus) Portland (Tigard), OR (additional location of Everest College, Seattle, WA) Rochester, NY (main campus) San Antonio, TX (main campus) Southfield, MI (main campus) South Plainfield, NJ (branch of Everest Institute, Southfield, MI) Silver Spring, MD (additional location of Everest College, Portland, OR)</p> <p>Everest University Tampa (Brandon), FL (additional location of Everest University Tampa, FL) Jacksonville, FL (additional location of Everest University, Largo, FL) Lakeland, FL (additional location of Everest University, Largo, FL) Largo, FL (main campus) Melbourne, FL (additional location of Everest University, North Orlando, FL) North Orlando, FL (main campus) Orange Park, FL (additional location of Everest University, Tampa, FL) Pompano Beach, FL (main campus) South Orlando, FL (additional location of Everest University, North Orlando, FL) Tampa, FL (main campus)</p> <p>WyoTech Blairsville, PA (branch of WyoTech, Laramie, WY) Daytona Beach, FL (main campus) Fremont, CA (main campus) Laramie, WY (main campus) Long Beach, CA (main campus)</p> <p>Heald College Concord, CA (main campus) Fresno, CA (main campus) Hayward, CA (main campus) Honolulu, HI (branch of Heald College, San Francisco) Modesto, CA (branch of Heald College, Hayward) Portland, OR (branch of Heald College, San Francisco) Rancho Cordova, CA (main campus) Roseville, CA (main campus) Salinas, CA (main campus) San Francisco, CA (main campus) San Jose, CA (Milpitas) (main campus) Stockton, CA (main campus)</p>

WA) Brighton, MA (main campus) Chelsea, MA (branch of Everest College, Alhambra, CA) Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI)	
The following schools in Canada are owned by Corinthian Colleges, Inc.:	
Everest College of Business, Technology, and Healthcare All Canadian locations listed below are branches of Everest College Canada, Inc. Barrie, Ontario Brampton, Ontario Hamilton City Centre, Ontario Hamilton Mountain, Ontario Kitchener, Ontario London, Ontario Mississauga, Ontario	Nepean, Ontario New Market, Ontario North York, Ontario Ottawa-East, Ontario Scarborough, Ontario Sudbury, Ontario Thunder Bay, Ontario Toronto College Park (South), Ontario Windsor, Ontario

STATEMENT OF OWNERSHIP

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

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

ADMINISTRATION

ADMINISTRATION	
Natalie Williams	Campus President
Open	Director of Education
Roshae Garner	Director of Admissions
Jorge Rivas	High School Admissions Director
Geeta Maharaj	Campus Nursing Director
Jake Deboer	Director of Student Finance
Rob Peterson	Director of Career Services

CATALOG SUPPLEMENT

Please see the Catalog Supplement for current information related to the faculty listing.

TUITION AND FEES

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Business Office Administration	36 weeks	75	\$14,522	\$1,775
Criminal Justice Social and Youth Service	36 weeks	78	\$16,300	\$2,099
Medical Administrative Assistant	33 weeks	48	\$17,370	\$1,840
Medical Assistant	41 weeks	60	\$18,728	\$2,006
Pharmacy Technician	33 weeks	48	\$16,438	\$1,053
Quarter-based programs				
Business – AS	24 Months	96	See Flat-Term rate table	\$4,300
Criminal Justice – AS	24 Months	96	See Flat-Term rate table	\$4,800
Paralegal – AS	24 Months	96	See Flat-Term rate table	\$4,700
Surgical Technologist – AS	24 Months	94	\$34,398 (\$351/credit)	\$2,800
Applied Management – BS	48 Months	192	See Flat-Term rate table	\$4,200
Computer Information Science – BS	48 Months	192	See Flat-Term rate table	\$8,000
Criminal Justice – BS	48 Months	192	See Flat-Term rate table	\$6,300
Nursing – BS*	42 Months	201	\$71,757 (\$357/credit)	\$7,200
Effective January 1, 2014.				
* Tuition for quarter-based programs will be charged on a quarterly basis.				
** Program is in teach out.				

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Associate Programs except Surgical Technologist			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$320.00	\$6,400.00
	19	\$336.84	\$6,400.00
	18	\$355.56	\$6,400.00
	17	\$376.47	\$6,400.00
	16	\$400.00	\$6,400.00
12 - 15	15	\$333.33	\$5,000.00
	14	\$357.14	\$5,000.00
	13	\$384.62	\$5,000.00
8 - 11	12	\$416.67	\$5,000.00
	11	\$436.36	\$4,800.00
	10	\$480.00	\$4,800.00
	9	\$533.33	\$4,800.00
Less than 8	8	\$600.00	\$4,800.00
	7	\$600.00	\$4,200.00
	6	\$600.00	\$3,600.00
	5	\$600.00	\$3,000.00
	4	\$600.00	\$2,400.00
	3	\$600.00	\$1,800.00
	2	\$600.00	\$1,200.00
	1	\$600.00	\$600.00
Effective September 2, 2013			
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is \$3,333. Thereafter, students are subject to the tiered quarterly tuition rate.			

Bachelor Programs except Nursing			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$300.00	\$6,000.00
	19	\$315.79	\$6,000.00
	18	\$333.33	\$6,000.00
	17	\$352.94	\$6,000.00
	16	\$375.00	\$6,000.00
12 - 15	15	\$300.00	\$4,500.00
	14	\$321.43	\$4,500.00
	13	\$346.15	\$4,500.00
8 - 11	12	\$375.00	\$4,500.00
	11	\$390.91	\$4,300.00
	10	\$430.00	\$4,300.00
	9	\$477.78	\$4,300.00
Less than 8	8	\$537.50	\$4,300.00
	7	\$600.00	\$4,200.00
	6	\$600.00	\$3,600.00
	5	\$600.00	\$3,000.00
	4	\$600.00	\$2,400.00
	3	\$600.00	\$1,800.00
	2	\$600.00	\$1,200.00
	1	\$600.00	\$600.00
Effective September 2, 2013			
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is \$2,767. Thereafter, students are subject to the tiered quarterly tuition rate.			

ACADEMIC CALENDARS

QUARTER-BASED PROGRAMS

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

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

Academic Year 2015 - 2016				
Summer Term Starts		July	13	2015
Summer Term Drop/Add Deadline		July	27	2015
Mini-Term Starts		August	24	2015
Mini-Term Drop/Add Deadline		August	31	2015
Labor Day Holiday		September	7	2015
Micro-Term Starts		September	14	2015
Summer Term Ends		October	4	2015
Fall Break	From:	October	5	2015
	To:	October	11	2015
Fall Term Start		October	12	2015
Fall Term Drop/Add Deadline		October	26	2015
Mini-Term Starts		November	23	2015
Thanksgiving Day Holiday	From:	November	26	2015
	To:	November	29	2015
Mini-Term Drop/Add Deadline		December	7	2015
Micro-Term Starts		December	14	2015
Winter Holiday	From:	December	24	2015
	To:	January	3	2016
Classes Resume		January	4	2016
Fall Term Ends		January	10	2016
Winter Term Starts		January	11	2016
M.L. King Jr. Birthday Holiday		January	18	2016
Winter Term Drop/Add Deadline		January	25	2016
Presidents' Day		February	15	2016
Mini-Term Starts		February	22	2016
Mini Term Drop/Add Deadline		February	29	2016
Micro-Term Starts		March	21	2016
Winter Term Ends		April	3	2016
Spring Vacation	From:	April	4	2016
	To:	April	10	2016
Spring Term Starts		April	11	2016
Spring Term Drop/Add Deadline		April	25	2016
Memorial Day Holiday		May	30	2016
Mini-Term Starts		May	23	2016
Mini Term Drop/Add Deadline		May	31	2016
Micro-Term Starts		June	13	2016
Spring Term Ends		July	3	2016
Independence Day Holiday		July	4	2016
Summer Vacation	From:	July	4	2016
	To:	July	10	2016

Academic Year 2016 - 2017				
Summer Term Starts		July	11	2016
Summer Term Drop/Add Deadline		July	25	2016
Mini-Term Starts		August	22	2016
Mini-Term Drop/Add Deadline		August	29	2016
Labor Day Holiday		September	5	2016
Micro-Term Starts		September	12	2016
Summer Term Ends		October	2	2016
Fall Break	From:	October	3	2016
	To:	October	9	2016
Fall Term Start		October	10	2016
Fall Term Drop/Add Deadline		October	24	2016
Mini-Term Starts		November	21	2016
Thanksgiving Day Holiday	From:	November	24	2016
	To:	November	27	2016
Mini-Term Drop/Add Deadline		November	28	2016
Micro-Term Starts		December	12	2016
Winter Holiday	From:	December	24	2016
	To:	January	1	2017
Classes Resume		January	2	2017
Fall Term Ends		January	8	2017
Winter Term Starts		January	9	2017
M.L. King Jr. Birthday Holiday		January	16	2017
Winter Term Drop/Add Deadline		January	23	2017
Presidents' Day		February	20	2017
Mini-Term Starts		February	21	2017
Mini Term Drop/Add Deadline		February	28	2017
Micro-Term Starts		March	13	2017
Winter Term Ends		April	2	2017
Spring Vacation	From:	April	3	2017
	To:	April	9	2017
Spring Term Starts		April	10	2017
Spring Term Drop/Add Deadline		April	24	2017
Memorial Day Holiday		May	29	2017
Mini-Term Starts		May	22	2017
Mini Term Drop/Add Deadline		May	30	2017
Micro-Term Starts		June	12	2017
Spring Term Ends		July	2	2017
Independence Day Holiday		July	4	2017
Summer Vacation	From:	July	3	2017
	To:	July	9	2017

MODULAR PROGRAMS

All Modular Programs Mod All Shifts 2014 - 2015	
Start Dates	End Dates
1/29/14	2/26/14
2/27/14	3/26/14
3/27/14	4/23/14
4/28/14	5/23/14
5/28/14	6/24/14
6/25/14	7/23/14
7/28/14	8/22/14
8/26/14	9/23/14
9/24/14	10/21/14
10/22/14	11/18/14
11/19/14	12/18/14
12/22/14	1/26/15
1/27/15	2/24/15
2/25/15	3/24/15

Holiday/ Student Break All Modular Programs 2014 - 2015		
Holiday	Start Dates	End Dates
Presidents Day	2/17/14	2/17/14
Memorial Day	5/26/14	5/26/14
Independence Day	7/4/14	7/4/14
Labor Day	9/1/14	9/1/14
Thanksgiving Holiday	11/27/14	11/28/14
Christmas Break	1/24/14	1/1/15
Martin Luther King Day	1/19/15	1/19/15

APPENDIX A: PROGRAM DISCLOSURES

The following program disclosures are provided pursuant to federal law.

"Occupation" data reflects the type of occupations the program generally prepares students to enter. (For government data regarding occupations, please navigate to www.onetonline.org.) To the extent permitted under the standards of the applicable accrediting agency or state agency, the placement rates reported below may reflect students who completed the program and obtained employment in one of the occupations listed in the standard occupational titles below or other occupations that utilize the core skills taught in the program.

"On-Time Completion Rate" reflects the percent of graduates between July 1, 2012, and June 30, 2013, who completed their program within 100 percent of the normal time frame as described in the school catalog or enrollment agreement.

"Costs to Students" reflects the costs of the academic program for students completing the program on time, including tuition and fees, estimated books and supplies, and if applicable, room and board. Costs do not reflect potential increases and are current as of the publication date of this disclosure.

"Placement Rates" reflects the percent of graduates securing employment as calculated pursuant to the required calculation methodologies and time frames of the applicable state agencies, institutional accrediting agencies or programmatic accrediting agencies. Each agency has different criteria in determining what constitutes a placement, and these placements may or may not be listed in the standard occupations listed below. (For more information about calculations and time frames, refer to the descriptions at the end of this disclosure.)

"Median Loan Debt" reflects the median loan debt incurred by students who completed the program, between July 1, 2012, and June 30, 2013, including Title IV program loans, private educational loans and institutional financing plans.

Unless otherwise noted below, the data included in this disclosure are for the entire educational institution as defined by the Department of Education, which may include a number of individual campus locations (even in different states) and both online and physical delivery modalities. See footnotes for a list of the campuses included in the institution. In many cases, the on-time completion rate, the cost to students, the placement rate and the median loan debt may differ (often significantly) between these physical locations and delivery modalities. The data below reflect averages for all students in all locations and delivery modalities (or, in the case of program cost, the ranges of program costs) across all locations and delivery modalities.

Applied Management (Bachelor)		
Occupation (Title, SOC Code)	Management Analysts	13-1111
	Managers	11-9199
Cost to Students		
Institutions	Tuition and Fees	\$55,872
	Books and Supplies	\$6,400
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$55,872.00
	Books and Supplies	\$6,400.00
	Room and Board	N/A
On-Time Completion Rate		N/A
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	100%
Salt Lake City Campus	Institutional Accreditor	100%
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A

Business Administration (Associate)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers of Non-Retail Sales Workers	41-1012
	First-Line Supervisors/Managers of Retail Sales Workers	41-1011
	Managers	11-9199
	Sales & Related Workers	41-9099
	Sales Representatives, Services	41-3099
Cost to Students		
Institutions	Tuition and Fees	\$29,952 to \$38,976
	Books and Supplies	\$3,200 to \$4,909
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$38,976.00
	Books and Supplies	\$3,200.00
	Room and Board	N/A
On-Time Completion Rate		37.5%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	66.7% to 100%
	State	60%
Salt Lake City Campus	Institutional Accreditor	100%
Median Loan Debt	Title IV Program Loans	\$22,646
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Business Office Administration (Diploma)		
Occupation (Title, SOC Code)	All Other Business Operations & Human Resources Specialist	13-1199
	Data Entry Keyers	43-9021
	Executive Secretaries and Executive Administrative Assistants	43-6011
	First-Line Supervisors of Office and Administrative Support Workers	43-1011
	Office and Administrative Support Workers	43-9199
	Office Clerks, General	43-9061
	Procurement Clerks	43-3061
	Receptionists and Information Clerks	43-4171
	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	43-6014
	Word Processors and Typists	43-9022
Cost to Students		
Institutions	Tuition and Fees	\$13,700

Business Office Administration (Diploma)		
	Books and Supplies	\$1,422
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$13,700.00
	Books and Supplies	\$1,422.00
	Room and Board	N/A
On-Time Completion Rate		N/A
Placement Rates(See footnotes)		
Institutions	Institutional Accreditor	N/A
Salt Lake City Campus	Institutional Accreditor	N/A
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Business Sales and Customer Service (Diploma)		
Occupation(Title, SOC Code)	Customer Service Representatives	43-4051
	First-Line Supervisor / Managers of Non-Retail Sales Workers	41-1012
	First-Line Supervisor / Managers of Retail Sales Workers	41-1011
	Managers, All Other	11-9199
	Sales & Related Workers, All Other	41-9099
	Sales Representatives, Services, All Other	41-3099
	Sales Representatives, Wholesale & Mfg, except Tech. & Scientific Products	41-4012
	Sales Representatives, Wholesale & Mfg, Tech. & Scientific Products	41-4011
	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	43-6014
Cost to Students		
Institutions	Tuition and Fees	\$14,202
	Books and Supplies	\$1,566
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$14,202.00
	Books and Supplies	\$1,566.00
	Room and Board	N/A
On-Time Completion Rate		N/A
Placement Rates(See footnotes)		

Business Sales and Customer Service (Diploma)			
Institutions	Institutional Accreditor	N/A	
Salt Lake City Campus	Institutional Accreditor	N/A	
Median Loan Debt	Title IV Program Loans	N/A	
	Private Education Loans	N/A	
	Institutional Financing Plans	N/A	
Computer Information Science (Bachelor)			
Occupation (Title, SOC Code)	Computer Software Engineers, Applications	15-1031	
	Computer Software Engineers, Systems Software	15-1032	
	Computer Specialists	15-1099	
Cost to Students			
	Institutions	Tuition and Fees	\$55,872
		Books and Supplies	\$6,400
	Room and Board	N/A	
Salt Lake City Campus	Tuition and Fees	\$55,872.00	
	Books and Supplies	\$6,400.00	
	Room and Board	N/A	
On-Time Completion Rate		100%	
Placement Rates (See footnotes)			
Institutions	Institutional Accreditor	75%	
Salt Lake City Campus	Institutional Accreditor	75%	
Median Loan Debt	Title IV Program Loans	N/A	
	Private Education Loans	N/A	
	Institutional Financing Plans	N/A	
Criminal Justice (Associate)			
Occupation (Title, SOC Code)	Community and Social Service Occupations	21-0000	
	Probation Officers and Correctional Treatment Specialists	21-1092	
	Security Officer/ Guards	33-9032	
	Social and Human Service Assistants	21-1093	
	Substance Abuse and Behavioral Disorder Counselors	21-1011	
Cost to Students			
	Institutions	Tuition and Fees	\$39,360 to \$39,936
		Books and Supplies	\$3,200 to \$4,115
	Room and Board	N/A	
Salt Lake City Campus	Tuition and Fees	\$39,360.00	

Criminal Justice (Associate)		
	Books and Supplies	\$3,200.00
	Room and Board	N/A
On-Time Completion Rate		44%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	33.3% to 100%
	State	66.7%
Salt Lake City Campus	Institutional Accreditor	33.3%
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Criminal Justice (Bachelor)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers, Protective Service Workers, All Other	33-1099
	Protective Service Workers, All Other	33-9099
	Security Officer/ Guards	33-9032
Cost to Students		
Institutions	Tuition and Fees	\$55,872
	Books and Supplies	\$6,400
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$55,872.00
	Books and Supplies	\$6,400.00
	Room and Board	N/A
On-Time Completion Rate		N/A
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	50%
Salt Lake City Campus	Institutional Accreditor	50%
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Criminal Justice Private and Homeland Security (Diploma)		
Occupation (Title, SOC Code)	Criminal Justice Private and Homeland Security	33-9032
	Retail Loss Prevention Specialist	33-9099.02
Cost to Students		
Institutions	Tuition and Fees	\$16,300

Criminal Justice Private and Homeland Security (Diploma)		
	Books and Supplies	\$2,502
Salt Lake City Campus	Tuition and Fees	16300
	Books and Supplies	2502
On-Time Completion Rate		N/A
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	N/A
Salt Lake City Campus	Institutional Accreditor	N/A
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Criminal Justice Social and Youth Services (Diploma)		
Occupation (Title, SOC Code)	Community and Social Services Specialists, All Other	21-1099
	Criminal Justice Social and Youth Services	21-1093
Cost to Students		
Institutions	Tuition and Fees	\$16,300
	Books and Supplies	\$2,507
Salt Lake City Campus	Tuition and Fees	16300
	Books and Supplies	2507
On-Time Completion Rate		N/A
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	N/A
Salt Lake City Campus	Institutional Accreditor	N/A
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Medical Administrative Assistant (Diploma)		
Occupation (Title, SOC Code)	Medical Assistants	31-9092
	Medical Secretaries	43-6013
Cost to Students		
Institutions	Tuition and Fees	\$16,000 to \$16,702
	Books and Supplies	\$1,421 to \$1,452
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$16,702.00
	Books and Supplies	\$1,421.16

Medical Administrative Assistant (Diploma)		
	Room and Board	N/A
On-Time Completion Rate		35.56%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	48.2% to 65%
	State	61.5%
Salt Lake City Campus	Institutional Accreditor	65%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$1,891
	Institutional Financing Plans	\$0
Medical Assistant (Diploma)		
Occupation (Title, SOC Code)	Medical Assistants	31-9092
Cost to Students		
Institutions	Tuition and Fees	\$16,702 to \$18,125
	Books and Supplies	\$1,428 to \$1,629
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$16,702.00
	Books and Supplies	\$1,428.35
	Room and Board	N/A
On-Time Completion Rate		33.62%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	47.2% to 65.4%
	Programmatic Accreditor	60.63%
	State	59.9%
Salt Lake City Campus	Institutional Accreditor	65.4%
	Programmatic Accreditor	60.63%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$2,264
	Institutional Financing Plans	\$0
Medical Assistant 2.0 (Diploma)		
Occupation (Title, SOC Code)	Medical Assistants	31-9092
Cost to Students		
Institutions	Tuition and Fees	\$18,728
	Books and Supplies	\$1,964
	Room and Board	N/A

Medical Assistant 2.0 (Diploma)		
Salt Lake City Campus	Tuition and Fees	\$18,728
	Books and Supplies	\$1,964
	Room and Board	N/A
On-Time Completion Rate		N/A
Placement Rates(See footnotes)		
Institutions	Programmatic Accreditor	N/A
Salt Lake City Campus	Programmatic Accreditor	N/A
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Medical Insurance Billing and Coding (Diploma)		
Occupation(Title, SOC Code)	Medical Records and Health Information Technicians	29-2071
Cost to Students		
Institutions	Tuition and Fees	\$16,801 to \$18,798
	Books and Supplies	\$1,978 to \$2,012
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$16,801.00
	Books and Supplies	\$1,977.56
	Room and Board	N/A
On-Time Completion Rate		12.9%
Placement Rates(See footnotes)		
Institutions	Institutional Accreditor	53.5% to 56.3%
	State	63.6%
Salt Lake City Campus	Institutional Accreditor	56.3%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$2,758
	Institutional Financing Plans	\$0
Nursing (Bachelor)		
Occupation(Title, SOC Code)	Registered Nurses	29-1111
Cost to Students		
Institutions	Tuition and Fees	\$71,757
	Books and Supplies	\$8,400
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$71,757.00

Nursing (Bachelor)		
	Books and Supplies	\$8,400.00
	Room and Board	N/A
On-Time Completion Rate		N/A
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	N/A
Salt Lake City Campus	Institutional Accreditor	N/A
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Paralegal (Associate)		
Occupation (Title, SOC Code)	Legal Support Workers	23-2099
	Paralegals & Legal Assistants	23-2011
Cost to Students		
Institutions	Tuition and Fees	\$39,936 to \$44,064
	Books and Supplies	\$3,200 to \$4,538
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$44,064.00
	Books and Supplies	\$3,200.00
	Room and Board	N/A
On-Time Completion Rate		57.89%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	44.4% to 71.4%
	State	44.4%
Salt Lake City Campus	Institutional Accreditor	71.4%
Median Loan Debt	Title IV Program Loans	\$24,675
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Pharmacy Technician (Diploma)		
Occupation (Title, SOC Code)	Pharmacy Technicians	29-2052
Cost to Students		
Institutions	Tuition and Fees	\$15,806
	Books and Supplies	\$906
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$15,806.00

Pharmacy Technician (Diploma)		
	Books and Supplies	\$905.53
	Room and Board	N/A
On-Time Completion Rate		18.18%
Placement Rates(See footnotes)		
Institutions	Institutional Accrerator	58.6%
Salt Lake City Campus	Institutional Accrerator	58.6%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$757
	Institutional Financing Plans	\$0
Surgical Technologist (Associate)		
Occupation(Title, SOC Code)	Surgical Technologists	29-2055
Cost to Students		
Institutions	Tuition and Fees	\$47,040
	Books and Supplies	\$3,200
	Room and Board	N/A
Salt Lake City Campus	Tuition and Fees	\$47,040.00
	Books and Supplies	\$3,200.00
	Room and Board	N/A
On-Time Completion Rate		N/A
Placement Rates(See footnotes)		
Institutions	Institutional Accrerator	42.9%
	Programmatic Accrerator	73%
Salt Lake City Campus	Institutional Accrerator	42.9%
	Programmatic Accrerator	73%
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A

Footnotes:

Institutional Accrerator - ACICS uses the following formula to calculate placement for accredited institutions: placed in a field of study plus placed in a field related to study divided by the number of graduates and completers minus those unavailable for work. Placed in a field of study involves the direct use of the skills taught in the program. Placed in a field related to study involves an indirect use of the skills taught in the program. Time Frame: July 1, 2010 through June 30, 2011.

Programmatic Accrerator - CAAHEP/ARC-STSA uses the following formula to calculate placement for accredited institutions: number of graduates employed full or part-time in a related field as well as those continuing their education or serving in the military, divided by number of graduates. Time Frame: August 1, 2007 through July 31, 2008.

Programmatic Accrerator - CAAHEP/MAERB uses the following formula to calculate placement for accredited institutions: number of graduates employed full or part-time in a related field, as well as those continuing their education or serving in the military, divided by number of graduates. Time Frame: July 1, 2009 through June 30, 2010.

State - Texas Workforce Commission calculation for placement rate: number of graduates placed divided by total graduates less exemptions (students continuing their education, in military service, incarcerated or deceased). Time Frame: September 1, 2010 through August 31, 2011.

Placement Rate N/A - There is no data to disclose because this program is too new or is not required to be calculated.

On-Time Completion N/A - Per Education Department guidance, data not provided due to fewer than ten completers or program is too new.

Median Load Debt N/A - Per Education Department guidance, data not provided due to fewer than ten completers or program is too new.

This Institution Includes:

Everest College, Fort Worth

Everest College, Salt Lake City

UTAH PHARMACY TECHNICIAN DISCLOSURE

This disclosure includes important information for students enrolling in Everest's Pharmacy Technician program. Pharmacy Technicians are required to obtain licensure from the Utah Division of Occupational and Professional Licensing prior to obtaining employment as a pharmacy technician in the state of Utah. This disclosure provides information on licensure requirements including required coursework, licensure application procedures, and licensure exam information. Please review this information and be sure that you understand it. If you have any questions, please contact Everest or the Utah Division of Occupational and Professional Licensing for additional information. If you plan to seek employment in a state other than Utah, please contact that state's board of pharmacy, or equivalent agency, for any relevant licensure or registration requirements. The Pharmacy Technician program at Everest meets requirements as a recognized course of training by the Utah Division of Occupational and Professional Licensing. In addition to state-mandated minimum requirements, Everest's Pharmacy Technician curriculum includes a variety of additional skills focused subjects, as well as coursework in Pharmacology.

The Utah Pharmacy Technician licensure form has detailed and well delineated instructions. It contains a guide to the licensure process in addition to an application form, laws and rules examination, release authorization and qualifying questionnaire. It is available online at the Utah Division of Occupational and Professional Licensing Website: http://www.dopl.utah.gov/licensing/forms/applications/061_pharmacy_tech.pdf.