

Everest

COLLEGE

2010-2011 CATALOG

Colorado Everest 080910

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www.everest.edu

Accredited by the Accrediting Council for Independent Colleges and Schools (www.acics.org).
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WELCOME TO EVEREST COLLEGE

MESSAGE FROM THE PRESIDENTS

Everest College is dedicated to the service of educating men and women in preparation for rewarding positions upon graduation. Everest College makes every effort to fulfill its obligation to those who have entrusted their educational and professional dreams to the College. These dreams have become realities for Everest College graduates over the years.

Everest College offers a variety of Associate of Applied Science degree programs and a select number of diploma programs in specialized fields. Everest College provides an effective higher education experience—one that is honest, personal, and caring. Our programs are relevant, modern, and challenging. They provide the competencies necessary for pursuing a career and help you develop an understanding and appreciation of life. They reflect our goal to enhance your ability to fulfill your role as a productive and informed member of society.

Everest College provides a friendly, small-campus atmosphere. Its dedicated faculty and staff take personal interest in your progress. We can confidently say that our students enjoy the personal attention and respect that are so rarely found today. We participate in a variety of financial aid programs, making an education possible for the individual interested in the future. Graduates of Everest College receive job development assistance to help ensure a successful career.

We invite you to visit our campuses and review our programs. Our Admissions Department can help you identify the program best suited to your individual talents, goals, and interests.



James Askins
President – Aurora Campus



Randy Atwater
President – Colorado Springs Campus



Bruce R. Pileggi
President – Thornton Campus

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ABOUT EVEREST COLLEGE

MISSION STATEMENT

Everest College is a career-oriented institution offering a variety of occupational programs. The College engages in a partnership with students that provides practical academic and experiential educational opportunities. These opportunities prepare students for entry-level positions and continued career development. Our supportive and encouraging learning environment helps students develop self-sufficiency, leadership qualities and appreciation for lifelong learning.

OBJECTIVES

- To assist all students in achieving a general educational background.
- To continually assess industry trends and develop compatible classroom academic practices and experiential learning opportunities.
- To develop curriculum programs that allow students to obtain the marketable skills needed for an entry-level position.
- To incorporate hands-on experiences as part of the program curriculum.
- To provide the necessary individualized instruction to enable students to progress to their highest potential.
- To provide faculty who are professionally prepared to teach in a career-oriented environment.
- To create an atmosphere of learning, partnership, trust and support among students, administrators and staff.
- To provide students with opportunities for membership in supportive peer activities to encourage the development of self-sufficiency and leadership qualities.
- To provide career-long placement assistance.

HISTORY

Aurora and Thornton Campuses

The Everest College campuses at Aurora and Thornton were formerly known as Parks College, which was founded by W. T. Parks in 1895 under the name "Modern Business School." The school was located in downtown Denver at 14th and Curtis Street. In July 1923, the school was relocated to 1450 Logan Street and was renamed "Parks School of Business Administration." Parks School of Business Administration was the only private business school in Denver to be accredited according to college and university standards. As an accredited member of the American Association of Commercial Colleges, Parks trained public school teachers to instruct in or chair commercial and business departments before this training was available in other colleges and universities. Even during the Great Depression of the 1930's, Parks remained a thriving institution, continuing to train students for business education. In response to a growing student body, the school moved to 1968 Pennsylvania Street, and in the late 1970's, to a suburban location on North Broadway.

In 1987, the college relocated to its present site at 9065 Grant Street, Thornton, in northern metropolitan Denver, to better serve students throughout the metropolitan area. In 1989, Parks Junior College opened a branch campus in Aurora, southeast of Denver.

In August of 1995, Parks Junior College changed its name to "Parks College" as approved by the Colorado Department of Higher Education, Division of Private Occupational Schools. On October 17, 1996, Parks College was acquired by Rhodes Colleges, Inc. In June of 2006 the school changed its name to Everest College.

Everest College has grown into an accredited college, rich in history and committed to the education of students who join over 50,000 successful Everest graduates. As business and industry have grown in complexity and sophistication, Everest College has responded to changing needs. Graduates of the College reflect this response through their competence in current business skills essential for challenging business careers.

Colorado Springs Campus

Everest College in Colorado Springs, formerly known as Blair College, was founded in Pueblo, Colorado, as Brown's School of Business in 1897. In 1918 Mr. and Mrs. George Blair purchased Brown's Business College and renamed it Blair's Business College. Mr. Floyd Doty assumed ownership of the College in 1938, and in 1953 the College achieved accreditation as a two-year school of business. It was among the first group of business colleges in the United States to be accredited by the Accrediting Commission of Independent Colleges and Schools. In 1960, Mr. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In January 1981, Blair Business College changed its name to Blair Junior College. This change denoted collegiate accreditation as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools as well as approval of its Associate's degree programs by the Division of Private Occupational Schools, Department of Higher Education.

On October 17, 1996, the College was acquired by Rhodes Colleges, Inc. At the time of acquisition, the name of the institution was changed to Blair College. In June of 2006 the name of the college was changed to Everest College. Everest College in McLean (Tysons Corner), Virginia, is a branch campus of Everest College in Colorado Springs.

INSTITUTIONAL ACCREDITATION

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

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

Accreditation assures students that Everest College is recognized as a qualified institution of higher learning in that it offers approved programs of study that meet recognized academic standards and employs a professional faculty. Accreditation ensures adequate facilities and equipment, stable financial and organizational structure of the College, and recognition in the educational community.

Everest College Institutional Memberships:

- Aurora Chamber of Commerce (Aurora Campus)
- Better Business Bureau
- Colorado Springs Chamber of Commerce (Colorado Springs Campus)
- Metro North Chamber of Commerce (Thornton Campus)
- Colorado Association of Career Colleges and Schools

PROGRAMMATIC ACCREDITATION:

The Medical Assistant Programs at the Aurora, Colorado Springs and Thornton campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

The Surgical Technology program of the Thornton campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology And Surgical Assisting (ARC-STSA), Allied Health Education Programs, CAAHEP, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350

The Accreditation Review Committee on Education in Surgical Technology (ARC-ST) has placed Thornton's Surgical Technology program on probation. During this probationary period, the program is still recognized and listed as an accredited program.

PROFESSIONAL RECOGNITIONS

Everest College is approved by:

- Colorado State Approval Agency for Veterans and Eligible Dependent Students
- Department of Vocational Rehabilitation

Everest College is authorized to grant Associate's degrees by the Division of Private Occupational Schools, Department of Higher Education, pursuant to the rule making authority as stated in the Private Occupational Education Act of 1981, Colorado Revised Statutes, Section 12-59-105 (1) (1).

Everest College is approved and regulated by:

Colorado Department of Higher Education
Private Occupational Schools Board
1560 Broadway, Suite 1600
Denver, CO 80202-2059
303-866-2723

PROFESSIONAL MEMBERSHIPS

- National Association of Student Financial Aid Administrators (NASFAA) (Colorado Springs and Thornton)
- Rocky Mountain Association of Student Financial Aid Administrators (RMASFA) (Thornton)
- Colorado Association of Financial Aid Administrators (Thornton)

FACILITIES AND EQUIPMENT

Aurora Campus

The Aurora branch campus is located at 14280 East Jewell (near the corner of Sable and Jewell) close to the Iliiff exit from Interstate 225. The new, modern campus was built in 2001 and occupies approximately 33,000 square feet. It is complete with computer laboratories, classrooms, medical laboratories, library, student lounge, Career Services and Placement Office and Administrative Offices.

Colorado Springs Campus

The Colorado Springs campus is located on a five-acre site in Southeastern Colorado Springs, Colorado. The College occupies a new, modern, state-of-the-art building containing 30,400 square feet of space. There are spacious classrooms; computer, medical laboratories; student non-smoking lounge; library; and administrative and faculty offices. A large classroom located at the west end of the building serves as the auditorium. Ample parking surrounds the Everest College building.

Thornton Campus

Everest College, Thornton Campus, is located in the northern suburban Denver community of Thornton. Easily accessible, the College is located at 9065 Grant Street, overlooking Interstate 25. The facility, built in 1987, houses classrooms, computer laboratories, medical laboratories, library, student lounge, and Administrative Offices.

Handicapped Access

Everest College facilities are handicapped accessible. Special features include designated parking, ramps, accessible restrooms, accessible water fountains and an elevator. All areas of the building are handicapped accessible.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

OFFICE HOURS

Administrative Offices are open Monday through Thursday from 8:00 a.m. to 8:00 p.m. and on Friday from 8:00 a.m. to 4:00 p.m. Office hours are designed to provide adequate services to day and evening students. Other office hours are available by appointment. Individuals are encouraged to stop by or call for an appointment.

Thornton Campus: (303) 457-2757

Aurora Campus: (303) 745-6244

Colorado Springs Campus (719) 638-6580.

STATEMENT OF NON-DISCRIMINATION

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

ADMISSIONS

Applicants should request an appointment for a personal interview with an Admissions Representative of the College by calling:

Aurora Campus	(303) 745-6244
Colorado Spring Campus	(719) 638-6580
Thornton Campus	(303) 457-2757

ENTRANCE REQUIREMENTS

The institution admits students with high school diplomas or a recognized equivalent (such as the GED) or students beyond the age of compulsory school attendance. Applicants who do not have a copy of their diploma or GED will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission. Students beyond the age of compulsory school attendance who do not have a high school diploma or recognized equivalent are required to apply for admission to the College under the Ability to Benefit Policy (see below).

Graduation from high school or its equivalent (such as the GED) is a prerequisite for admission to the College. Successful completion of a Careers Programs Assessment Test (CPAT) offered by ACT Inc. with a score of 120 or better is a prerequisite for admission. This standardized, test is administered by the College and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program.

Applicants who have completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a combined score of at least 700 on the critical reading and math portions of the exam will not be required to complete the test.

Massage Therapy

Applicants to the Massage Therapy program must be legal residents of the United States and pass a background check. In order to practice massage therapy in the state of Colorado, students must pass the National Certification Exam for Therapeutic Massage and Bodywork.

Medical Assistant

In addition to meeting the general entrance requirements, students planning to enroll in the Medical Assistant program will be notified prior to admission that they must have proper immunizations before entering laboratory and externship classes. Upon admission to the Medical Assistant program, students will be informed of the competencies and clinical skill sets they must master for successful completion of the Medical Assistant program.

Pharmacy Technician and Surgical Technologist

Applicants applying for admission to the Surgical Technologist and Pharmacy Technician programs must have a high school diploma, its recognized equivalent or a GED for admission. They will also be required to undergo a criminal background check as part of the enrollment process. Students in these programs may not be admitted under the Ability to Benefit provision.

ABILITY TO BENEFIT POLICY

Students who do not have a high college diploma or its recognized equivalent may still be admitted into certain diploma and associate degree programs at the college, as long as they are past the age of compulsory college attendance in Colorado. However, before the college can accept a prospective student who is seeking federal financial aid and who does not have a high college diploma or its recognized equivalent, federal law requires the college to determine whether the student has the ability to benefit (ATB) from training at the institution. Federal law requires that the college make the ability to benefit determination on the basis of the applicant's score on an ATB exam. The college will admit under the Ability to Benefit policy applicants who provide an official score report that meets or exceeds the passing scores as specified in the federal register on the CPAT, COMPASS, or Wonderlic. See ATB Testing section below. Although students may be admitted under the ATB provision, the college recognizes the additional benefits of a high college diploma or its recognized equivalent to the student. For this reason the college shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

GED Preparatory Program

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

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAT), the computer-based COMPASS/ESL test by ACT, and Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2 of the Wonderlic Basic Skills Test (WBST) have been approved by the U. S. Department of Education for the assessment of ATB students. The COMPASS test is a computer-based test that does not rely on specific forms.

- Passing scores on the CPAT are Language Usage 42, Reading 43, and Numerical 41.
- Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.
- Passing scores on the Wonderlic test are: Verbal (200) and Quantitative (210).

Students must achieve a passing score on all parts of the skill assessment in a single testing session to be considered as passing. Everest will accept test score reports from tests taken at any Everest location or an Assessment Center.

Retesting Requirements

An applicant who has failed the test may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

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

Retaking the CPAT Test

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

Retaking the COMPASS

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time. The student may retake the exam up to three (3) times (4 times total) before being denied admission.

Wonderlic

The Wonderlic Basic Skills Test (WBST) is also used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from the program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Retesting Requirements

In some circumstances an applicant may need to be retested due to an inaccurate or incomplete test administration. If there is any reason to doubt the accuracy of a test administration, the applicant should be retested. In addition, when an applicant's test score falls within the ranges shown in the table below, which is less than the ATB minimum score, the student may be asked to retest.

SUGGESTED SCORE RANGES FOR WBST RETESTING	
Verbal Skills	Quantitative Skills
170 to < 200	180 to < 210

Before retesting, the problem that caused the need for retesting should be fixed, if possible.

Retaking the WBST

Retests should be conducted on an alternative test form. To qualify for Title IV federal financial assistance, applicants who are retested with the WBST must achieve the minimum ATB passing score for both the verbal and quantitative test sections in the same retest administration. Retest administrations using an alternative form may be conducted with a half hour waiting period between administrations.

When an applicant has already taken both verbal and quantitative forms 1 and 2 of the WBST, the student may be retested with the following rules:

1. The applicant must have already taken both forms of the WBST once.
2. The applicant may be retested on the same form once, in the same 12 month period
3. The applicant may be retested on the same form only if at least 60 days have passed since the previous test.

ATB Advising

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

Pre-Enrollment

Prior to enrollment, all ATB students shall:

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

Post-Enrollment

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

Denial of Admission

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

Delayed Admission

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

FOREIGN STUDENTS (AURORA CAMPUS)

When foreign students apply for admission in a program approved by the Department of Homeland Security, official transcripts of completed secondary and applicable postsecondary credits are required with notarized translation. These transcripts must include specific dates of attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program. A TOEFL Score of 450 or its equivalent is required for entry into an undergraduate degree (not required for applicants whose native country has English as a primary language). A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of appropriate tuition deposits and/or fees.

TRANSFER OF CREDITS

Students with prior college or vocational/occupational education, including military education, may be eligible for transfer credits. Acceptance of such credit remains at the discretion of Everest College, and the College does not guarantee early graduation due to acceptance of prior credit.

Students are allowed to transfer in, or test out of, up to 50% of their program requirements at Everest College to be awarded a degree/diploma. Additional information regarding transfer of credit is found in the academic section of this catalog. Everest College is committed to helping students acquire the career skills necessary for employment purposes and does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. As with all colleges, acceptance of prior credit is at the discretion of the receiving institution.

Students wishing to transfer credit must have an official transcript of those credits mailed directly to the office of the Registrar.

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

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

In addition, a background check is required for licensing as a Massage Therapist or Pharmacy Technician or for certification as a Surgical Technologist (CST) or Certified Medical Assistant (CMA-AAMA). A student's inability to obtain criminal background clearance may prohibit clinical site placement and program completion.

Students, including reentry students, enrolling in the Massage Therapy, Pharmacy Technician, and Surgical Technologist programs will be subjected to a criminal background check upon enrollment, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

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

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

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

ACADEMIC POLICIES

ACADEMIC SESSION

Quarter Programs

The academic session for the quarter-based programs at Everest College is based upon a 12 week quarter. Students may begin school in a 6-week mini-quarter, or in a 3 week micro-term before proceeding into the regular 12-week quarter.

Modular Programs

A modular program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to six weeks in length. Please consult the Academic Calendar (Appendix C) for specific dates.

CREDIT UNITS

All credit hours are quarter-based. One credit unit is equal to 10 theory hours, 20 lab hours, or 30 externship hours.

Online Learning Courses

Courses that are four quarter credit hours meet for 40 hours. Thirty hours or 75% of the course is comprised of the lecture component, the individual assignments and the general class participation in the threaded discussions and weekly quizzes. Ten hours or 25% of the course takes place within the team setting via collaborative learning, which is monitored by the online instructor. Two quarter credit hour courses meet in the same percentage breakout for the 20 or 30 total contact hours contained in such courses. Everest College provides an Online Coordinator to assist students.

CLASS PERIOD

A standard class period for courses held in the Day Division is one hour and fifty minutes in length two times per week. A standard class period for courses held in the Evening Division is three hours and fifty minutes.

STUDENT LOAD (FOR QUARTER-BASED PROGRAMS)

Twelve or more credit units during a regular quarter is a full-time course load. Eight credit units during a six-week mini-term is a half-time course load. Students who complete fewer than 12 credit units a quarter may jeopardize their financial aid and graduation date. By taking these recommended hours, students can complete their program of study quickly. Students enrolled in modular programs are considered to be full-time students.

STUDENT STATUS

Full-Time Students (For Quarter-Based Programs)

All students must be in full-time attendance unless they have approval by the Academic Dean or the Student Finance Office to take less than a full load. The academic workload is defined as any combination of courses, internship or externship, research or special studies, that the institution considers sufficient to classify the student as full-time. A student must be enrolled in at least 12 credit units per quarter to be considered full-time. Students who have permission to take less than a full load must understand that financial aid may be reduced and that their anticipated graduation date may be altered.

AUDITING A COURSE

In certain situations, students may wish to audit a course. Those wishing to do so must receive written permission from the instructor, the Student Finance Office, and the Academic Dean. Students may be allowed to audit a course only if there is space available. Persons choosing to audit a course will not be listed on the class roster, and no attendance will be taken. Regular tuition rate will be charged, but no credit will be awarded for an audited course.

REGISTRATION FOR CONTINUING STUDENTS

Students will register each quarter for the following quarter.

Students who are expecting a transfer of credit are responsible for verifying the transfer of credit with the Registrar prior to starting classes each quarter.

CHANGE IN PROGRAM

After entrance into the College, a student may change his/her program of study upon approval of the Student Finance Department and the Academic Dean. A change of program requires completion of appropriate forms for processing. Everest College cannot guarantee the original graduation date following a change of program. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean. The charges assessed for a change of program can be found in "Tuition and Fees" in Appendix B.

Veterans receiving VA benefits may only change to programs that have been approved for training of veterans and eligible persons.

ACCEPTANCE OF PRIOR CREDIT

Students with earned college credits from another accredited institution may apply for credit transfer to Everest College. Transfer credit towards Everest College's academic programs will be considered for work completed at accredited business schools, colleges, junior colleges and universities. Courses must be equivalent to courses offered at Everest College, and grades earned must be a C or better. Students may transfer a maximum of 50% of the total required credits for their program of study. Students wishing to transfer credits must have official transcripts of those credits delivered to the College. Transcripts must be received prior to the end of the first term of enrollment. Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended.

When requesting that credit units be accepted by Everest, it is the student's responsibility to provide written verification (within the first quarter of attendance) in the form of an official transcript to be sent from the other institution directly to Everest College. This document must be in the student's academic file before the transfer of credit can be evaluated. It is the responsibility of the student to diligently follow up on the acceptance of prior credit to avoid incurring the expense of taking unnecessary classes. Acceptance of such credit remains at the discretion of Everest College, and the College does not guarantee early graduation due to acceptance of prior credit.

Everest College is committed to helping students acquire the career skills necessary for employment purposes and does not guarantee transfer of credit to other colleges. As with all colleges, acceptance of prior credit is at the discretion of the receiving institution.

Impact of Transfer Credit on SAP

Transfer credit earned from other institutions, including schools within the Corinthian Colleges system, are considered as attempted and earned in the rate of progress calculation. Transfer credits are not included in the calculation of CGPA but are included in the total number of credits attempted in order to determine the required levels for CGPA and percentage of credits completed. Transfer credits are included as successfully completed and thus shorten the maximum time frame for purposes of satisfactory academic progress and not the program length. At Everest College, the maximum time frame is calculated on the basis of total courses in a particular program, not the courses remaining to be taken. As such, for a 90-credit program, if a student transfers in 30 credits from another institution, the student has 105 credits remaining in the maximum time frame:

$$\begin{aligned} \text{Maximum time frame (MTF)} &= 90 \times 1.5 = 135 \\ \text{Credits transferred in} &= \underline{30} \\ \text{MTF - credits transferred in} &= 105 \end{aligned}$$

General Education

In addition to core courses of a particular program, general education courses such as humanities, social sciences, mathematics and science may also be transferred at the College's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. However, so that students are able to complete the core courses required of their particular program, transfer credit cannot exceed 50% of the credits in the program or the number of general education credits in the particular program.

Military Training

Everest College may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members

may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for transfer credit evaluation.

Transfer Credit from other Corinthian Colleges Schools

Because many of the curricula and courses are standardized in the Corinthian Colleges system, many courses completed with passing grades are directly transferable among the various Corinthian campuses. Transfer credit from schools within the Corinthian Colleges system will be accepted completed courses in which a C or higher was earned. Everest College, at its sole discretion, reserves the right to determine what credits, if any, will be accepted.

When requesting that credit units be accepted by Everest, it is the student's responsibility to provide written verification (within the first quarter of attendance) in the form of an official transcript to be sent from the other institution directly to Everest College. This document must be in the student's academic file before the transfer of credit can be evaluated. It is the responsibility of the student to diligently follow up on the acceptance of prior credit to avoid incurring the expense of taking unnecessary classes. Acceptance of such credit remains at the discretion of Everest College, and the College does not guarantee early graduation due to acceptance of prior credit.

Everest College is committed to helping students acquire the career skills necessary for employment purposes and does not guarantee transfer of credit to other colleges. As with all colleges, acceptance of prior credit is at the discretion of the receiving institution.

ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP-ACCREDITED MEDICAL ASSISTANT PROGRAMS

In order for a student to transfer credit into a CAAHEP-accredited Medical Assistant program, the receiving campus must follow guidelines established by AAMA as stated below:

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

CAAHEP-approved Medical Assistant programs are offered at the following campuses: Aurora, Colorado Springs, and Thornton.

PROFICIENCY EXAMINATIONS (FOR QUARTER-BASED PROGRAMS)

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

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Program Chair or the Academic Dean. Administrative fees for Proficiency Examinations are noted in the "Tuition and Fees" schedule in Appendix B. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study and Experiential Learning Evaluation/Portfolio may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of C will be posted to the academic transcript as a PE (see "Tuition & Fees" schedule in Appendix B).

SECOND DEGREE

A student wishing to pursue a second degree at Everest College must graduate from an Associate's degree program prior to enrollment for a second degree. Students must initiate a second degree request through the Admissions Department and receive approval from Student Finance and the Academic Dean.

ONLINE LEARNING (FOR QUARTER-BASED PROGRAMS)

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

To maximize success within the online courses, students must:

To maximize success within the online courses, students must:

- Have a computer with a system profile that meets or exceeds the following:

Windows Systems

Windows 2000, XP, or Vista

64 MB Ram

28.8 kbps modem (56K recommended)

Sound Card & Speakers

Recommended Browser: Microsoft Internet Explorer 7.0

Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Microsoft Internet Explorer 6.0

Supported Browser: Mozilla Firefox 3.0

or...

Mac Systems

Mac OS X or higher (in classic mode)

32 MB RAM (64 recommended)

28.8 kbps modem (56K recommended)
Sound Card & Speakers
Recommended Browser: Safari 3.0
Recommended Browser: Mozilla Firefox 2.0
Supported Browser: Safari 2.0
Supported Browser: Mozilla Firefox 3.0

Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;

- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Understand that student participation and class activities occur weekly throughout the course;

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

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship contact hours/quarter credit units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. All students must be available for externship assignment during daytime hours. Once a student has started externship, the student is subject to the work calendar specified by their externship site.

Students who do not start their externship for more than 14 calendar days will be dropped from the program by the school. Externship training will be scheduled for 3, 4 or 5 days per week. If a student has been officially dropped by the school and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted in writing to the Academic Dean and approved by the School President. Refer to the appeals policy in the Externship Manual.

MEA 2561 Professional Procedures is the only course that can be taken concurrently with Externship MEA 2802.

DIRECTED STUDY

In extenuating circumstances, a student who can demonstrate a reasonable need may petition the Academic Dean and Program Chair for a Directed Study in a course listed in the catalog. The requirements for the Directed Study will be outlined and overseen by a qualified faculty member. Approval for Directed Study will be considered for unusual circumstances and is generally reserved for students nearing completion of their program.

ATTENDANCE

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

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

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

Establishing Attendance / Verifying Enrollment

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

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

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

Monitoring Student Attendance

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

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

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

Consecutive Absence Rule (All Programs)

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

- All students who state they will not return to 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
- 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 the 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 been dismissed from the program for violating the attendance policy, the following rule shall apply:

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

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

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

Percentage Absence Rule (Quarter-based Programs)

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

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

Date of Withdrawal

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

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

Date of Determination (DOD)

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

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

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

Attendance Records

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

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

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

Re-admission Following a Leave of Absence

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

Extension of LOA

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

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

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

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

Veterans: Leave of Absence

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

GRADING

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. Everest College is in the process of converting to a new student information system called CampusVue. The CampusVue grading scale has some differences, which are indicated in the table below. As campuses are converted, they will be announced in an addendum to this catalog. At schools that have not been converted to CampusVue, students enrolled in modular allied health programs (with the exception of Massage Therapy and MIBC) receive percentage rather than letter grades.

NOTE: The D grade is not used for any modules or courses that are a part of an Allied Health program, including all "core" courses offered in medical programs. A grade of 70% or higher is required to pass these courses. However elimination of the D grade

does not apply to general education and college core courses. Scores 69% or less in modular and Allied Health programs are considered failing grades. Courses that have been failed must be retaken. Failed are calculated as an attempt in SAP calculations.

Grade	Point Value	Meaning	Percentage Scale
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C	2.0	Good	79-70
D**	1.0	Poor	69-60**
F or Fail†	0.0	Failing	59-0**
P or Pass†	Not Calculated	Pass (for externship or thesis classes only)	
PF	Not Calculated	Preparatory Class Failed	
PP	Not Calculated	Preparatory Class Passed	
I	Not Calculated	Incomplete	
IP	Not Calculated	In Progress (for externship or thesis courses only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
EL	Not Calculated	Experiential Learning Credit	
PE	Not Calculated	Pass by Proficiency Exam	
W	Not Calculated	Withdrawal	
WD	Not Calculated	Withdrawal during add/drop period (quarter-based programs only)	
WM	Not Calculated	Withdrawal after nine weeks (quarter-based programs only)	
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	
CR	Not Calculated	Credit for Advanced Placement	
TR	Not Calculated	Transfer (Modular Programs and CampusVue)	
T	Not Calculated	Transfer (Quarter-based Programs at non-CampusVue locations only)	

** Not used in Allied Health Programs or in any Trades programs.

† CampusVue Grade

GPA and CGPA Calculations

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

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

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

STUDENT RECOGNITIONS

Quarter Programs

- **President's List:** Students who complete at least twelve (12) credit units during the quarter and attain a 4.00 grade point average will be named to the President's list.
- **Dean's List:** Students who complete at least twelve (12) credit units during the quarter and attain a 3.50 to 3.99 grade point average will be named to the Dean's list.
- **Perfect Attendance:** Students who have attained perfect attendance while attempting 12 or more quarter hours will be awarded a Perfect Attendance Certificate. Students attaining perfect attendance in 80% of the quarters (or classes) in which they were enrolled in school are eligible for special recognition during the graduation ceremony.
- **Summa Cum Laude Graduates:** During graduation ceremonies, Everest College recognizes those graduates who achieve Summa Cum Laude honors by earning a 4.0 cumulative grade point average.
- **Magna Cum Laude Graduates:** During graduation ceremonies, Everest College recognizes those graduates who achieve Magna Cum Laude honors by earning a 3.75 to 3.99 cumulative grade point average.
- **Cum Laude Graduates:** During graduation ceremonies, Everest College recognizes those graduates who achieve Cum Laude honors by earning a cumulative grade point average between 3.5 and 3.74.

Modular Programs

- **President's List:** Students achieving a grade point average of 4.0 will be named to the President's List for that module.
- **Dean's List:** Students achieving a grade point average of 3.5 to 3.99 will be named to the Dean's List for that module.
- **Perfect Attendance:** Students who have attained perfect attendance during a module will be awarded a Perfect Attendance Certificate. Students attaining perfect attendance in 80% of the quarters (or classes) in which they were enrolled in school are eligible for special recognition during the graduation ceremony.

MAKE-UP DAYS

If the College is unable to hold classes due to weather conditions or other unforeseen circumstances, classes will be rescheduled as necessary to assure that all classes meet for the required minimum class hours.

RETAKES

Upon successful completion of a "retake course," the previous grade will be appended with a "Course Repeat Code" of "2" on the student's transcript, and the higher of the two grades will be used in calculating the student's GPA. This policy will provide Everest College students the opportunity to achieve a higher grade point average.

Students will continue to be charged according to the current cost per credit unit for withdrawing from a course after the conclusion of the add/drop period and will be charged to retake a course.

ADD/DROP PERIOD

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

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

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

There is no add/drop period for modular programs or micro-term classes.

REENTRANCE

Reentrance into the College following dismissal or withdrawal for any reason will be at the discretion of the College. Any reentering student is entitled to the same rights and privileges and is subject to the same rules and regulations as all other Everest College students. Students must meet all the current entrance requirements as part of the re-admission process.

Students must petition the College for re-admittance and complete a re-admittance petition and return it to the College prior to the start of a new quarter. The Academic Dean may set a hearing date for Student Finance to meet with the student petitioning for re-admittance. Upon acceptance, the student will complete a new enrollment agreement and will be subject to tuition rates and catalog programs at the time of reentrance. All students who are accepted for re-admittance must meet with the Student Finance Office prior to the start of classes.

A student suspended from Everest College may be readmitted upon recommendation of the Academic Dean and College President through the same re-admittance procedure.

If a student is readmitted to the College following suspension for lack of satisfactory academic progress, the student must meet the standards of satisfactory academic progress by the end of the first quarter following re-entrance. A student placed on academic dismissal from Everest College will be considered terminated. The decision of the Academic Dean and/or College President in these cases will be final.

A student may be re-admitted to the College twice during his or her matriculation. Students who withdraw from college a third time may be ineligible to reapply.

VETERANS INFORMATION

Students who are eligible to receive Veterans Educational Benefits should apply for these benefits at the Finance Office upon enrolling for school. This office is responsible for maintaining proper certification of veterans for the Veterans Administration. Veterans are responsible for informing the Finance Office of any change in their schedule or program of study so the Veterans Administration can be notified. The VA student must maintain satisfactory progress and attendance.

WITHDRAWAL FROM COLLEGE

A student who wishes to withdraw from Everest College should be advised that interruption of his or her program may cause hardship for later completion. Any student wishing to withdraw must have an exit interview with a Student Finance Officer, the Academic Dean and the Student Success Coordinator. (See section on reentrance, above.)

COURSE WITHDRAWAL

In order to withdraw from a course or courses, the student must meet with his or her Program Chair. Withdrawal may affect the student's financial aid eligibility.

GRADUATION

Students who have satisfactorily completed all program requirements for graduation and who have satisfied their financial obligations to Everest College are eligible to participate in a graduation ceremony. Students are required to earn a minimum of a 2.0 cumulative grade point average to be eligible to graduate from Everest College. Students must also meet specific program requirements listed in the catalog. A fee may be charged to cover costs of graduation for the student. Items that may be included in the graduation fee are cap and gown, invitations, and a reception. Please refer to the "Tuition and Fees" schedule in Appendix B for specific charges.

Required Courses for Graduation

Specific courses in each program may be required for graduation and may not be waived by challenge examination procedures. These courses represent classes felt to be beneficial to each and every student in their success in college as well as in preparing them for their future career.

Modular Programs

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

To be eligible for graduation, students in modular programs must:

- Complete all required classroom modules with a grade of at least 2.0;
- Meet the grade requirements for the module components, if applicable;
- Complete all program requirements;
- Successfully complete a total of 160 clock hours in an approved externship (if applicable); and
- Receive satisfactory evaluations from the externship facility.

ACADEMIC TRANSCRIPTS AND DIPLOMAS

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

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

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

Students are provided an official transcript free of charge upon completing graduation requirements. Normal processing time for additional copies of the transcript is approximately 10 to 20 business days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

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

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

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

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

Directory Information

The institution has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- Name
- Address
- Telephone numbers
- Major and/or minor fields of study
- Diploma/Degree sought
- Expected date of program completion
- Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

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

STUDENT ID

Students are provided a photo ID, which should be worn visibly when the student is on campus. Replacement IDs will be issued for a fee. Please refer to the schedule of fees in Appendix B for specific charges.

STUDENT GRIEVANCE POLICY

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

If satisfactory resolution cannot be reached between the student and the school, the student may also file a written complaint online with the Colorado Division of Private Occupational Schools at higher.colorado.gov/dpos or by requesting a complaint form at (303) 866-2723.

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

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

Students may also file a complaint with the Colorado Department of Education, Private Occupational Schools Board, by writing to the Board within two (2) years of attending the school. The address is as follows:

Colorado Department of Higher Education
Private Occupational Schools Board
1560 Broadway Suite 1600
Denver, CO 80202
303-866-2723

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

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

Evaluation Periods for Satisfactory Academic Progress

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

GPA and CGPA Calculations

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

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

Rate of Progress Toward Completion (ROP) Requirements

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

Example: 12 credit hours earned
24 credit hours attempted = 50% ROP

Maximum Time in Which to Complete (MTF)

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

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

SATISFACTORY ACADEMIC PROGRESS TABLES - MODULAR PROGRAMS

Aurora and Thornton

47 Quarter Credit Hour Modular Programs. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-48	2.0	1.5	66.66%	63%
49-70	N/A	2.0	N/A	66.7%

55 Quarter Credit Hour Modular Program (Massage Therapy v 3-0). Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%

59 Quarter Credit Hour Modular Program. (DA, ELEC, MA) Total credits that may be attempted: 88 (150% of 59).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-30	2.0	1.00	66.66%	25%
31-42	2.0	1.25	66.66%	45%
43-54	2.0	1.50	66.66%	60%

25-54	2.0	1.5	66.66%	55%
55-66	2.0	1.8	66.66%	64%
67-82	N/A	2.0	N/A	66.7%

55-66	2.0	1.75	66.66%	65%
67-77	2.0	1.90	66.66%	66.7%
78-88	N/A	2.00	N/A	66.7%

Colorado Springs

35 Quarter Credit Hour Modular Program (MIBC). Total credits that may be attempted: 52 (150% of 35).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.66%	N/A
13-18	70%	25%	66.66%	33%
19-36	70%	65%	66.66%	66.7%
37-52	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Programs. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.66%	N/A
13-24	70%	25%	66.66%	25%
25-48	70%	65%	66.66%	63%
49-70	N/A	70%	N/A	66.7%

SATISFACTORY ACADEMIC PROGRESS TABLES - QUARTER-BASED PROGRAMS

48 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.5	66.66%	60%
41-54	2.0	1.75	66.66%	65%
55-72	N/A	2.0	N/A	66%

72 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 108 (150% OF 72).				
TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.25	66.66%	50%
41-52	2.0	1.5	66.66%	60%
53-64	1.75	1.75	66.66%	65%
65-108	N/A	2.0	N/A	66%

96 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM (ACCTG, ADMIN ASST, BUS, BUS ADMIN, CIS, COMP TECH, CJ, HSS, LEGAL ASST/PARALEGAL, PARALEGAL, LEGAL ASST/PARALEGAL). TOTAL CREDITS THAT MAY BE ATTEMPTED: 144 (150% OF 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM (MA). TOTAL CREDITS THAT MAY BE ATTEMPTED: 146 (150% OF 97).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66%
96-146	N/A	2.0	N/A	66%

98 QUARTER CREDIT HOUR QUARTER-BASED PROGRAM (SURG TECH). TOTAL CREDITS THAT MAY BE ATTEMPTED: 147 (150% OF 98).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66%
96-147	N/A	2.0	N/A	66%

Academic Probation

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

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

Notification of Probation

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic probation. Additionally, all students on probation must participate in academic advising. The following timelines apply for all students placed on academic on probation:

- For programs with an Add/Drop period;
 - Students must be notified in writing by the end of the add/drop period of the probationary term; and
 - Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period;
 - Students must be notified in writing by the end of the first week of the probationary term; and
 - Must receive academic advising by the end of the second week of the probationary term.

If a student's probationary status extends over consecutive academic terms, a second written Notice of Academic Probation is not required. However, the Academic Advising Plan and the Evaluation of Progress form must be updated at the end of each academic term/evaluation period that the student is on probation.

Suspension

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

Academic Appeals

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

Satisfactory Academic Progress (SAP) Appeals

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

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

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

Reinstatement Following Suspension

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

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

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

Dismissal

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

Graduation

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

Application of Grades and Credits

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

TRANSFER OF CREDIT

Everest acknowledges that learning takes place in both formal academic settings and in non-academic settings. Accordingly, 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, a 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 of Education (ACE).

Specific Requirements

Accreditation

Everest will consider awarding transfer credit for any course taken at a regionally or nationally accredited institution recognized by either the Council for Higher Education Accreditation (CHEA) or the United States Department of Education. For purposes of this policy, an institution that has received candidacy status from an accreditor is considered to be accredited.

Note: If the institution in question does not meet the above accreditation requirements, the campus should submit the transcript and any supporting documentation to the Transfer Center to determine if transfer credit may be awarded.

Comparability

Everest has designated three (3) types of credit that it may award as transfer credit:

- **Course Credit** – is the strictest of all transfer credit Everest awards. Course credit must be a match in the scope, depth, and breadth of the transfer course.
- **Discipline Credit** – is less restrictive than course credit. Discipline credit must be a match in the same discipline as the course being waived.
- **Subject Area Credit** – affords the student the most flexibility in awarding transfer credit. Subject area credit may only be used in College Core and the general education areas of social science and science.

Level of Course Work

All college level coursework falls into one of the categories described below. When analyzing a course for possible transfer credit, it is important to properly identify the correct level.

- **College Preparatory** – Courses in this category are offered at most colleges and are typically taken as remedial coursework. Courses taken in this category are not eligible for transfer credit. Generally, college preparatory courses are numbered in the 000 – 999 range if using a 4 digit course numbering system or in the 00 – 99 range if using a 3 digit course numbering system.

- **Lower-Division Undergraduate Courses** – Courses in this category are normally taken in the first two years of a baccalaureate program, in programs leading to an associate degree, and credits earned in diploma programs. Generally, lower-division courses are numbered in the 1000 – 2999 range if using a 4 digit course numbering system or in the 100 – 299 range if using a 3 digit course numbering system.

Applicability

In order to award transfer credit, the course in question must be relevant to the student's desired program at Everest. For example, a student enrolling in a massage therapy program would not receive transfer credit for an engineering course taken elsewhere.

Required Grades

A letter grade of C (70%) or better is required for transfer credit to be awarded.

Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science courses) – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g., DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

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

Maximum Transfer Credits Accepted

Students 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 Assessment.

Students enrolled in graduate programs may transfer no more than 24 quarter credits.

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). 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.

Satisfactory Academic Progress and Financial Aid

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

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

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

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

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

Make-Up Assignments

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

Maximum Time Frame for Veteran Students

Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

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

academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits will be terminated.

Veterans Reinstatement after Successful Appeal of Termination

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

STUDENT ACADEMIC APPEALS POLICY

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

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

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

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

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

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

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

Assignment/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade.

Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

Final Course Grades

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

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

Attendance Violations

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

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

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

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

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

Satisfactory Academic Progress (SAP) Appeals

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

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

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

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

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

Background

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

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

Applicability

This Code of Student Conduct (Code) 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.

Generally

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

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The School 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 School 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 (see below)

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

Violations of Local, State, Provincial, or Federal Law

Everest students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this Code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed, and that the student committed it. In such instances, the School President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this Code independent of any criminal proceeding.

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 Everest location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School President

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

Inquiry by the School President

If the School President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the School President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the School 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 School 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 School 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 School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School 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 (5) calendar days of the date of the written notice

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 Everest 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 School President.

Note: Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal are:

- Community Service and/or participation in educational programs
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing

Academic Dishonesty

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school

One or more of the sanctions listed below may be imposed for academic dishonesty:

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course/module
- Suspension or Dismissal from the school

Appeal Process

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

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

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

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

The Student Conduct Committee shall:

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

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the School 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) and PIPEDA. 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 for investigation and prosecution. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

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, the School has established policies regarding campus security.

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

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

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

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

Statistical Information

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

CAMPUS COMPLETION RATE REPORTS

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

DRUG AWARENESS

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

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

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

WEAPONS POLICY

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

SEXUAL HARASSMENT

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

Sexual harassment of employees or students at Everest College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the College President. Please be reminded that this policy applies to students as well as employees.

DRESS CODE

Students are expected to dress appropriately for classes. Students who wear inappropriate articles of clothing may be subject to disciplinary action. Some departments of the College may have specific dress codes to which students are expected to adhere. All students should begin preparing a business wardrobe while they are in college.

Allied Health Programs

Students enrolled in allied health programs are required to wear the standard medical uniform as specified in the school's programmatic dress code policy. This information will be available upon enrollment. Uniforms are not included in the tuition price and should be purchased as soon as possible after acceptance into the program.

CHILDREN/GUESTS ON CAMPUS

Children are not permitted in classrooms, laboratories or the library under any circumstances. For safety reasons, children are not allowed in the building unsupervised. Guests wishing to visit classes must receive permission from the instructor and Academic Dean, or arrangements can be made by contacting the Admissions Department. All visitors to the building are required to sign in at the front desk for assistance.

POLICY AND PROGRAM CHANGES

This catalog is an official publication of Everest College. It is subject to change or revision at any time. It is the policy of the College to reserve the right to add, withdraw, or revise any program of study, provision, or requirement herein. The College further reserves the right to withdraw a student from the College for cause at any time. The student is entitled to due process in all instances.

Provisions of this publication are not regarded as a contract nor as an offer to contract. Everest College, through appropriate action, reserves the right to change any provision with proper notification and approval.

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

FINANCIAL INFORMATION

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

TUITION AND FEES – QUARTER-BASED PROGRAMS

The tuition and fees listed in Appendix B will be charged for the student's first quarter (or mini-term 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 credit units per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credit units for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit units 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 units.

TUITION AND FEES – MODULAR PROGRAMS

The enrollment agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and the College catalog. Each program consists of the number of modules listed below.

BUYER'S RIGHT TO CANCEL – CANCELLATION

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

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

OFFICIAL WITHDRAWALS

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

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

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

REFUND POLICIES

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

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

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

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

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

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

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

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

Date of Withdrawal versus Date of Determination (DOD)

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

Effect of Leaves of Absence on Refunds

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

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

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

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

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

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

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

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

Refunds are allocated in the following order:

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

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

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

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

Pro Rata Refund Calculation

The School will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. Under a pro rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of 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.

COLORADO REFUND POLICY

The School will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule:

A Student Who Withdraws or Is Terminated...	Is Entitled to a Refund of	The Institution Is Eligible to Retain
Within the first 10% of the charging period	90% Tuition	10% Tuition
After completion of 10% of the charging period, but prior to completion of 25%	75% Tuition	25% Tuition
After completion of 25% of the charging period, but prior to completion of 50%	50% Tuition	50% Tuition
After completion of 50% of the charging period, but prior to completion of 75%	25% Tuition	75% Tuition
After completion of 75% of the charging period	0%	100% Tuition

PRO RATA REFUND CALCULATION

The School will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. Under a pro rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of 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.

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")

Note: The pro rata refund will be calculated as follows:

The total number of scheduled classroom hours up to and including the student's LDA divided by the total number of classroom hours in the program.

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.

REQUIREMENTS FOR GRADUATION

A student must:

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

POSTPONEMENT

Postponement of a starting date, whether at the request of The School or the student, requires a written agreement signed by the student and The School. The agreement must set forth:

- a) Whether the postponement is for the convenience of The School or the student, and;
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or if the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with The School's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

ON-LINE LEARNING COURSES

All students are residential, but each quarter some individual course offerings in a student's program may be available through on-line delivery, as listed in the course schedule for the quarter. Students enrolled in these courses attend 100% of the course on-line and there is no on-ground component. Attendance in courses is measured and evaluated on the basis of five measurable or documented on-line activities: lecture (based on readings and materials posted on-line), group discussion and team assignment (conducted and completed), homework and a weekly quiz (posted on-line). If the student evidences sufficient participation in these activities for a week, the student will be considered present for purposes of the Colorado Refund Policy 12-59-114 C.R.S.

STUDENT FINANCING OPTIONS

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

FINANCIAL ASSISTANCE

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

STUDENT ELIGIBILITY

To receive financial assistance you must:

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

FEDERAL FINANCIAL AID PROGRAMS

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's

Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Work Study (FWS)

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

Federal Direct Stafford Loans (DL)

This low-interest loan is available to qualified students through the U.S. Department of Education and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Direct Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

The Federal Direct Subsidized Stafford Loan is a low-interest loan issued by the U.S. Department of Education. Student eligibility for a Direct Subsidized Loan is based on "financial need". The federal government pays the interest while the student is in school at least half-time, during the grace period and during periods of deferment.

The Federal Direct Unsubsidized Stafford Loan is a low-interest loan issued by the U.S. Department of Education. Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)

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

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

Military Scholarships and Grants, including Active Duty, Veterans and Family

The campuses are recognized by many public and non-profit organizations as an approved institution to serve the military community. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are active military, spouse, dependent, veteran, service person, reservist, or otherwise eligible, you may qualify for various educational benefit programs. Eligibility criteria for military educational assistance and benefits available vary by state and school, so check with the funding organization to see whether you qualify.

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

The campuses are recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are unemployed, under employed, or 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 whether you qualify.

William D. Ford Federal Direct Loan Program

Loans made through this program are referred to as **Direct Loans**. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized Direct Stafford Loans (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans. *You repay these loans directly to the U.S. Department of Education.*

ALTERNATIVE FINANCING OPTIONS

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

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

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

GRANTS AND SCHOLARSHIPS

Colorado's College Responsibility Student Grant Program

The Colorado State Grant Program is designed to assist Colorado resident undergraduate students with demonstrated financial need, to attend eligible post-secondary colleges and universities in Colorado.

In order to receive a Colorado State Grant, a student must be a Colorado resident, be an undergraduate student, meet satisfactory progress requirements and have financial need.

The Colorado General Assembly is the source of state funded student financial assistance including Colorado's College Responsibility Grant funds and the Colorado Work Study program.

High School Scholarships – Thornton Campus

Ten (10) scholarships of \$1,000 each are available to be awarded to graduating seniors, age 17 or older. The Scholarship awards are as follows:

All applicants must take the CPAT administered by Everest College, which measures competency in reading, language and mathematics, and submit a completed Everest College Scholarship Application by the designated deadline. Scholarship finalists will be those with the 25 highest scores on the test.

A panel of public school officials and representatives of local employers interviews finalists about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the school to account for scholarships that are offered but not accepted. Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

Imagine America Scholarships

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

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

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

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

DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

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

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

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

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

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

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

STUDENT SERVICES

CAREER SERVICES AND PLACEMENT OFFICE

One of the many benefits derived from being a graduate of Everest College is the graduate placement assistance service. The Career Services and Placement Office is a graduate services center, offering placement assistance to graduates throughout their careers.

Students must aid the placement effort with quality academic work, excellent class attendance, a positive attitude, a desire to succeed, reasonable salary expectations, and cooperation with the Director of the Career Services and Placement Office staff.

Near the end of the degree program, students will have a "Career Skills" course. This course is intended to help prepare and assist students in acquiring job search as well as career skills. Non-degree students will complete "Career Development" monthly with the Career Services Department staff. These courses will be added into normally scheduled classroom time and will cover all resources and responsibilities that are covered in the "Career Skills" class. Everest College prepares the graduate educationally for employment and assists in his/her job search but cannot guarantee employment.

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.

ADVISING SERVICES

Advising services are available at Everest College in many forms. These services are considered a vital part of the total college program and are designed to help students plan life goals, develop effective study habits, reconcile the demands of college, work and family, and make sensible choices and adjustments as called for in school, in the workplace, and in the home. Any advising session may be confidential at the student's request.

Student Finance

The Student Finance Office provides financial advising to incoming and continuing students to help them find the best program for financing their education. Everest College administers a variety of federal and state assistance programs designed to make an education affordable for all students.

Academic Advising

Faculty and staff are available to assist students who need extra help or advising. Questions and concerns regarding the student's program or course of study or scheduling conflicts should be directed to the Department Chair. While the Department Chairs are available to guide students through their program of study, it is ultimately the student's responsibility to make certain that they meet the requirements for graduation. If a student needs further advising of an academic nature, the student should consult the Academic Dean.

Academic Dean, Department Chair and Student Success Coordinator

If a student has a question regarding changing programs, or class schedule conflicts, he or she should consult with the appropriate Academic Dean, Department Chair or Student Success Coordinator. The Academic Dean, Department Chair and Student Success Coordinator are also available to assist students with referrals to community resources to help with problems of a personal nature.

Career Advising

Career advising and guidance are provided by the Director of Career Services and Placement staff.

College President

Students are encouraged to schedule a meeting with the College President when other services do not appear to resolve their questions or concerns in any area. Students may consult with the President in a confidential advising session.

Drug Counseling

Everest College does not have on-site drug counseling personnel. However, the College does offer counseling referral services through the Academic Dean or Student Success Coordinator.

Tutoring

The College will assist students in securing tutors. Students in need of additional tutorial assistance should notify their instructor for suggested tutors or see the Department Chair or the Academic Dean.

HOUSING

Everest College does not provide housing, although assistance with housing may be obtained through the Admissions Department or the Student Services Office.

HEALTH AND SAFETY

The College maintains first aid supplies for minor injuries that may be incurred while students are attending classes. A student with a history of an illness requiring special attention must notify the College at the time of enrollment.

LEARNING RESOURCE CENTER

The Everest College Information Resource Library has books and periodicals of interest to students, faculty and staff. Textbooks are available on reserve for use in the library. A variety of media, including VCR and television are available for in-school use. Students also have Internet access in the library and access to online databases (i.e., EBSCOHOST, WESTLAW, Firstsearch). Both campuses have an agreement with county libraries for students to take advantage of their services.

PARKING LOT

Everest College provides off-street, lighted, free parking. In addition, there are handicapped-accessible areas available. All persons using the parking lots are requested to be courteous in their parking and to keep posted fire lane areas open. Unauthorized vehicles may be towed from designated restricted areas at the owner's expense.

STUDENT LOUNGE

A student lounge is available for student relaxation and socialization. It is equipped with snack and drink vending machines and a microwave oven. Eating, drinking and smoking are prohibited in all classrooms. Smoking is prohibited in the facility.

EMERGENCY PHONE NUMBERS - AURORA AND THORNTON

Mental Health Centers

- Community Reach Center.....(303) 853-3500
- Mental Health Corp. of Denver(303) 504-6500
- Arapahoe Douglas Emergency Team(303) 795-6187
- Aurora(303) 617-2300
- Jefferson County(303) 425-0300
- Boulder County(303) 443-8500

Other 24 Hour Lines

- Comitis Crisis Center(303) 343-9890
- Denver Health Medical Center/Psychiatric ER/Acute Crisis Service.....(303) 436-6000
- Suicide/Depression Hotline(303) 860-1200
- Rocky Mountain Poison/Drug Center.....1-800 222-1222
- Youth Support Line – All Ages(303) 894-9000

Specialized Services

- AIDS Information – Colorado Health Network/Colorado Aids Project.....(303) 837-0166
- Alcoholics Anonymous.....(303) 322-4440
- Alcoholism/Drug Abuse Information - The Council(303) 825-8113
- Child Care Help Line through United Way.....(303) 433-8383
- Child Care Referral Line(303) 561-2244
- Veterans Affairs Office – State(720) 250-1500
- Veterans Department of Affairs - Federal Agency.....(800) 827-1000

Other referral numbers are available through:

Thornton Campus
Student Success Coordinator
(303) 457-2757

Aurora Campus
Student Success Coordinator
(303) 745-6244

COMMUNITY RESOURCES – COLORADO SPRINGS

Emergency Phone Number

- Police Emergency 911
- Alcohol Emergency Services(719) 573-5020
- 24 Hour Crises Line(719) 633-3819
- Crisis Center (24 hour)(719) 635-7000

Mental Health

- Pikes Peak Mental Health Crisis Center.....(719) 635-7000
- Mental Health Association.....(719) 633-4601

Specialized Services

- Alcoholics Anonymous.....(719) 573-5020
- Drug/Alcohol Treatment(719) 578-3150
- Bus Service(719) 475-9733
- Ride Finders(719) 471-7665
- Domestic Violence Prevention Center.....(719) 633-3819
- Day Care Information and Referral.....(719) 444-5930
- American Red Cross.....(719) 632-3563
- Care and Share, Inc.(719) 528-6767
- Food Stamps(719)475-8014
- Goodwill.....(719) 633-8794
- Physical Security-Crime Prevention, Ft. Carson.....(719) 526-2158
- Pikes Peak Legal Services(719) 471-0380

Other referral numbers available through the Academic Department, or call (719) 638-6580

PROGRAMS OF STUDY BY LOCATION

Diploma Programs	Aurora	Colorado Springs	Thornton
Business Accounting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dental Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Massage Therapy		<input checked="" type="checkbox"/>	
Medical Administrative Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
Medical Insurance Billing/Coding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pharmacy Technician	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Degree Programs	Aurora	Colorado Springs	Thornton
Accounting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative Assisting		<input checked="" type="checkbox"/>	
Business	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Business Administration		<input checked="" type="checkbox"/>	
Computer Information Science		<input checked="" type="checkbox"/>	
Criminal Justice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Assistant/Paralegal		<input checked="" type="checkbox"/>	
Medical Assistant		<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
Paralegal	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Surgical Technologist			<input checked="" type="checkbox"/>

*No longer enrolling new students

DIPLOMA PROGRAMS



Business Accounting

Diploma Program

Colorado Springs and Thornton campuses

12 months – 540 hours – 48 credit units

V 1

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

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

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

Course Number		Course Title	Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
CGS	2510C	Applied Spreadsheets	4.0
MTB	1103	Business Math	4.0
MAN	1030	Introduction to Business Enterprise	4.0
SLS	1321	Career Skills	2.0
Student will select one of the following:			
MAN	2031	Let's Talk Business	2.0
OST	1141L	Keyboarding	2.0
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
APA	2141	Computerized Accounting	4.0
ACO	1806	Payroll Accounting	4.0
TAX	2000	Tax Accounting	4.0
PROGRAM TOTAL			48.0



Dental Assistant
Diploma Program
 Aurora and Colorado Springs campuses
 8 months – 720 hours – 47 credit units

V 1

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

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

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

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

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

Upon successful completion of this program, the graduate will be able to:

- Explain and demonstrate appropriate skills involved in processing exposed radiographs using the manual and automatic methods, mounting a full-mouth set of radiographs, identifying radiographic errors, and demonstrating how to correct those errors.
- Explain the role OSHA plays in operation of the dental office.
- Identify and demonstrate correct operator disinfection, instrument decontamination, and sterilization techniques.
- Prepare and dispose of local anesthetic.
- Take and record vital signs.
- Identify and explain the use of dental instruments.
- Discuss the dental assistant's chair-side assisting duties and responsibilities.
- Explain and be able to demonstrate the use and care of all rotary instruments, proper mixing and placement of a calcium hydroxide cavity liner, placement of varnish in a prepared tooth, placing, wedging, and removal of matrices, and placing and holding an anterior matrix.
- Demonstrate aspirating on a patient.
- Discuss and demonstrate the appropriate skills and techniques involved in taking impressions and constructing study and master casts.
- Discuss the dental assistant's role and responsibilities in working in the field of orthodontics, and be able to demonstrate how to perform orthodontic measurements, placement of separators, sizing bands and placing and legating arch wires.
- Discuss preventative dentistry and identify the dental assistant's role in assisting patients with their dental health.
- Explain the role of HIPAA in the operation of the dental office.
- Discuss the dental assistant's role in handling dental office emergencies

Scheduling Model: This 720 clock Hour/47.0 Credit Units of study consists of seven individual learning units, plus a hands-on clinical experience, called an externship. Each of these "modules," as they are referred to, stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon completion of the seven classroom modules, the students participate in a 160-clock-hour-externship. Students will spend 50% of time in Lecture and 50% of time in lab.

Course Number	Course Title	Total Contact Hours	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operator Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assistant Externship	160	5.0
	Program Totals:	720	47.0

<p>Module A – Dental Office Emergencies and Compliance</p> <p>In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module B – Dental Radiography</p> <p>Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module C – Dental Specialties</p> <p>In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children’s dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module D – Operatory Dentistry</p> <p>This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module E – Laboratory Procedures</p> <p>In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F – Dental Anatomy and Orthodontics</p> <p>This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>

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

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

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

This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

**Massage Therapy***Diploma Program*

Colorado Springs campus

9 months – 750 hours – 55 credit units

V 3

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

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30 hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

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

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

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MTD100	Introduction to Massage Therapy	80	6.0
MTD201	Business and Ethics	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MTD263	Eastern Theory and Practice	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MTD246	Clinical and Sports Massage	80	6.0
MTD295	Health and Wellness	80	6.0
MTD278	Massage Therapy Clinic	30	1.0
PROGRAM TOTAL:		750	55.0

* Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.

MTD100 – Introduction to massage Therapy**6.0 Quarter Credit Hours**

This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The

Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
MTD201 - Business and Ethics This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	6.0 Quarter Credit Hours
MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage This module is designed to provide the student with the theory & hands-on skills involved in practicing Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	6.0 Quarter Credit Hours
MTD263 – Eastern Theory and Practice This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	6.0 Quarter Credit Hours
MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	6.0 Quarter Credit Hours
MTD282- Deep Tissue, Myofascial Release & Pin and Stretch This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	6.0 Quarter Credit Hours
MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	6.0 Quarter Credit Hours
MTD246 - Clinical and Sports Massage This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	6.0 Quarter Credit Hours
MTD295 – Health and Wellness This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	6.0 Quarter Credit Hours
MTD278 – Massage Clinic This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or ‘mock’ clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6 th module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.	1.0 Quarter Credit Hours



Medical Administrative Assistant

Diploma Program

Aurora, Colorado Springs, and Thornton campuses

8 months – 720 hours – 47 credit units

V 1

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills that enable them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in all medical facilities and insurance companies.

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 160-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Module	Module Title	Total Contact Hours	Quarter Credit Hours
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Medical Administrative Assistant Externship	160	5
Program Total		720	47

Major Equipment

Autoclave	Calculators
Personal Computers	Patient Examination Table
Stethoscopes	Sphygmomanometer

Module A: Office Finance

6.0 Quarter Credit Hours

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill-building Hours: 20.0

Module B: Patient Processing and Assisting	6.0 Quarter Credit Hours
<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 basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill-building Hours: 20.0</p>	
Module C: Medical Insurance	6.0 Quarter Credit Hours
<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 you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill-building Hours: 20.0</p>	
Module D: Insurance Plans and Collections	6.0 Quarter Credit Hours
<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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill-building Hours: 20.0</p>	
Module E: Office Procedures	6.0 Quarter Credit Hours
<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. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill-building Hours: 20.0</p>	
Module F: Patient Care and Computerized Practice Management	6.0 Quarter Credit Hours
<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 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 become and learn from mentoring. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill-building Hours: 20.0</p>	
Module G: Dental Administrative Procedures	6.0 Quarter Credit Hours
<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 discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skill-building Hours: 20.0</p>	
Module X: Medical Administrative Assistant Externship	5.0 Quarter Credit Hours
<p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skill-building Hours: 0.0 Other Hours: 160</p>	



Medical Assistant

Diploma program

Aurora campus

10 months – 880 hours – 59 credit units

V 2

Program Description: 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.

Program Objectives: 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, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies are seeking their services. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

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

Upon successful completion of this program, the graduate will be able to:

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

Program-At-a-Glance: This program is divided into ten learning units called modules. The first nine modules, MAINTRO through H, are classroom modules. Students are required to complete all modules, starting with a prerequisite introductory module, MAINTRO, and continuing in any sequence until all modules have been completed. If students do not complete any portion of a module, the entire module must be repeated.

Following the successful completion of the first nine modules, MAINTRO through Module H, students participate in a 160-hour externship. This constitutes a supervised, practical in-service experience in a medical office or clinic in which the student practices direct application of administrative and clinical tasks as a medical assistant.

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

Course Number	Course Title	Clock Hours	Quarter Credit Units
Module MAINTRO	Introduction to Medical Assistant	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	Externship	160	5.0
	Program Total	880	59.0

MODULE MAINTRO - Introduction to Medical Assistant

6.0-Quarter Credit Units

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. Lecture: 40 Hrs Lab: 40 Hrs Prerequisite: None

MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication

6.0-Quarter Credit Units

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary 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). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology

6.0-Quarter Credit Units

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

MODULE C - Digestive System, Nutrition, Financial Management, and First Aid**6.0-Quarter Credit Units**

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

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

Prerequisite: MAINTRO

MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR**6.0-Quarter Credit Units**

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

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

Prerequisite: MAINTRO

MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures**6.0-Quarter Credit Units**

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

MODULE F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics**6.0-Quarter Credit Units**

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

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures**6.0-Quarter Credit Units**

Module G covers the history and science of the medical field, as well as the medical assisting 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). Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing**6.0-Quarter Credit Units**

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. Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: MAINTRO

MODULE X - Medical Assistant Diploma Program Externship**5.0 Quarter Credit Hours**

Upon successful completion of all modules, medical assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assistant 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 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture: 00 Hrs Lab: 00 Hrs Extern 160 Prerequisite: MAINTRO, Modules A-H



Medical Assistant
Diploma Program
 Colorado Springs and Thornton campuses
 8 months – 720 hours – 47 credit units

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

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

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship. Pre-requisites in the Medical Assistant program can be waived at the discretion of the Academic Dean if it is in the best interest of the student and is educationally sound and the reason for the waiver is documented in the student's file.

Completion of the Medical Assistant program is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Contact Hours	Quarter Credit Hours
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting and Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Medical Law, Ethics and Psychology	80	6
Module X	Externship	160	5
Program Total		720	47

Major Equipment

Autoclave	Stethoscopes	Mayo Stands	TENS Unit
Blood Chemistry Analyzer	Examination Tables	Microscopes	Surgical Instruments
Calculators	Hydrocollator	Personal Computers	Training Manikins
Electrocardiography Machine	Intermittent Traction Unit	Sphygmomanometers	

Module A - Patient Care and Communication	6.0 Quarter Credit Hours
<p>Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0</p>	
Module B - Clinical Assisting and Pharmacology	6.0 Quarter Credit Hours
<p>Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0</p>	
Module C - Medical Insurance, Bookkeeping and Health Sciences	6.0 Quarter Credit Hours
<p>Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0</p>	
Module D - Cardiopulmonary and Electrocardiography	6.0 Quarter Credit Hours
<p>Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0</p>	
Module E - Laboratory Procedures	6.0 Quarter Credit Hours
<p>Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0</p>	
Module F - Endocrinology and Reproduction	6.0 Quarter Credit Hours
<p>Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0</p>	

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

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

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

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

**Medical Insurance Billing and Coding***Diploma Program*

Aurora, Colorado Springs, and Thornton campuses

8 months – 720 hours – 47 credit units

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

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

Course	Course Title	Clock Hours	Quarter Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBP	Practicum* Or	160	5.0
MIBE	Externship		
	Program Totals	720	47.0

*Not offered at the Thornton campus

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Module MIBP Practicum**5.0 Quarter Credit Hours**

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

Module MIBE Externship**5.0 Quarter Credit Hours**

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



Pharmacy Technician
Diploma Program
 Aurora and Thornton campuses
 8 months – 720 hours – 47 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).

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

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

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

Program Outline

Module	Module Title	Total Contact Hours	Quarter Credit Hours
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
Module G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
Module X	Clinical Externship	160	5.0
Program Total		720	47.0

<p>Module A Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems</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, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	6.0 Quarter Credit Hours
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Module B Aspects of Retail Pharmacy and Pharmacology of the Nervous System	6.0 Quarter Credit Hours
<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 Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	
Module C History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	6.0 Quarter Credit Hours
<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. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	
Module D Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	6.0 Quarter Credit Hours
<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. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	
Module E Administrative Aspects of the Pharmacy Technician and Pharmacology of the G.I. and Muscular System	6.0 Quarter Credit Hours
<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. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	
Module F Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	6.0 Quarter Credit Hours
<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. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	
Module G Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	6.0 Quarter Credit Hours
<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. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	
Module X Clinical Externship	5.0 Quarter Credit Hours
<p>This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.</p>	

QUARTER-BASED PROGRAMS



Accounting

Associate of Applied Science Degree

Aurora, Colorado Springs, and Thornton campuses

24 months – 96 credit units

V 1

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

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

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication



Administrative Assistant
 Associate of Applied Science Degree
 Colorado Springs campus
 24 months – 96 credit units

V o

The Administrative Assistant Degree program prepares the graduate to be an integral part of the business management team. The program provides the student with a broad base of management and secretarial skills including information systems, office planning and services, transcription, word processing and desktop publishing.

Students are required to complete the following courses:

Course Number	Course Title	Quarter Credit Hours	
APA 2111	Principles of Accounting I	4	
APA 2121	Principles of Accounting II	4	
MAN 1030	Introduction to Business Enterprise	4	
CGS 2167C	Computer Applications	4	
CSD 160	Desktop Publishing	4	
CSD 242	Network Administration	4	
CSD 280	Applications for the Internet	4	
MAN 2021	Principles of Management	4	
SEC 103	Introduction to Office Technology	4	
SEC 203	Office Management	4	
ELE XXX	Elective - Choose 1 of the following	4	
	CSD 246 Database Management		
	SEC 285 Administrative Assistant Externship		
TYP 101	Keyboarding for Computers I	4	
TYP 201	Keyboarding for Computers II	4	
TYP 202	Keyboarding for Computers III	4	
WDP 105	Word Processing I	4	
WDP 107	Word Processing II	4	
General Education Requirements:			
ECO 102	Economics	4	
ENC 1101	Composition I	4	
ENG 201	English Literature	4	
SPC 2016	Oral Communications*	4	
HUM 100	Humanities	4	
MAT 1033	College Algebra	4	
SLS 1105	Strategies for Success	4	
PSY 2012	General Psychology	4	
	Program Total		96

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication



Business

Associate of Applied Science Degree
Aurora and Thornton campuses
24 months – 96 credit units

V 1

The Associate of Applied Science in Business program is offered for students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Course Number	Course Title	Quarter Credit Hours
COLLEGE CORE REQUIREMENTS		
SLS 1105	Strategies for Success	4.0
CGS 2167C	Computer Applications	4.0
SLS 1321	Career Skills	2.0
Choose 8 credits from the following list:		
OST 1141L	Keyboarding	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
OST 2725	Applied Word Processing	4.0
CGS 2510C	Applied Spreadsheets	4.0
TOTAL COLLEGE CORE CREDIT HOURS		18.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS		
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
BUL 2131	Applied Business Law	4.0
MAN 2300	Introduction to Human Resources	4.0
MAR 1011	Introduction to Marketing	4.0
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
TOTAL ALL CONCENTRATIONS CREDIT HOURS		28.0
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS		
FIN 1103	Introduction to Finance	4.0
MAN 2727	Strategic Planning for Business	4.0
MAR 2305	Customer Relations and Servicing	4.0
Choose 2 of the following courses:		
APA 2161	Introductory Cost/Managerial Accounting	4.0
SBM 2000	Small Business Management	4.0
ACG 2178	Financial Statement Analysis	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
TOTAL MAJOR CORE CREDIT HOURS		20.0
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications*	4.0
AML 2000	Introduction to American Literature	4.0
EVS 1001	Environmental Science	4.0
SLS 1505	Basic Critical Thinking	2.0
TOTAL QUARTER CREDIT HOURS		30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication



Business Administration
Associate of Applied Science Degree
 Colorado Springs campus
 24 months – 96 credit units

V o

The program provides the student with skills in basic management, accounting and computer science applications. The student will be prepared for business ownership and positions in government and industry.

Course Number	Course Title	Quarter Credit Hours	
REQUIRED COURSES			
APA 2111	Principles of Accounting I	4	
APA 2121	Principles of Accounting II	4	
APA 2161	Introductory Cost/Managerial Accounting	4	
	OR		
ACG 2021	Introduction to Corporate Accounting		
BUL 2131	Applied Business Law	4	
SLS 1105	Strategies for Success	4	
SLS 1321	Career Skills	2	
CGS 2167C	Computer Applications	4	
OST 1141L	Keyboarding	2	
ECO 100	Basic Economics	4	
REQUIRED COURSES			
MAN 1030	Introduction to Business Enterprise	4	
MAR 1011	Introduction to Marketing	4	
MAN 2021	Principles of Management	4	
FIN 1103	Introduction to Finance	4	
MAR 2305	Customer Relations and Servicing	4	
MAN 2300	Introduction to Human Resources	4	
MAN 2500	International Business Management	4	
SBM 2000	Small Business Management	4	
CGS 2071	Spreadsheets	4	
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
SPC 2016	Oral Communication	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
EVS 1001	Environmental Science	4	
PROGRAM TOTAL			96

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication



Computer Information Science
 Associate of Applied Science Degree
 Colorado Springs campus
 24 months – 96 credit units

V 2

The **Associate in Applied Science Degree** in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. Students must complete 52 credits in the Programming major core in order to complete the concentration.

Prerequisite courses may be taken as a co-requisite with the permission of the Program Chair or Academic Dean. Students who have prior/similar course work, extensive work/practical experience and/or appropriate certifications may be eligible to take the prerequisite as a co-requisite as designated by the College catalog.

Programming:

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

Network Administration:

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

Web Design:

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

Course Number	Course Name	Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
Choose one of the following courses (Students taking Web Design concentration <i>must</i> take Project Development <i>and</i> one of the other two choices):			
CEN 1056	Project Development	2.0	
OST 1141L	Keyboarding	2.0	
MAN 2031	Let's Talk Business	2.0	
	TOTAL QUARTER CREDIT HOURS		12.0 (14.0 for Web Design students)
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION			
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
BUL 2131	Applied Business Law	4.0	
CEN 1509C	Computer Networking Fundamentals	4.0	
CGS 1763C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CIS 2325	Introduction to the Systems Development Life Cycle	4.0	
	Approved IT Electives*	8.0	
Choose one of the following two-course language sequences in Visual Basic, C++, Java, or C# (4 credits each):			
COP 2170C	Computer Programming – Visual Basic I		
COP 2171C	Computer Programming – Visual Basic II		
COP 2224C	Computer Programming – C++ I		

COP 2228C	Computer Programming – C++ II		
COP 2250C	Computer Programming – Java I		
COP 2805C	Computer Programming – Java II		
COPP 2280C	Computer Programming – C# I		
COPP 2281C	Computer Programming – C# II		
	PROGRAMMING MAJOR CORE		52.0
MAJOR CORE REQUIREMENTS – NETWORK ADMINISTRATION CONCENTRATION			
CGS 1763C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
CEN 1509C	Computer Networking Fundamentals	4.0	
CEN 1561C	Network Operating Systems-Client	4.0	
CEN 1562C	Network Operating Systems-Server	4.0	
CET 1605C	Network Routing I	4.0	
CET 2607C	Network Routing II	4.0	
CTS 2320C	Network Management	4.0	
CEN 2327C	Network Infrastructure	4.0	
CTS 2303C	Network Directory Services	4.0	
CIS 2354C	Network Security Fundamentals	4.0	
	Approved IT Electives*	8.0	
Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4 credits each).			
CENP 2345C	Network Security		
CISP 2475	Designing Network Security		
CENP 2420	Implementing and Administering Databases		
CENP 2450	Database Design		
	NETWORK ADMINISTRATION MAJOR CORE		52.0
MAJOR CORE REQUIREMENTS – WEB DESIGN CONCENTRATION			
CEN 1509C	Computer Networking Fundamentals	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CGS 1800C	Web Site Design Methodology	4.0	
CGS 1821C	Web Content Development	4.0	
COP 2840C	Content Generation – Scripting Languages	4.0	
CGS 2820C	Web Authoring	4.0	
CGS 2877C	Web Animation	4.0	
GRA 2225C	Graphic Design Using Adobe Photoshop	4.0	
CGS 2177C	E-Commerce Systems Administration	4.0	
CGS 2910C	Web Design Portfolio Project	2.0	
	Approved IT Electives*	8.0	
	WEB DESIGN MAJOR CORE		50.0
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, and CET prefixes).			
APPROVED ELECTIVES			
8.0			
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications*	4.0	

MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Sciences	4.0	
	TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication



Criminal Justice

Associate of Applied Science Degree

Aurora, Colorado Springs, and Thornton campuses

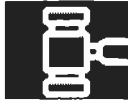
24 months – 96 credit units

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	Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
BUL	2131	Applied Business Law	4.0	
		TOTAL QUARTER CREDIT HOURS	14.0	
MAJOR CORE REQUIREMENTS				
CCJ	1017	Criminology	4.0	
CCJ	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
CCJ	1610	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CJD	2250	Introduction to Interviews and Interrogations	4.0	
DSC	2002	Introduction to Terrorism	4.0	
		TOTAL QUARTER CREDIT HOURS		36.0
The students will take 12.0 credits from following courses:				
CJE	2100	Policing in America	4.0	
CCJ	2288	Spanish for the Criminal Justice Professional	4.0	
CCJ	2679	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CJE	2670	Introduction to Forensics	4.0	
CCJ	1910	Career Choices in Criminal Justice	4.0	
		TOTAL QUARTER CREDIT HOURS		12.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications*	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
		TOTAL QUARTER CREDIT HOURS		34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication.



Legal Assistant/Paralegal
Associate of Applied Science Degree
 Colorado Springs campus
 24 months – 96 credit units

V o

This program is designed to provide the student with fundamental knowledge and skills in the areas of legal terminology, substantive and procedural law, and drafting and research. The program prepares the student for employment by sole practitioners as well as other related occupations in government, corporate, or insurance.

Students are required to complete the following courses:

Course Number	Course Title	Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS:			
SLS 1105	Strategies for Success	4	
SLS 1321	Career Skills	2	
CGS 2167C	Computer Applications	4	
OST 1141L	Keyboarding	2	
APA 1114	Office Accounting	4	
CSD 160	Desktop Publishing	4	
WDP 105	Word Processing I	4	
MAJOR CORE REQUIREMENTS:			
PLA 2203	Civil Procedure	4	
PLA 2800	Family Law	4	
PLA 2423	Contract Law	4	
PLA 2273	Torts	4	
PLA 1105	Legal Research and Writing I	4	
PLA 2106	Legal Research and Writing II	4	
PLA 2600	Wills, Trusts and Probate	4	
PLA 2940	Paralegal Externship	4	
PLA 2308	Criminal Procedure	4	
PAR 204	Trial Preparation and Procedure	4	
PLA 1700	Legal Ethics and Social Responsibility	4	
PLA 1003	Introduction to Paralegal	4	
GENERAL EDUCATION REQUIREMENTS:			
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
ENG 201	English Literature	4	
SPC 2016	Oral Communications*	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
	PROGRAM TOTAL		96

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication.



Medical Assistant
Associate in Science Degree
 Colorado Springs and Thornton campuses
 24 months – 97 credit units

V 1

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

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

COURSE CODE	COURSE	QUARTER CREDIT HRS.	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
OST 1141L	Keyboarding	2.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	TOTAL QUARTER CREDIT HOURS		12.0
Major Core Requirements			
HSC 1531	Medical Terminology	4.0	
BSC 1085	Anatomy and Physiology I	4.0	
BSC 1086	Anatomy and Physiology II	4.0	
HSC 1524	Diseases of the Human Body	4.0	
HSA 1553	Medical Law and Ethics	2.0	
MEA 1207	Basic Clinical Procedures	4.0	
MEA 1207L	Basic Clinical Procedures (Lab)	2.0	
MEA 1226C	Exams and Specialty Procedures	4.0	
MEA 1226L	Exams and Specialty Procedures (Lab)	2.0	
MEA 2260	Diagnostic Procedures	4.0	
MLS 2260L	Diagnostic Procedures (Lab)	2.0	
MEA 2244	Pharmacology	4.0	
MEA 1243L	Pharmacology (Lab)	2.0	
MEA 1304C	Medical Office Procedures	4.0	
HIM 2278C	Medical Finance and Insurance	4.0	
MEA 2561	Professional Procedures	2.0	
MEA 2802	Medical Externship	5.0	
STUDENT WILL SELECT 4.0 CREDITS FROM THE FOLLOWING COURSES:			
MEA 2257L*	Introduction to X-ray	4.0	
HIM 2346C	Medical Computer Applications	2.0	
HUN 1001	Basic Nutrition	2.0	
MEA 1006C	Therapeutic Communication	2.0	
MEA2285L	EKG Interpretation	2.0	
MEA 2245L	Phlebotomy	2.0	
MEA 1105	Domestic Violence	2.0	
SYP 2742	Death & Dying	4.0	
	TOTAL QUARTER CREDIT HOURS		61.0
General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
EVS 1001	Environmental Science	4.0	
PSY 2012	General Psychology	4.0	
SPC2016	Oral Communications	4.0	
	TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			97.0

*This program is being taught out and the campuses are no longer enrolling new students.



Paralegal

Associate of Applied Science Degree

Aurora and Thornton campuses

24 months – 1390 hours – 96 credit units

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

Course Number		Course Title	Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
OST	2725	Applied Word Processing	4.0	
TOTAL QUARTER CREDIT HOURS				14.0
MAJOR CORE REQUIREMENTS				
PLA	1003	Introduction to Paralegal	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
PLA	1105	Legal Research and Writing I	4.0	
PLA	2106	Legal Research and Writing II	4.0	
PLA	2273	Torts	4.0	
PLA	2423	Contract Law	4.0	
PLA	2600	Wills, Trusts, and Probate	4.0	
PLA	2800	Family Law	4.0	
PLA	2763	Law Office Management	4.0	
PLA	2203	Civil Procedure	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
The students will select 8.0 credits from the following list:				
PLA	2460	Bankruptcy	4.0	
PLA	2930	Contemporary Issues and Law	4.0	
PLA	2433	Business Organizations	4.0	
PLA	2483	Introduction to Administrative Law	4.0	
PLA	2610	Real Estate Law	4.0	
PLA	2631	Environmental Law	4.0	
TOTAL QUARTER CREDIT HOURS				8.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications*	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
TOTAL QUARTER CREDIT HOURS				34.0
Total Quarter Credit Hours Required for Graduation				96.0

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication.



Surgical Technologist

Associate in Science Degree

Thornton campus

24 months – 98 credit units

V 1

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 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 1390-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).

The program consists of 98 quarter credit hours, including college core requirements, major core requirements, and general education requirements. Two of the courses within the major core involve students going out to the clinical sites and performing hands-on skills which they were taught in the classroom. These are referred to as "clinical rotations." During these rotations students are given the opportunity to observe and become part of the surgical team, as they gain hand-on practice working side-by-side surgeons and other operating room personnel. Students must document a total of eighty (80) procedures in the first scrub solo role or with assist and fifty-five (55) of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The twenty five (25) remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th Edition.

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

- Demonstrate an understanding of the basic principles and practices of surgical technology, including how it relates to the operating room environment, medical law and ethics, communications and interpersonal skills, and safety.
- Recognize, spell, define, and use appropriate medical terminology as part of the study of anatomy and physiology, physics, electricity, robotics, computers, microbiology and infection control.
- Use appropriate medical and surgical asepsis and patient care skills, including those required in universal precautions, pre- and post-operative care, scrubbing, gowning, gloving, surgical positioning, and draping and prepping a patient for surgery.
- Demonstrate an understanding of surgical pharmacology, including anesthesia, drugs and solutions, use, care, and precautions in drugs, drugs used before, during, and after surgery, and how to deal with surgical emergencies requiring emergency drugs.
- Identify the names, use, and handling of surgical supplies, instruments, and operating room furniture and equipment.
- Accurately create and maintain an instrument count.
- Demonstrate the surgical technologist's role as it relates to "scrubbing in" for the following cases: those involving diagnostic procedures, general surgery, gastrointestinal surgery, obstetrics and gynecological surgery, genitourinary surgery, ear, nose, and throat surgery, ophthalmic surgery, plastic surgery, orthopedic surgery, neurosurgery, thoracic surgery, and cardiovascular and peripheral vascular surgery.

The objective of the Surgical Technologist Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry level positions as certified surgical technologists in today's health care centers clinics, and facilities.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of medicine and surgical technology. Students study principles and practices of surgical technology, anatomy and physiology, microbiology and infection control, asepsis and patient care skills, surgical pharmacology, instrumentation and equipment, and in addition to their clinical rotations, students also have the opportunity to practice their skills in two "mock" surgical practicums.

Also covered in this program will be the ethical and legal responsibilities of the surgical technologist as they relate to the operating room environment, the patient, and co-workers. Professionalism and general communication skills, both of which are considered essential to any health care professional, are also taught and addressed throughout the entire program.

Upon successful completion of the entire course of study, students are awarded an Associate of Science degree in Surgical Technology, and 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 CST, or Certified Surgical Technologist.

The **Surgical Technologist program is designed to provide students with a broad academic and clinical background in the field of surgical technology, coupled with a solid understanding of basic general education concepts. The degree prepares the graduate for an entry-level position in any number of health care facilities, including hospitals, medical centers, and teaching facilities, out-patient clinics, and private and public surgical centers.

Program Outline

Course Number	Course Name	Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
	TOTAL QUARTER CREDIT HOURS		10.0
MAJOR CORE REQUIREMENTS			
STS 1001	Principles and Practices of Surgical Technology	4.0	
BSC 1085	Anatomy and Physiology I	4.0	
BSC 1086	Anatomy and Physiology II	4.0	
MEA 1239	Medical Terminology	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	
HSC 1524	Diseases of the Human Body	4.0	
STS 2175C	Clinical Rotation I	5.0	
STS 2176C	Clinical Rotation II	11.0	
	TOTAL QUARTER CREDIT HOURS		64.0
GENERAL EDUCATION REQUIREMENTS			
PSY 2012	General Psychology	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications*	4.0	
EVS 1001	Environmental Science	4.0	
MAT 1033	College Algebra	4.0	
	TOTAL QUARTER CREDIT HOURS		24.0
PROGRAM TOTAL			98.0

*Online students take SPCP 2300 Fundamentals of Interpersonal Communication.

**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.

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

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

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

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

COURSE DESCRIPTIONS

ACC 110 Payroll Accounting This course provides the student with an opportunity to learn and become proficient in concepts and practices of payroll accounting. Prerequisite: APA 2111. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
ACC 201 Intermediate Accounting I This course explores concepts of accounting with emphasis on Income Statements, Balance Sheets, Statements of Retained Earnings, current assets and liabilities, property, physical plant and equipment, intangible assets, and the Statement of Cash Flows. Prerequisites: APA 2111 and APA 2121. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
ACC 203 Income Taxes This course is conducted as if the student will be completing tax returns for individuals or businesses. This is a hands-on course with the student being required to complete numerous IRS forms. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
ACG 2021 Introduction to Corporate Accounting This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
ACG 2178 Financial Statement Analysis The basics of financial statement analysis in directing stakeholders' business and investment decisions are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
ACG 2551 Non-Profit Accounting In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
ACO 1806 Payroll Accounting This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
AML 2000 Introduction to American Literature This course concentrates on the major writers of Modern American literature. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
APA 1114 Office Accounting This course is designed to introduce students to basic accounting procedures. An emphasis is placed on the payroll phase of accounting. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
APA 2111 Principles of Accounting I Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
APA 2121 Principles of Accounting II This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
APA 2141 Computerized Accounting This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4 Quarter Credit Hours
APA 2161 Introductory Cost/Managerial Accounting This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	4 Quarter Credit Hours
BUL 2131 Applied Business Law This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
CAP 2103 Biometrics This course introduces biometrics, the emerging human recognition technology. Three primary characteristics of biometrics will be explored: security, convenience, and cost. These characteristics will be applied in perspective to human beings and the efficiency of using such systems as authentication mechanisms. Prerequisite: CGS 2167C. Lecture Hours: 40. Lab hours: 0.	4 Quarter Credit Hours

CCJ 1017 Criminology The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
CCJ 1024 Introduction to Criminal Justice This course provides an overview and introduction to criminal justice. Students will be exposed to the roles of private, local, state and federal law enforcement agencies in policing, immigration and homeland security. Focus will be placed on the nature of crime, law and criminal justice, the police and law enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000.	4 Quarter Credit Hours
CCJ 1610 Criminal Investigations Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
CCJ 1910 Career Choices in Criminal Justice This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
CCJ 2288 Spanish for the Criminal Justice Professional This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
CCJ 2306 Introduction to Corrections This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
CCJ 2358 Criminal Justice Communications This course prepares students, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content and presentation. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
CCJ 2679 Introduction to Victims Advocacy This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4 Quarter Credit Hours
CCJ 2943 Current Issues in Criminal Justice This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
CEN 1056 Project Development 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: 20. Lab hours: 00. Other hours: 00.	2 Quarter Credit Hours
CEN 1335 UNIX Operating System This course is designed give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computing environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO. Prerequisite: None. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	4 Quarter Credit Hours
CEN 1505 Novell Administration I This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	4 Quarter Credit Hours
CEN 1509C Computer Networking Fundamentals 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.	4 Quarter Credit Hours
CEN 1561C Network Operating Systems - Client This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.	4 Quarter Credit Hours
CEN 1562C Network Operating Systems - Server This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.	4 Quarter Credit Hours
CEN 1800 Diagnostics and Troubleshooting This course builds on the material covered in the two prerequisites to give the student experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functioning personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1763C and CGS 1280C. Lecture Hrs 015. Lab Hrs. 010. Other Hrs. 000	2 Quarter Credit Hours

CEN 2100 Linux Operating System	4 Quarter Credit Hours
This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs. Prerequisite: None. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
CEN 2306 Windows 2000 Server	4 Quarter Credit Hours
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS 1300. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CEN 2320 Windows 2000 Network Infrastructure	4 Quarter Credit Hours
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CEN 2306 and CGS 2210. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CEN 2327C Network Infrastructure	4 Quarter Credit Hours
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.	
CEN 2505 Novell Administration II	4 Quarter Credit Hours
Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
CEN 2600 Windows 2000 Directory Services Infrastructure I	2 Quarter Credit Hours
Microsoft's next-generation directory service—Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN 2320. Lec Hrs 010 Lab Hrs 020 Other Hrs 000	
CEN 2650 Windows 2000 Directory Services Infrastructure II	4 Quarter Credit Hours
This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CEN 2700 Windows 2000 Directory Services Design	4 Quarter Credit Hours
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
CEN 2711 Implementing and Supporting Microsoft Proxy Server	4 Quarter Credit Hours
This course provides students with an in-depth look at Microsoft Proxy Server 2. Working via lessons and hands on labs, students gain practical experience installing, administering, and troubleshooting Proxy server 2. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for Intranet access. Prerequisites: CEN 2306 and CEN 2320. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CEN 2720 Implementing and Supporting Microsoft Exchange Server	4 Quarter Credit Hours
This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN 2306 and CEN 2320. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
CENP 2345 Network Security	4 Quarter Credit Hours
This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lectures and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: CTS 2303C, CTS 2320C and CIS 2354C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
CENP 2420C Implementing and Administering Databases	4 Quarter Credit Hours
This course covers essential topics necessary to enable students to set up and support a database server. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a database server. Prerequisite: CEN 1561C and CEN 1562C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
CENP 2450C Database Design	4 Quarter Credit Hours
This course builds on the fundamentals of database installation and administration and focuses upon the database objects present within a scalable database server. Students will become familiar with the programming objects available within a database and learn how to plan, design, create and manipulate the objects within a database. Prerequisites: CEN 1561C and CEN 1562C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
CENP 2765 PKI Concepts and Planning	4 Quarter Credit Hours
This course covers one of the most complex and required technologies in creating a trusted network infrastructure, Public Key Infrastructure (PKI) technology. Starting with an introduction to PKI, the course includes a detailed look into Cryptography, both Private and Public Key Exchange systems and into Digital Signatures and Digital Certificates. Prerequisite: CIS 2354C. Lecture hours. 30. Lab hours. 20.	
CENP 2770 PKI Implementation	4 Quarter Credit Hours
This course continues the discussion and implementation of Public Key Infrastructure (PKI) technologies to create a trusted network environment. Students will study the creation of a PKI policy and implement a PKI pilot. Prerequisite: CENP 2765. Lecture hours: 30. Lab hours: 20.	
CET 1600C Cisco Routers I	4 Quarter Credit Hours
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	

CET 1605C Network Routing I	4 Quarter Credit Hours
This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.	
CET 2607C Network Routing II	4 Quarter Credit Hours
This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1605C. Lecture hours: 30. Lab hours: 20.	
CET 2610 Cisco Routers II	4 Quarter Credit Hours
This course expands upon the topics covered in Cisco Routers I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1600C. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CGS 1270 Introduction to Desktop Computing	4 Quarter Credit Hours
This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills. Prerequisite: None. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
CGS 1280C Computer Hardware Concepts	4 Quarter Credit Hours
Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: None. Lecture hours: 30. Lab hours: 20.	
CGS 1546C Introduction to Database Management	2 Quarter Credit Hours
This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
CGS 1763C Computer Operating Systems	4 Quarter Credit Hours
This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: None. Lecture hours: 30. Lab hours: 20.	
CGS 1800C Web Site Design Methodology	4 Quarter Credit Hours
This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: None. Lecture hours: 30. Lab hours: 20.	
CGS 1821C Web Content Development	4 Quarter Credit Hours
This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20	
CGS 2071 Spreadsheets	4 Quarter Credit Hours
This course expands on the student's basic knowledge of Excel and applies the knowledge to solving common financial problems. Prerequisites: CGS 2167C and APA 2111. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
CGS 2167C Computer Applications	4 Quarter Credit Hours
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CGS 2176 Intermediate Database Management	4 Quarter Credit Hours
This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with the designing queries. Prerequisite: CGS 1546C. Lecture Hours 030. Lab Hours 020. Other Hours 000.	
CGS 2177C E-Commerce Systems Administration	4 Quarter Credit Hours
This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: None. Lecture hours: 30. Lab hours: 20.	
CGS 2210 Windows 2000 Professional	4 Quarter Credit Hours
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CEN 1509C. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CGS 2461C Fundamental Programming Techniques	4 Quarter Credit Hours
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudocode, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010C. Lecture hours: 30. Lab hours: 20.	

CGS 2501 Applied Word Processing	4 Quarter Credit Hours
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lec. Hrs 030 Lab Hrs 020 Other Hrs. 000.	
CGS 2510C Applied Spreadsheets	4 Quarter Credit Hours
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000.	
CGS 2820C Web Authoring	4 Quarter Credit Hours
Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.	
CGS 2877C Web Animation	4 Quarter Credit Hours
This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects. Prerequisite: CGS 2820C. Lecture hours: 30. Lab hours: 20.	
CGS 2910C Web Design Portfolio Project	2 Quarter Credit Hours
This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site. Prerequisite: GRA 2225C and CGS 2877C. Lecture hours: 10. Lab hours: 20.	
CGS 4702C Operating Systems Programming	4 Quarter Credit Hours
This course provides an understanding of contemporary operating system concepts by integrating the principles behind the design of all operating systems with how these are put into practice in the real world. A thorough discussion of operating concepts, using code examples, algorithms, and implementation issues is applied. Prerequisite: COP 2228C or COP 2805C or COP 2171C. Lecture hours: 30. Lab hours: 20.	
CGSP 1500 Introduction to Business Databases	4 Quarter Credit Hours
This course provides an overview of databases and their uses in today's business environments. Topics include fundamentals of the database modeling, design, creation, queries, database reports, and maintenance. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
CGSP 3200 Project Management	4 Quarter Credit Hours
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 2167C and junior standing. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
CIS 2252 Ethics in Computing	4 Quarter Credit Hours
This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2167C Lecture hours: 40 hours. Lab hours: 0.	
CIS 2325 Introduction to the Systems Development Life Cycle	4 Quarter Credit Hours
This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisite: None. Lecture hours: 40. Lab hours: 0.	
CIS 2356C Internet Security and Acceleration (ISA) Server	4 Quarter Credit Hours
This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.	
CIS 2513C Software Configuration Management	4 Quarter Credit Hours
This course provides an overview and understanding of the Software Configuration Management process (SCM) and how it impacts quality software. The students will learn how to create an SCM implementation plan, decide what additional SCM tools are needed, and understand how to evaluate SCM tools currently on the market. Prerequisite: CIS 2325. Lecture hours: 30. Lab hours: 20.	
CIS 2614 Software Quality Assurance	4 Quarter Credit Hours
This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization. Prerequisite: CIS 2325. Lecture hours: 40. Lab hours: 0.	
CIS 3512 Software Risk Management	4 Quarter Credit Hours
This course provides a success formula for managing software risk, allowing companies to more easily deliver high-quality software on time and within budget. Also covered are the six disciplines for managing product development, steps to predictable risk management process results, and how to establish the infrastructure for a risk-aware corporate culture. Prerequisite: CIS2325 and COP2228C or COP2805C or COP2171C. Lecture hours: 40. Lab hours: 0.	
CISP 1875 Novell Administration	4 Quarter Credit Hours
This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CEN 1509C Lecture Hrs. 30 Lab Hrs. 20.	
CISP 2475C Network Security Design	4 Quarter Credit Hours
This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lectures and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisites: CTS 2303C, CTS 2320C and CIS 2354C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	

CISP 3150C Current Information Technology Topics	4 Quarter Credit Hours
Designed to provide opportunities through reading, lectures, 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: Junior standing and approval of instructor. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
CISP 4020 Database Concepts II	4 Quarter Credit Hours
This course has a strong systems emphasis and covers several advanced concepts in database systems, database analysis and design and database management. A PC-based DBMS package will be used as the basis for projects in which students will implement various parts of a relational DBMS. Key concepts: heap files, buffer manager, B+ trees, hash indexes, various join methods, and class interfaces. Prerequisite: CIS 3345. Lecture hours: 30. Lab hours: 20.	
CISP 4820 Information Systems Management	4 Quarter Credit Hours
This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized. Prerequisite: CGS 1763C. Lecture hours: 40. Lab hours: 0.	
CJD 2250 Introduction to Interviews and Interrogations	4 Quarter Credit Hours
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2100 Policing in America	4 Quarter Credit Hours
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2670 Introduction to Forensics	4 Quarter Credit Hours
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2130 Criminal Evidence	4 Quarter Credit Hours
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, and recorded. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
CJL 2134 Criminal Procedure and the Constitution	4 Quarter Credit Hours
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
COM 105 Business Ethics in Professional Development	4 Quarter Credit Hours
Business ethics, one of the most important concerns in today's business world, is covered in this course. This course will be of value in helping a student improve his/her ability to make ethical decisions in business by providing a framework for identifying, analyzing, and controlling ethical issues in business decision making. In addition, the course includes career planning, resume writing, job search strategies, interviewing techniques, follow-up strategies, dealing with rejection, and conflict resolution. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
COP 2010C Programming Concepts	4 Quarter Credit Hours
This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: None. Lecture hours: 40. Lab hours: 0.	
COP 2170C Computer Programming- Visual Basic I	4 Quarter Credit Hours
This course provides an introduction to the Visual Basic programming language. Students develop executable programs utilizing an interactive graphic-user interface in the Windows environment. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
COP 2171C Computer Programming- Visual Basic II	4 Quarter Credit Hours
This course is a continuation of COP 2241. 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.	
COP 2224C Computer Programming – C++ I	4 Quarter Credit Hours
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
COP 2228C Computer Programming – C++ II	4 Quarter Credit Hours
This course is a continuation of COP 2224C, emphasizing C++'s advanced features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lecture hours: 30. Lab hours: 20.	
COP 2812C Web Development Using XML	4 Quarter Credit Hours
Student will study the functions and relationships between XML and other members of the XML family of technologies, including XHTML, XSL, Xpath, Xlink, namespaces, schemas, and Xslt. Students will create and apply styling to XML documents in a series of hands-on labs. Prerequisite: None. Lecture hours: 30. Lab hours: 20.	
COP 2840C Content Generation - Scripting Languages	4 Quarter Credit Hours
This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisite: CGS 1821C and CGS 2461C. Lecture hours: 30. Lab hours: 20	

COPP 2123 Computer Programming—COBOL I	4 Quarter Credit Hours
This course provides an introduction to the COBOL programming language, concepts and syntax. COBOL is used to develop program logic for business applications. Instructor lecture and demonstration provides in-depth coverage of the COBOL language. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
COPP 2127 Computer Programming—COBOL II	4 Quarter Credit Hours
This course is a continuation of COPP 2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables. Prerequisite: COPP 2123. Lecture hours: 30. Lab hours: 20.	
COPP 2164 Computer Programming – RPG	4 Quarter Credit Hours
This course provides the fundamentals of Report Program Generator (RPG). Topics include designing, debugging, and testing programs to include the RPG fixed logic cycle, level breaks, overflow, multiple record processing and file output. Prerequisite: CGS 2461C. Lecture Hours: 30. Lab Hours: 20.	
COPP 2168 Computer Programming – Advanced RPG	4 Quarter Credit Hours
This course is a continuation of the <i>Computer Programming - RPG</i> course. It provides advanced topics utilizing the Report Program Generator (RPG) programming language. Topics discussed are tables, arrays, file processing and maintenance, and interactive file processing. Prerequisite: COPP 2164. Lecture Hours: 30. Lab Hours: 20.	
COPP 2273 Computer Programming - Introduction to Visual C++	4 Quarter Credit Hours
This course introduces the students to programming in Microsoft Visual C++ using the Microsoft Foundation Classes (MFC). Application development using Device Context, Event Handling, Message Processing, Menus, Toolbars, Dialogs, Collections, and Serialization using MFC with Microsoft Visual C++ is covered. Prerequisite: COP 2228C. Lecture hours: 30. Lab hours: 20.	
COPP 3175 Advanced Programming	4 Quarter Credit Hours
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. Prerequisite: Two of the following courses: COP 2805C, COP 2228C, COP 2171C, COPP 2281 and junior standing. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
COPP 3180 Network Programming	4 Quarter Credit Hours
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. Prerequisite: CEN 1509C and one of COP 2171C or COP 2228C or COP 2805C or COPP 2281. Lecture hours: 30. Lab hours: 20. Other: 0.	
CSC 110 Introduction to Computer Programming	4 Quarter Credit Hours
The student develops skills needed to analyze problems, prepare the logic needed to solve problems, prepare the logic needed to solve problems (using such tools as pseudocode and flow charts), and to implement the logic in a particular programming language (such as QuickBASIC). Emphasis is placed on structured programming, top-down design, and the control structures of sequence, repetition, and selection. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
CSC 110A Introduction to Computer Programming	4 Quarter Credit Hours
The student develops skills needed to analyze problems, prepare the logic needed to solve problems, prepare the logic needed to solve problems (using such tools as pseudocode and flow charts), and to implement the logic in a particular programming language (such as QuickBASIC). Emphasis is placed on structured programming, top-down design, and the control structures of sequence, repetition, and selection. Prerequisite: None. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CSC 127 Introduction to Computer Networks	4 Quarter Credit Hours
The student learns the basic concepts in networking computers, including communication and connectivity. Attention is given to a specific network, such as a Novell Netware, so the student can gain hands-on experience in performing such tasks as managing files, setting up systems security, and using selected network utilities. Prerequisites: CGS 2167C and CGS 1763C. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
CSC 135 PC Maintenance and Troubleshooting	4 Quarter Credit Hours
The student learns a variety of skills needed to maintain and troubleshoot problems with personal computers, including making system backups, performing routine maintenance, troubleshooting strategies, and making upgrades. These skills are put into practice in a laboratory setting. Prerequisite: CGS 1763C. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CSC 202 Using Spreadsheets in Business Applications	4 Quarter Credit Hours
The student learns how to solve business problems and make informed business decisions through the integration of business problem solving skills with spreadsheet utilization skills. The focus of this course is on analyzing business problems and designing the appropriate worksheets to solve these problems. Spreadsheet skills are expanded to include macros and database functions. Prerequisites: CGS 2167C and CGS 2071. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CSC 216 Pascal	4 Quarter Credit Hours
In this course, the student learns how to write, modify, and debug programs written in Pascal, a highly structured programming language. The manner in which the control structures of sequence, repetition, and selection are implemented in Pascal is examined. Other topics studied include variables and types of variables, subprograms in the form of procedures and functions, and arrays. Prerequisite: CSC 110. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CSC 220 Systems Analysis and Design	4 Quarter Credit Hours
This course provides the student with an overview of the duties of the systems analyst with an understanding of the specific methods and techniques for conducting a systems project from the preliminary investigation through implementation. Prerequisites: CGS 2167C, CSC 110, CGS 1763C and CSC 216. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
CSC 225 Administering a Network	4 Quarter Credit Hours
This course teaches the student how to administer a network of computers. Network administrative issues such as planning a network, configuring a network, supporting network users, using selected network utilities, and backing up and recovering files are explored in both lecture and laboratory settings. Prerequisites: CGS 2167C, CGS 1763C and CSC 127. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	

CSC 238 UNIX and System Administration	4 Quarter Credit Hours
This course introduces the student to the UNIX operating system, including selected commands and their syntax, the UNIX Shell, using E-mail in UNIX, and how to manage files. Additional attention is given to system management and network administration procedures used within UNIX. Prerequisites: CGS 2167C, CGS 1763C and CSC 127. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CSC 243 C++ Programming Language	8.0 Quarter Credit Hours
This course introduces students to the basic concepts, style, conventions and syntax of the C++ programming language, utilizing a problem solving approach. Basic concepts covered include data types, declarations, assignments, and input and output. The use of algorithm structures is examined. More advanced topics include functions, arrays, pointers, file structures and file processing. Prerequisite: CSC 110. Lec Hrs 060 Lab Hrs 040 Other Hrs 000	
CSC 246 Computer Workshop	4 Quarter Credit Hours
In this course, through workshop exercises, students gain in-depth experience with selected application programs, such as spreadsheets, databases, and/or desktop publishing and/or with selected programming languages, such as C, COBOL, or Pascal. This course provides an opportunity to use selected advanced features of application programs or programming languages in the context of solving various representative business problems. Prerequisites: CGS 2167C, CSC 110, CSC 216 and CSC 242. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CSC 290 Computer Industry Research	4 Quarter Credit Hours
A self directed course in which the student pursues an approved computer-related study in some depth. The study may involve such activities, singly or in combination, as library research, field trips, detailed studies of software, concentrated career enhancing experiences on or off campus. Usually, the results of the study or experiences are to be summarized in a thorough and professional appearing report. Prerequisite: Approval by Department Chair. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
CSD 160 Desktop Publishing	4 Quarter Credit Hours
This is an introductory course to desktop publishing software. A study of one of the most widely used desktop publishing comprehensives is presented. Students learn how to use a desktop computer to get started, create a layout, construct borders, prepare for printing, and create tables, graphs and narrative. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
CSD 242 Network Administration	4 Quarter Credit Hours
This course introduces the concepts of network administration, setup, maintenance, and trouble shooting. Students shall understand network operations, be able to identify component parts to build a network system, network software configuration, file server operations, printer operations and network security. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
CSD 246 Database Management	4 Quarter Credit Hours
This course provides an understanding and application of database concepts for practical use in information systems with an emphasis on Microsoft Access. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
CSD 280 Applications For the Internet	4 Quarter Credit Hours
This course introduces the students to functions essential to Internet activity, including word processing, desktop publishing and Internet language applications. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
CTS 2303C Network Directory Services	4 Quarter Credit Hours
This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.	
CTS 2320C Network Management	4 Quarter Credit Hours
Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisite: CEN 1561C and CEN 1562C. Lecture hours: 30. Lab hours: 20.	
CTS 2321C Linux Administration	4 Quarter Credit Hours
This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs. Prerequisite: None. Lecture hours: 30. Lab hours: 20.	
CTS 2304C Network Directory Design	4 Quarter Credit Hours
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.	
CTS 2761C Implementing and Supporting E-Mail Services	4 Quarter Credit Hours
This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.	
DSC 2002 Introduction to Terrorism	4 Quarter Credit Hours
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECO 100 Basic Economics	4 Quarter Credit Hours
This course provides an introduction to the study of micro and macroeconomics and the importance of economics in the business world. This course discusses the principles of supply and demand, the function of money, the reasons for national income, the national banking system and the Federal Reserve. Decisions regarding fiscal policy, the distinction between fiscal and monetary policy, and the market mechanism are covered. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000.	
ECO 102 Economics	4 Quarter Credit Hours
This course provides an introduction to the study of micro and macroeconomics and the importance of economics in the business world. This course discusses the principles of supply and demand, the function of money, the reasons for national income, the national banking system and the Federal Reserve. Decisions regarding fiscal policy, the distinction between fiscal and monetary policy and the market mechanisms are covered. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
ENC 1101 Composition I	4 Quarter Credit Hours
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	

ENC 1102 Composition II This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
ENG 1000 Business English This course offers a thorough review of grammar and sentence structure and an overview of the sentence with focus on nouns, pronouns, verbs, adverbs, adjectives, prepositions, conjunctions, and interjections. Prerequisite: None. Lecture Hours 040 Lab Hours 000 Other Hours 000.	4 Quarter Credit Hours
ENG 201 English Literature An extension of skills obtained in ENC 1101, this course is designed to develop reading and writing skills through review, discussion, and interpretation of literary materials including, but not limited to, contemporary and classical literature, drama, and poetry. The student will develop additional skills including research methods, formal report writing, editing, and oral presentation. Prerequisite: ENC 1101. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
EVS 1001 Environmental Science This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
FIN 1103 Introduction to Finance This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
GRA 225C Graphic Design Using Adobe Photoshop This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.	4 Quarter Credit Hours
HUM 100 Humanities This course offers the student an opportunity to experience the areas of art, music, poetry and drama through a variety of approaches, in and out of the classroom, leading to an appreciation and understanding of aesthetic values in society. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
HUN 1001 Basic Nutrition 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: 20.0 Lab Hours: 0.0 Other Hours: 0.0	2 Quarter Credit Hours
LIS 2004 Introduction to Internet Research This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs: 010 Lab Hrs: 020 Other Hrs: 000	2 Quarter Credit Hours
MACP 3100 Discrete Mathematics This course provides an introduction to discrete mathematics and its relations to computer science. The importance of mathematics and its relevance to a variety of applications will be explored with an analysis of various algorithms and mathematical models. Arithmetic and cryptology algorithms, modular arithmetic foundations, and basic number theory will be covered. Prerequisite: MACP 2104. Lecture hours: 30. Lab hours: 20.	4 Quarter Credit Hours
MAN 1030 Introduction to Business Enterprise This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000	4 Quarter Credit Hours
MAN 2021 Principles of Management This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
MAN 2031 Let's Talk Business Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lec. Hrs. 020.	2 Quarter Credit Hours
MAN 2300 Introduction to Human Resources This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
MAN 2500 International Business Management This course is a study of the characteristics, operation, and function of business in the global market of the 1990's. The following topics are included in the course: political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
MAN 2727 Strategic Planning for Business Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies that integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lecture Hrs 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
MAR 1011 Introduction to Marketing The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
MAR 2305 Customer Relations and Servicing This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with others to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours

MAT 1033 College Algebra The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
MCB 2000 Microbiology and Infection Control 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. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.	4 Quarter Credit Hours
MEA 1006C Therapeutic Communications This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, 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 Hrs 020. Lab Hrs. 000. Other Hrs. 000	2 Quarter Credit Hours
MEA 1105 Domestic Violence This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	2 Quarter Credit Hours
MEA 1207 Basic Clinical Procedures This course, which is designed to be taken concurrently with MEA 1207L, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0 Prerequisite: HSC 1293. Co requisite: MEA 1207L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	4 Quarter Credit Hours
MEA 1207L Basic Clinical Procedures Lab This course, which is designed to be taken concurrently with MEA 1207, provides the student with practice necessary to acquire the skills discussed in the Basic Clinical Procedures lecture. Under the direct supervision of a clinical instructor, students will demonstrate proficiency and be "checked off" on new skills as they are mastered. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0. Prerequisite: MEA 1239. Co requisite: MEA 1207. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	2 Quarter Credit Hours
MEA 1226C Exams and Specialty Procedures This course must be taken concurrently with MLS 1226L, and present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 1226L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	4 Quarter Credit Hours
MEA 1226L Exams and Specialty Procedures Lab This course is designed for the student to practice and acquire the skills learned in the Exams and Specialty Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 1226C. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	2 Quarter Credit Hours
BSC 1086 Anatomy and Physiology II This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: MSC 1239 and BSC 1085 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	4 Quarter Credit Hours
HSC 1531 Medical Terminology This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: HSC 1239. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	4 Quarter Credit Hours
MEA 1243L Pharmacology Lab In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Prerequisite: BSC 1085, BSC 1086, HSC 1524. Co requisite: MEA 2244. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	2 Quarter Credit Hours
HSC 1524 Diseases of the Human Body This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite: BSC 1085, BSC 1086 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	4 Quarter Credit Hours
BSC 1085 Anatomy and Physiology I This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems. Prerequisite: HSC 1239. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.	4 Quarter Credit Hours
MEA 1304C Medical Office Procedures This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: MEA 1239 OST 1141L. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0	4 Quarter Credit Hours
HIM 1553 Medical Law and Ethics This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment. Prerequisite: None. Lecture Hrs 020. Lab Hrs. 000. Other Hrs. 000	2 Quarter Credit Hours
MEA 2244 Pharmacology Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases. A body systems approach will be used. Prerequisites: BSC 1085, BSC 1086, JSC 1524. Co requisite: MEA 1243L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	4 Quarter Credit Hours
MEA 2245L Phlebotomy This course provides instruction in phlebotomy procedures and techniques of blood specimen collection in a clinical setting. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MEA 2260, MLS 2260L. Lecture Hours: 10.0 Lab Hours: 20.0 Other Hours: 0.0.	2 Quarter Credit Hours

MEA 2257L Introduction to X-ray	4 Quarter Credit Hours
This course is designed to educate the student in the role of the limited radiographer in the health care system, and introduce the equipment and procedures involved in radiography. Topics will include anatomy, basic concepts of radiation, radiation protection and safety, and patient positioning. In addition, this course presents concepts that will prepare students to take state licensure examinations at the "basic x-ray machine operator" level. Prerequisite: HSC 1239, BSC 1086. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 2260 Diagnostic Procedures	4 Quarter Credit Hours
This course, which is designed to be taken concurrently with MLS 2260L, will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms, and urinalysis will be covered. Prerequisite: MEA 1207, MEA 1207L, BSC 1085, BSC 1086, HSC 1524 Co requisite: MLS 2260L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
MEA 2285L EKG Interpretation	2 Quarter Credit Hours
This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skills learned, the student will be able to identify and respond appropriately to life-threatening cardiac arrhythmias and EKG changes. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	
HIM 2207C Medical Finance and Insurance	4 Quarter Credit Hours
This course will train the student in major medical insurance and claims forms processing, including information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and banking procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
HIM 2346C Medical Computer Applications	2 Quarter Credit Hours
This course is designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Prerequisite: None. Lecture Hrs 015. Lab Hrs. 010. Other Hrs. 000	
MEA 2561 Professional Procedures	2 Quarter Credit Hours
This course is designed to assist the student as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as methods of obtaining professional credentials. Prerequisite: All Medical Classes. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.	
MEA 2802 Medical Assistant Externship	5 Quarter Credit Hours
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed with the exception of MEA 2561, Professional Procedures, which will be taken concurrently with the externship. Lecture Hrs 000. Lab Hrs. 000. Other Hrs. 160	
MGT 204 Principles of Supervision	4 Quarter Credit Hours
This course is an introduction to the basics of supervisory management. The focus of the course is on the managerial functions of supervision including planning, organizing, staffing, directing, and controlling. Factors of human relations, employee training and development, employee discipline, leadership, communications, legal and safety concerns of supervision are studied. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
MLS 2260L Diagnostic Procedures Lab	2 Quarter Credit Hours
This course is designed for the student to practice and acquire the skills learned in MEA 2260, Diagnostic Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 2260. . Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	
MTB 1103 Business Mathematics	4 Quarter Credit Hours
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: MTB 1103. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000	
OST 1141L Keyboarding	2 Quarter Credit Hours
This course is designed to familiarize the student with basic keyboarding and develop minimum keyboarding typing skills. Prerequisite: None. Lecture Hrs 000. Lab Hrs. 040. Other Hrs. 000	
OST 1401C Office Operations	2 Quarter Credit Hours
This course provides students with the essential knowledge and skills to be successful in today's office workplace. Students will learn to be productive team members, process information using different technologies including the Internet, and communicate effectively to both customers and other members of the organization. Topics to be covered included proper telephone use, preparing travel arrangements, and assisting in meeting preparation. These skills will be presented from the perspective of increasing office productivity. Prerequisite: None. Lecture Hours: 010 Lab Hours 020 Other Hours 000.	
OST 2335 Business Communications	4 Quarter Credit Hours
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world, including successful use of e-mail, instant messaging, and blogging. Prerequisite: ENC 1102 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
OST 2355 Records Management	4 Quarter Credit Hours
A study of the efficient control of business records. This course will cover the basic rules of filing and records management, and the technology used in records management. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PAR 204 Trial Preparation and Procedure	4 Quarter Credit Hours
This course is a culmination of knowledge and skills obtained throughout the legal program. Emphasis is placed on interviewing, investigation, discovery, research and trial procedures needed to prepare a case for trial. Moot trials may be part of this class. Prerequisites: PLA 1003, PLA 1105, PLA 2106 and PLA 2203. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	

PLA 1003 Introduction to Paralegal	4 Quarter Credit Hours
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 1105 Legal Research and Writing I	4 Quarter Credit Hours
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 1700 Legal Ethics and Social Responsibility	4 Quarter Credit Hours
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
PLA 2106 Legal Research and Writing II	4 Quarter Credit Hours
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analyses of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 2203 Civil Procedure	4 Quarter Credit Hours
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
PLA 2273 Torts	4 Quarter Credit Hours
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2308 Criminal Procedures	4 Quarter Credit Hours
This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
PLA 2423 Contract Law	4 Quarter Credit Hours
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2433 Business Organizations	4 Quarter Credit Hours
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2460 Bankruptcy	4 Quarter Credit Hours
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2483 Introduction to Administrative Law	4 Quarter Credit Hours
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2600 Wills, Trusts, and Probate	4 Quarter Credit Hours
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2610 Real Estate Law	4 Quarter Credit Hours
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2631 Environmental Law	4 Quarter Credit Hours
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2763 Law Office Management	4 Quarter Credit Hours
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA 2800 Family Law	4 Quarter Credit Hours
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2930 Contemporary Issues and Law	4 Quarter Credit Hours
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2940 Paralegal Externship	4 Quarter Credit Hours
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisite: Available to Paralegal students in their final 24 units before graduating with an Associate degree. Students must have a good attendance record, 3.0 GPA in the major core course and obtain the approval of the Department Chairperson. Lecture Hrs 000. Lab Hrs. 000. Other Hrs.120	
POS 2041 American National Government	4 Quarter Credit Hours
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PSY 2012 General Psychology	4 Quarter Credit Hours
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
SBM 2000 Small Business Management	4 Quarter Credit Hours
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000.	
SEC 103 Introduction to Office Technology	4 Quarter Credit Hours
This course will present an overview of office technology with an emphasis on records management and electronic calculators and 10-key skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
SEC 203 Office Management	4 Quarter Credit Hours
This course analyzes the nature of office work and the functions of office management. Special attention is given to records management, systems analysis, work simplification, motion economy, forms control, office layout and work measurement. The course stresses the managerial functions for the office and office personnel. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
SEC 285 Administrative Assistant Externship (Elective)	4 Quarter Credit Hours
The student will work in an administrative assisting environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prerequisite: Completion of all other coursework and approval of the Department Chair; recommended for the last quarter of associate program. Lecture Hrs 000. Lab Hrs. 000. Other Hrs. 120	
SLS 1105 Strategies for Success	4 Credits Hours
This course is designed to equip students for transitions in their education and life. The course includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
SLS 1321 Career Skills	2 Quarter Credit Hours
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hrs 020. Lab Hrs. 000. Other Hrs. 000	
SLS 1505 Basic Critical Thinking	2 Quarter Credit Hours
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
SPC 2016 Oral Communications*	4 Quarter Credit Hours
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
SPCP 2300 Fundamentals of Interpersonal Communication	4 Quarter Credit Hours
The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
STS 1001 Principles and Practices of Surgical Technology	4 Quarter Credit Hours
This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course is professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.	
STS 2007 Surgical Pharmacology	4 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: College Algebra. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.	
STS 2171C Surgical Technology I	4 Quarter Credit Hours
This course is designed to provide the student with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Prerequisite: None. Lecture Hours: 030 Lab Hours: 020 Other Hours: 000.	
STS 2172C Surgical Technology II	4 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Robotics, physics and electricity are also introduced. Prerequisite: None. Lecture Hours: 030 Lab Hours: 020 Other Hours 000.	

STS 2173C Surgical Procedures I	6 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: Medical Terminology, A&P I and A&P II. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.	
STS 2174C Surgical Procedures II	6 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: Surgical Procedures I. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.	
STS 2175C Clinical Rotation I	5 Quarter Credit Hours
This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experience in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Prerequisite: STS 2171C, STS2173C, and MCB 2010. Lecture Hours: 000 Lab Hours: 000 Other Hours: 150.	
STS 2176C Clinical Rotation II	11 Quarter Credit Hours
This course is a continuation of the skills practiced in STS 2810STS 2175C 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 the out-patient surgery department. Prerequisite: STS 2175C (Clinical Rotation I). Lecture Hours: 000 Lab Hours: 000 Other Hours: 350.	
SYG 2000 Principles of Sociology	4 Quarter Credit Hours
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SYP 2742: Death and Dying	4 Quarter Credit Hours
This course examines the issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics, and other individual options. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
TAT 250 Corporate Travel Management and Meeting Planning	4 Quarter Credit Hours
This course relates corporate travel to the business community. Emphasis includes the interpretation of business policies, procedures of a corporate travel agent, supervisor, and manager in a travel or business environment, interrelationships among corporate travel departments and others in the industry, financial management, automation, and corporate travel operations. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 2000 Tax Accounting	4 Quarter Credit Hours
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.	
TYP 101 Keyboarding for Computers I	4 Quarter Credit Hours
This is a beginning typewriting course designed to develop touch typing skills on a computer keyboard. Basic features of personal and business letters, reports, and tables are introduced. The course is designed to develop correct techniques and promote a minimum passing accuracy of 25 words per minute. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
TYP 201 Keyboarding for Computers II	4 Quarter Credit Hours
This course is designed to develop high-level document production skill with an emphasis on proofreading and presentability in the areas of varied business styles, technical papers, reports, and forms. The course is designed to develop correct techniques and promote minimum passing accuracy of 45 words per minute. Prerequisites: CGS 2167C and TYP 101. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
TYP 202 Keyboarding for Computers III	4 Quarter Credit Hours
This course is designed to develop advanced typewriting skills with timed production typewriting, emphasis on proofreading and presentability of business projects without direct supervision, with components for the executive, legal, medical, accounting and government secretaries. Students should achieve a minimum passing rate of 55 words per minute. Prerequisites: CGS 2167C, TYP 101 and TYP 201. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
WDP 105 Word Processing I	4 Quarter Credit Hours
This course will study the use of current word processing programs. The student will be introduced to the general features of different word processing programs and the ability to judge which program can satisfy the student's needs, with an emphasis on Microsoft Word. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
WDP 107 Word Processing II	4 Quarter Credit Hours
This course will provide more advanced skill and speed in order to obtain an entry-level position as a word processing operator. It will include more advanced Microsoft Word features. Prerequisites: CGS 2167C, TYP 101 and WDP 105 Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000.	

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

Everest College

Alhambra, CA (main campus)
 Anaheim, CA (main campus)
 Arlington, TX (branch of Everest Institute, Rochester, NY)
 Arlington, VA (branch of Everest College, Thornton, CO)
 Aurora, CO (branch of Everest College, Thornton, CO)
 Bremerton, WA (main campus)
 Burr Ridge, IL (branch of Everest College, Skokie, IL)
 Chesapeake, VA (branch of Everest College, Newport News, VA)
 Chicago, IL (branch of Everest College, San Francisco, CA)
 City of Industry, CA (branch of WyoTech, Long Beach, CA)
 Colorado Springs, CO (main campus)
 Dallas, TX (branch of Everest College, Portland, OR)
 Everett, WA (branch of Everest College, Bremerton, WA)
 Fife, WA (branch of Everest College, Seattle, WA)
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)
 Gardena, CA (main campus)
 Hayward, CA (main campus)
 Henderson, NV (main campus)
 Los Angeles (Wilshire), CA (main campus)
 McLean, VA (branch of Everest College, Colorado Springs, CO)
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
 Merrionette Park, IL (branch of Everest University, Pompano Beach, FL)
 Newport News, VA (main campus)
 North Aurora, IL (branch of Everest Institute, Brighton, MA)
 Ontario, CA (main campus)
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)
 Portland, OR (main campus)
 Renton, WA (main campus)
 Reseda, CA (main campus)
 Salt Lake City, UT (main campus)
 San Bernardino, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (main campus)
 Seattle, WA (main campus)
 Skokie, IL (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
 Tacoma, WA (branch of Everest College, Bremerton, WA)
 Thornton, CO (main campus)
 Torrance, CA (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)
 Vancouver, WA (branch of Everest College, Seattle, WA)
 West Los Angeles, CA (main campus)

Everest College Phoenix

Phoenix, AZ (main campus)
 Mesa, AZ (branch of Everest College, Phoenix, AZ)

Everest Institute

Austin, TX (branch of Everest Institute, Southfield, MI)
 Brighton, MA (main campus)
 Chelsea, MA (branch of Everest College, Alhambra, CA)
 Cross Lanes, WV (main campus)
 Dearborn, MI (branch of Everest Institute, Southfield, MI)
 Decatur, GA (branch of Everest Institute, Cross Lanes, WV)

Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)
 Gahanna, OH (branch of Everest College, Ontario, CA)
 Grand Rapids, MI (main campus)
 Hialeah, FL (branch of Everest Institute, Miami, FL)
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Jonesboro, GA (branch of Everest College, Ontario, CA)
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
 Marietta, GA (branch of Everest College, Reseda, CA)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)
 Norcross, GA (branch of Everest College, Gardena, CA)
 Pittsburgh, PA (main campus)
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)

Everest University

Tampa (Brandon), FL (branch of Everest University Tampa, FL)
 Jacksonville, FL (branch of Everest University, Clearwater (Largo), FL)
 Lakeland, FL (branch of Everest University, Clearwater (Largo), FL)
 Largo, FL (main campus)
 Melbourne, FL (branch of Everest University, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of Everest University, Tampa, FL)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of Everest University, North Orlando, FL)
 Tampa, FL (main campus)

WyoTech

Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Long Beach, CA (main campus)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

Heald College

Concord, CA (main campus)
 Fresno, CA (main campus)
 Hayward, CA (main campus)
 Honolulu, HI (branch of Heald College, San Francisco)
 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)

The following schools in the 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 Central, 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	Executive Chairman
Peter Waller	Peter Waller	Chief Executive Officer and Director
Terry Hartshorn	Matthew Ouimet	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Linda Arey Skladany	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Hank Adler	William Buchanan	Executive Vice President, Marketing
Alice T. Kane	Beth Wilson	Executive Vice President
Robert Lee	David Poldoian	Chief Business Development Officer
Tim Sullivan	Steve Quattrociocchi	Division President, CCI Online
John Dionisio	Janis Schoonmaker	Division President, FMU Division
	Mike Benvenuti	Division President, Everest Central
	Bob Botic	Division President, Everest West
	Dave Whiteford	Division President, Everest South
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Senior Vice President, Chief Accounting Officer
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Rick Simpson	Senior Vice President and Chief Academic Officer
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
RHODES COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Peter Waller	Peter Waller	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

AURORA CAMPUS

Administration		
James Askins	President	BS Psychology, Northern Arizona University, Flagstaff, AZ
Ivan Nikolaeff	Academic Dean	BS University of Denver, CO
William White	Associate Academic Dean	
Randal DeIvernois	Director of Student Accounts	BA History, Christopher Newport University
John Heckman	Director of Admissions	AAS, Everest College, Aurora Colorado
Lynn Johnson	Director of Career Services	BA Management and Organizational Leadership, George Fox University, Newburg, OR
Chuck Jordan, Jr.	Registrar	BSBA Accounting, Univ. of Denver MBA, Management, Univ. of Denver MA, Education, Univ. of Denver
Anna Andrews	Librarian	MA Library Information Science, University of South Carolina, Columbia, SC
Susie Weisbrod	Student Services Coordinator	BA Journalism, University of Hawaii at Manoa, Hi BA Behavioral Science, Concordia University, CA
Program Chairs		
Michael Sandham	Accounting and Business	BA Western State College, Gunnison, CO MA Western State College, Gunnison, CO
Ronald Flowers	Paralegal and Criminal Justice	AA Columbia College, Columbia, MO BA Columbia College, Columbia, MO AS Westwood College of Technology, Denver, CO
Katherine Freeman	Allied Health	Certificate, Pharmacy Technician Certification Board Diploma, Everest College (Parks College), Aurora
Damian Colella	Allied Health	BA of Health Services, Florida Atlantic University, Boca Raton, Florida
Faculty		
Mandy Broussard	Medical	Certificate, Concorde Career Institute, Denver, CO AAS Morgan Community College, Ft. Morgan, CO
Brooke Brown	Dental	Diploma, Concorde career Institute, Aurora, CO
Nadyne Celaya	Dental	Diploma, Bryman College, Alhambra, CA
Barbara Corson	General Education	BS, University of Memphis, Memphis, TN MALS, State University of NY, Stonybrook, NY
Jenni Snith		BS, Biological Science
Karen Fowler	Pharmacy Technician	Certificate, Pharmacy Technician Certification Board
Kristy Martinez	Medical	AAS, Cambridge College, Aurora, CO
Georgia Chicoine	Medical	
Jim Irwin	Computer Science	MS, Colorado Technical University, Colorado Springs, CO BS, Colorado Technical University, Colorado Springs, CO AS, Pima Community College, Tucson, AZ AS, Community College of the USAF, Colorado Springs, CO
Eric Johnson	General Education	BA, University of Colorado, Boulder, CO MA, University of Northern Colorado, Fort Collins, CO
Lois Seibert	Medical	EMT Manitoba Health, Manitoba Canada NA, HCA Red River Community College, Manitoba Canada
Patricia Sherry	Medical	BS, CMA, MT, ASCP, Michigan State University, East Lansing, MI
Jodie Zeigler	Medical	AAS, Cambridge College, Aurora, CO

COLORADO SPRINGS CAMPUS

Administration		
Open	President	
Heidii Godbold	Academic Dean	MEd, Curriculum and Education, National Louis University BS, Interdisciplinary Studies, Baylor University A+, CNI, CNA, MCT, MCP
Meng Johnson	Director of Finance	BS, Technical Mgt – Denver Technical College; BS, St. Louis University – Business Administration
Don Webb	Director of Admissions	MBA, University of Phoenix
Sherm Kemp	Director of Career Services	BS Economics – Northern Michigan University
Roxanne Phillips	Director of Student Accounts	CPA, State of Colorado MBA, University of Colorado BA, University of Colorado
Eston Schewecke	Associate Academic Dean	MS, California State University, Los Angeles BS, University of Southern California
Mahala Heinrich	Student Services	
Gary Harrington	Student Services-Re-entry	
Matthew McNulty	Librarian	MLIS – Library Science – Drexel University BA, University of Pennsylvania
Kathleen Burgar	Registrar	
Mary Trudo	Registrar	AAS, Colorado State University, Pueblo
Open	Externship Coordinator	BS, University of Phoenix
Jason Dunn	Financial Aid Representative	
Robert Hammette	Financial Aid Representative	BS, Texas Southern University
Marla Ainge	Student Accounts Representative	
Allison Babcock	Student Accounts Representative	BA, Mercyhurst College

Program Chairs		
Maureen Stepp	Business; Technology	Computers; BS Pennsylvania State University
Kelly Phelps	Medical	
Lori Baxley	Paralegal; Criminal Justice	
Full Time Faculty		
Kerry Singleton	Massage Therapy, Certified through Kalamazoo Healing of Arts	
Jessica Bell	Medical; AOS, Intelitec College	
Aaron Holsworth	BA, Sociology, Whitworth College; Medical Assisting Certificate	
Janet Crum	Medical;	
Thomas McGuire	Legal;	
Deby Mahoney	Business/General Education;	
Jeri Sutton-Shores	General Education;	
Deb Mantegna	Medical;	
Katie Gribble	Online Coordinator/Business;	
Kimmie Smith	Dental;	

THORNTON CAMPUS

Administration		
Bruce R Pileggi	President	BBA University of San Diego, CA MBA Marketing Management, Westwood College, CO
Carissa Barton	Vice-President	BA Hastings College, Hastings, NB
Raines Guinn	Academic Dean	BS Metropolitan State College of Denver, CO
Kim Martinez	Director of Student Finance	BS Everest University, FL
Diane Booren	Director of Career Services	BS Colorado State University, CO
Loren Kingsley	Director of Student Accounts	BA University of Colorado at Denver, CO
James Thorpe	Student Success Coordinator	MBA City University, Bellevue, WA
Tamara Decker	Re-Entry Coordinator	Diploma Pima Medical Institute, CO
Bruce Doughty	Registrar	
J. Anand Prabhakar	Network Administrator	ME Colorado School of Mines, Golden, CO BA Osmania University
Toshiko Mihara	Librarian	MLS University of Denver, CO

Program Chairs		
Karyn Songer	Surgical Technology	
Geary Gorup	Legal Studies	JD University of Kansas, KS BA Kansas State University, KS
Jennifer Dillard	Medical Studies	AS Parks College, CO
Mary Pat McKenna	Business Studies	BS University of Phoenix, AZ
Faculty		
Cindy Nowik	General Education	BS University of Illinois, IL
Derek Regensburger	Legal Studies	JD George Washington , Washington DC BA Wesleyan, CT
Winifred Dugger	ST Instructor	CST, CFS, BS Texas Woman's University
Caroline Smith	Pharmacy Technician	BS, Psychology, James Madison Univ. Harrisonburg, VA
Bob Poston	Surgical Technology	Diploma Glendale Career College, CST, BLS,
Stephannie Barnett	Medical	Diploma Pima Medical Institute, CO
Laura Barron	Medical	BA University of Northern Colorado, CO
Angela Castillo	Medical	Diploma Concorde Career College, CO
Anjanette Deason	Medical	National Certified Insurance and Coding Specialist
Deborah Freidell	Medical, General Education	MS University of New Mexico, NM
Keri Heitman-Warner	Medical	Diploma Pima Medical Institute, CO
Michael Koehn	General Education	ME Regis University, CO
Chrystal Mascarenas	Medical	Diploma Pima Medical Institute, CO
Jenifer McMullin	Medical	AS Dixie State College, UT
Pat McGinley	Accounting	BS Metropolitan State College, CO
Mathew Penov	Business	MBA University of Phoenix, CO
Erin Pfarr	Medical	LPN United Health Careers, CA
Doreen Sanders	Medical	Diploma Colorado College of Medical and Dental Assisting, CO
Carmen Scott-Kinchelow	Legal	MS University of Denver Sturm College of Law, CO
Ludmila Sherman	Medical	MD Vitebsk State Medical University, Belarus
D. Edward Skibbe	General Education	BA University of New Mexico, NM
Donald Tanner	General Education	BS University of Phoenix, CO
Tamara Unger	Medical	Diploma Pima Medical Institute, CO
Michelle Webb	Medical	Diploma Concorde Career College, CO
Patricia Wollas	Medical	AS Westwood College, CO
Joseph Zubricky	General Education	MS University of Kosice, Czechoslovakia

APPENDIX B: TUITION AND FEES

AURORA AND THORNTON CAMPUSES - QUARTER-BASED PROGRAMS:

	Credit Hours	Tuition		Estimated Books and Fees	
		Aurora	Thornton	Aurora	Thornton
Degree Programs					
Accounting	96	\$38,016 (\$396/unit)	\$38,016 (\$396/unit)	\$490 per quarter	\$380 per term
Business	96	\$38,016 (\$396/unit)	\$38,016 (\$396/unit)	\$500 per quarter	\$380 per term
Criminal Justice	96	\$38,016 (\$396/unit)	\$38,016 (\$396/unit)	\$370 per quarter	\$380 per term
Paralegal	96	\$38,016 (\$396/unit)	\$38,016 (\$396/unit)	\$425 per quarter	\$380 per term
Surgical Technologist	98		\$40,975 (\$419/unit)		\$380 per term
Quarter-Based Diploma Programs					
Business Accounting	48		\$19,008 (\$396/unit)		\$380 per term
Effective for programs starting July 1, 2010 and after For Aurora campus only – A \$15 per quarter shipping charge is included in the estimated costs for linear programs. Tuition will be charged on a quarterly basis.					

AURORA AND THORNTON CAMPUSES - MODULAR PROGRAMS

Modular Programs	Program Length	Credit Units	Tuition		Estimated Books and Fees	
			Aurora	Thornton	Aurora	Thornton
Dental Assistant	8 Months	47.0	\$13,948		\$863.63	
Medical Administrative Assistant	8 Months	47.0	\$14,559	\$14,559	\$1,313.86	\$1,366.31
Medical Assistant V. 2	10 Months	59	\$16,165		\$1,410.77	
Medical Assistant	8 Months	47.0		\$14,663		\$1,238.74
Medical Insurance Billing and Coding	8 Months	47.0	\$14,834	\$14,834	\$1,783.45	\$1,866.05
Pharmacy Technician	8 Months	47.0	\$14,790	\$14,790	\$854.13	\$869.52
The cost of uniforms, books and supplies is not included in the tuition shown above. Other fees may apply. See "Additional Fees". Effective for programs starting July 1, 2010 and after Program prices include shipping.						

AURORA AND THORNTON CAMPUSES - ADDITIONAL FEES	AMOUNT
Proficiency Examination Testing Fee - Non-refundable fee assessed for each Proficiency Examination (Cannot be paid from Title IV financial aid funds)	\$20.00 per credit hour
Replacement for Diploma/Degree	\$20.00
Replacement ID	\$5.00

COLORADO SPRINGS - QUARTER-BASED PROGRAMS

Program	Tuition	Books (estimated)
Associate of Applied Science in Business Administration	\$35,712 (\$372/unit)	\$485/quarter
Associate of Applied Science in Accounting	\$35,712 (\$372/unit)	\$475/quarter
Associate of Applied Science in Criminal Justice	\$35,424 (\$369/unit)	\$350/quarter
Associate of Applied Science in Paralegal	\$35,424 (\$369/unit)	\$405/quarter
Associate of Applied Science in Computer Information Systems	\$35,712 (\$372/unit)	\$550/quarter
Business/Accounting Diploma	\$17,712 (\$369/unit)	\$414/quarter
All standard fees are included in cost of tuition. Effective for programs starting July 1, 2010 and after		

COLORADO SPRINGS CAMPUS - MODULAR PROGRAMS

Program	Program Length	Credit Units	Tuition	Estimated Text/Materials
Dental Assistant	8 Months	47	\$13,158	\$856
Massage Therapy*	9 Months	55	\$14,033	\$1,353
Medical Administrative Assistant	8 Months	47	\$13,793	\$1,337
Medical Assistant	8 Months	47	\$14,022	\$1,209
Medical Insurance Billing and Coding	8 Months	47	\$13,793	\$1,760
Effective for programs starting July 1, 2010 and after *A background check fee (currently \$22) will be added to the tuition cost.				

APPENDIX C: ACADEMIC CALENDARS AND HOLIDAYS

AURORA

Modular Program Schedule 2010	
Start Dates	End Dates
7/21/10	8/17/10
8/19/10	9/16/10
9/17/10	10/14/10
10/15/10	11/11/10
11/12/10	12/13/10
12/14/10	1/25/11
1/26/11	2/23/11
2/25/11	3/24/11
3/28/11	4/22/11
4/25/11	5/20/11
5/23/11	6/20/11

Medical Insurance Billing and Coding Schedule 2010 - 2011	
Start Dates	End Dates
7/21/10	8/17/10
8/19/10	9/16/10
9/17/10	10/14/10
10/15/10	11/11/10
11/12/10	12/13/10
12/14/10	1/25/11
1/26/11	2/23/11
2/25/11	3/24/11
3/28/11	4/22/11
4/25/11	5/20/11
5/23/11	6/20/11

Student Breaks 2010	
Labor Day	9/6/10
Thanksgiving	11/25/10- 11/26/10
Winter Break	12/18/10 - 1/02/11
MLK Day	1/17/11
Presidents Day	2/21/11
Memorial Day	5/30/11

Weekend Schedule All Modules 2010 - 2011	
Start Dates	End Dates
7/22/10	8/18/10
8/19/10	9/16/10
9/17/10	10/14/10
10/15/10	11/11/10
11/12/10	12/13/10
12/17/10	1/25/11
1/28/11	2/23/11
2/25/11	3/23/11
3/35/11	4/21/11
4/22/11	5/19/11
5/20/11	6/20/11

COLORADO SPRINGS

Modular Program Schedule 2010 - 2011	
Start Dates	End Dates
2/25/10	3/24/10
3/26/10	4/22/10
4/23/10	5/20/10
5/21/10	6/18/10
6/21/10	7/19/10
7/21/10	8/17/10
8/19/10	9/16/10
9/17/10	10/14/10
10/15/10	11/11/10
11/12/10	12/13/10
12/14/10	1/25/2011
1/26/20/11	2/23/2011
2/25/2011	3/24/2011
3/28/2011	4/22/2011
4/25/2011	5/20/2011
5/23/2011	6/20/2011

Student Breaks 2010	
Memorial Day	5/31/10

THORNTON

Modular Program Schedule 2010 - 2011	
Start Dates	End Dates
7/22/10	8/18/10
8/19/10	9/16/10
9/17/10	10/14/10
10/15/10	11/11/10
11/12/10	12/13/10
12/14/10	1/25/11
1/26/11	2/23/11
2/24/11	3/23/11
3/28/11	4/22/11
4/25/11	5/20/11
5/23/11	6/20/11

Weekend Schedule All Modules 2010 - 2011	
Start Dates	End Dates
7/24/10	8/15/10
8/21/10	9/19/10
9/25/10	10/17/10
10/23/10	11/14/10
11/20/10	12/19/10
1/08/10	1/30/11
2/05/11	2/27/11
3/05/11	3/27/11
4/02/11	4/24/11
4/30/11	5/22/11
5/28/11	6/19/11

Student Breaks 2010	
Labor Day	9/3 - 9/5
Thanksgiving	11/25 - 11/26
Winter Break	12/20/10 - 1/2/11

QUARTER-BASED DEGREE PROGRAMS

FY 2009 - 2010 Academic Calendar				
Summer Term Starts		July	13	2009
Summer Term Add/Drop Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Add/Drop Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	4	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Add/Drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	27	2009
Mini-Term Starts		November	23	2009
Mini-Term Add/Drop Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	24	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	10	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/Drop Deadline		January	25	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/Drop Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	4	2010
Spring Vacation	From:	April	5	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Add/Drop Deadline		April	25	2010
Mini-Term Starts		May	24	2010
Mini-Term Add/Drop Deadline		May	30	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010
Spring Term Ends		July	3	2010
Summer Vacation	From:	July	4	2010
	To:	July	11	2010

FY 2010 – 2011 Academic Calendar				
Summer Term Starts		July	12	2010
Summer Term Drop/Add Deadline		July	25	2010
Mini-Term Starts		August	23	2010
Mini-Term Drop/Add Deadline		August	29	2010
Labor Day Holiday		September	6	2010
Micro-Term Starts		September	13	2010
Summer Term Ends		October	3	2010
Fall Break	From:	October	4	2010
	To:	October	10	2010
Fall Term Start		October	11	2010
Fall Term Drop/Add Deadline		October	24	2010
Mini-Term Starts		November	22	2010
Thanksgiving Day Holiday	From:	November	25	2010
	To:	November	26	2010
Mini-Term Drop/Add Deadline		December	1	2010
Micro-Term Starts		December	13	2010
Winter Holiday	From:	December	23	2010
	To:	January	2	2011
Classes Resume		January	3	2011
Fall Term Ends		January	9	2011
Winter Break	From:	January	10	2011
	To:	January	16	2011
M.L. King Jr. Birthday Holiday		January	17	2011
Winter Term Starts		January	18	2011
Winter Term Drop/Add Deadline		January	31	2011
Presidents' Day		February	21	2011
Mini-Term Starts		February	28	2011
Mini Term Drop/Add Deadline		March	6	2011
Micro-Term Starts		March	21	2011
Winter Term Ends		April	10	2011
Spring Vacation	From:	April	11	2011
	To:	April	17	2011
Spring Term Starts		April	18	2011
Spring Term Drop/Add Deadline		May	2	2011
Memorial Day Holiday		May	30	2011
Mini-Term Starts		May	31	2011
Mini Term Drop/Add Deadline		June	6	2011
Micro-Term Starts		June	20	2011
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From:	July	11	2011
	To:	July	17	2011

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

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

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■ **ADDENDUM, effective April 1, 2012:** For students enrolling in classes starting April 1, 2012 and thereafter the following tuition and fees apply:

COLORADO SPRINGS CAMPUS - MODULAR PROGRAMS

Program	Program Length	Credit Units	Tuition	Estimated Text/Materials
Dental Assistant	33 weeks	47	\$13,816	\$914.21
Massage Therapy*	36 weeks	55	\$14,735	\$1,426.37
Medical Administrative Assistant	33 weeks	47	\$14,483	\$1,479.82
Medical Assistant V. 2	41 weeks	60	\$17,470	\$1,608.00
Effective for programs starting April 1, 2012 and after				
*A background check fee (currently \$22) will be added to the tuition cost.				

■ **ADDENDUM, effective March 9, 2012:** The following two scholarships have been added to the catalog for the Colorado Springs campus.

Presidential Scholarship

One \$1,500 scholarship may be awarded to an area High School Senior graduating in 2012, who will pursue an Associate's degree in Business, Accounting, Paralegal or Computer Information Science, and who has demonstrated how they have served their community by becoming a leader outside of high school. The scholarship will be awarded to a graduate who:

- Holds a High School GPA of 3.0 or higher (cumulative)
- Completes a Campus Visit with a High School Admissions Representative
- Completes a **Presidential Scholarship** Application
- Completes the CPAt Placement Assessment
- Must be prepared to begin classes July 2012
- Submits an essay titled, "What is a Leader?" The essay will explain the graduate's definition of what it means to be a leader, why they believe they are one, and what he/she has done outside of high school to make a difference. The essay must be typed and must at least be 300 words in length.

To be considered, all requirements must be completed and submitted on or before June 1, 2012. If received after the application deadline, the application will not be considered. Four finalists will be chosen by the Campus President, who will then invite candidates to be interviewed for final consideration. The winner will be notified by July 1, 2012. The winner will be required to meet all other eligibility and admissions requirements prior to beginning classes.

The scholarship will be credited to the recipient's tuition in the last academic quarter of his/her program. The winner must also maintain a cumulative GPA of 3.25 or higher throughout the duration of his/her program to receive the scholarship. The scholarship is not transferrable, cannot be exchanged for cash or refunded, and only one internal grant or scholarship may be used in any one academic year. Contact the High School Admissions Department for more details: (719) 638-6850.

Welcome to Your Future Scholarship

Four \$500 scholarships may be awarded to area High School Seniors graduating in 2012, who demonstrate their understanding of how completing post-secondary education will help them pursue their chosen career path. Scholarships may be awarded to graduates who:

- Hold a High School GPA of 3.0 or higher (cumulative)
- Complete a Campus Visit with a High School Admissions Representative
- Complete a **Welcome to Your Future Scholarship** Application
- Complete the CPAt Placement Assessment
- Must be prepared to begin classes July 2012
- Submit an essay titled:
"How becoming a ____ will change my life" (MODULAR)
"How pursuing a career in ____ will change my life" (LINEAR).
 The essay must be typed and must at least be 250-300 words in length, and will be assessed on spelling, punctuation, originality and passion.

To be considered, all requirements must be submitted on or before June 1, 2012. If received after the application deadline, the application will not be considered. Eight finalists will be chosen by the Campus President and Director of High School

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Admissions, who will then invite candidates to be interviewed for final consideration. Four winners will be notified by July 1, 2012. Winners will then be required to meet all other eligibility and admissions requirements prior to beginning classes.

The scholarship will be credited to the recipient's tuition for the last module (diploma program) or the last quarter (linear program). Winners must also maintain a cumulative GPA of 3.25 throughout the duration of his/her program to receive the scholarship. Scholarships are not transferrable nor can they be exchanged for cash or refunded. Contact the High School Admissions Department for more details: (719) 638-6580.

■ **ADDENDUM, effective April 1, 2012:** For students enrolling in classes starting April 1, 2012 and thereafter the following tuition and fees apply:

Aurora				
Program	Program Length	Credit Units	Tuition	Estimated Text/Materials
Dental Assistant	33 weeks	48	\$16,160	\$921.91
Medical Administrative Assistant	33 weeks	48	\$16,868	\$1,440.23
Medical Assistant V. 2	41 Weeks	60	\$18,728	\$1,616.99
Medical Insurance Billing and Coding	33 weeks	48	\$17,186	\$1,998.84
Pharmacy Technician	33 weeks	48	\$17,135	\$922.78
Effective for programs starting April 1, 2012 and after The cost of uniforms, books and supplies is not included in the tuition shown above. Other fees may apply. See "Additional Fees".				

■ **ADDENDUM, effective April 1, 2012:** For students enrolling in classes starting April 1, 2012 and thereafter the following tuition and fees apply:

Thornton				
Program	Program Length	Credit Units	Tuition	Estimated Text/Materials
Medical Administrative Assistant	33 weeks	48	\$16,868	\$1,446.92
Medical Assistant	33 weeks	48	\$16,951	\$1,471.47
Medical Insurance Billing and Coding	33 weeks	48	\$17,186	\$2,008.12
Pharmacy Technician	33 weeks	48	\$17,135	\$919.52
Effective for programs starting April 1, 2011 and after The cost of uniforms, books and supplies is not included in the tuition shown above. Other fees may apply. See "Additional Fees".				

■ **ADDENDUM, effective March 15, 2012:** The following highlighted prerequisites have been updated in the catalog for the Computer Information Science program.

CISP3150C - Current Information Technology Topics	4.0 Quarter Credit Hours; Total Hours: 50.0
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. <i>Prerequisites: Approval of Program Director</i> Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0	
CTS2303C - Network Directory Services	4.0 Quarter Credit Hours; Total Hours: 50.0
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. <i>Prerequisites: CNT1003C</i> Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0	
CTS2386C - Network Infrastructure	4.0 Quarter Credit Hours; Total Hours: 50.0
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. <i>Prerequisites: CNT1003C</i> Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0	
CTS2304C - Network Directory Design	4.0 Quarter Credit Hours; Total Hours: 50.0
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration,	

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naming standards, and migration issues. <i>Prerequisites: CTS2303C</i> Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0
CTS2313C - Internet Security and Acceleration (ISA) Server 4.0 Quarter Credit Hours; Total Hours: 50.0 This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection. <i>Prerequisites: CTS2386C</i> Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0
CTS2330C - Implementing and Supporting E-Mail Services 4.0 Quarter Credit Hours; Total Hours: 50.0 This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software. <i>Prerequisites: CTS2303 or CTS2386C</i> Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0
CTS2383C - Network Management 4.0 Quarter Credit Hours; Total Hours: 50.0 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. <i>Prerequisites: CTS2303C, CTS2386C</i> Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

■ **ADDENDUM, effective February 15, 2012:** The following calendars have been added to the Thornton Campus.

Medical Administrative Assistant, Pharmacy Technician, Medical Assistant, & Medical Insurance Billing and Coding All Shifts 2013-2014	
Start Dates	End Dates
6/25/2013	7/24/2013
7/25/2013	8/21/2013
8/22/2013	9/19/2013
9/20/2013	10/17/2013
10/18/2013	11/15/2013
11/18/2013	12/17/2013
12/18/2013	1/27/2014
1/29/2014	2/27/2014
2/28/2014	3/27/2014
3/28/2014	4/24/2014
4/25/2014	5/22/2014
5/23/2014	6/20/2014

Holiday and Student Break Mod All Shifts 2013-2014		
Holiday/Student Break	Start Dates	End Dates
Independence Day	7/4/2013	7/5/2013
Labor Day	9/2/2013	9/2/2013
Veterans Day	11/11/2013	11/11/2013
Thanksgiving Holiday	11/28/2013	11/29/2013
Christmas Break	12/24/2013	1/2/2014
Martin Luther King Day	1/20/2014	1/20/2014
Presidents Day	2/17/2014	2/17/2014
Memorial Day	5/26/2014	5/26/2014

■ **ADDENDUM, effective February 15, 2012:** the following calendars have been added to the Aurora Campus.

Medical Administrative Assistant, Pharmacy Technician, Medical Assistant, Dental Assistant, & Medical Insurance Billing and Coding All Shifts 2013-2014	
Start Dates	End Dates
6/25/2013	7/24/2013
7/25/2013	8/21/2013
8/22/2013	9/19/2013
9/20/2013	10/17/2013
10/18/2013	11/15/2013
11/18/2013	12/17/2013
12/18/2013	1/27/2014
1/29/2014	2/27/2014
2/28/2014	3/27/2014
3/28/2014	4/24/2014
4/25/2014	5/22/2014
5/23/2014	6/20/2014

Holiday and Student Break Mod All Shifts 2013-2014		
Holiday/Student Break	Start Dates	End Dates
Independence Day	7/4/2013	7/5/2013
Labor Day	9/2/2013	9/2/2013
Veterans Day	11/11/2013	11/11/2013
Thanksgiving Holiday	11/28/2013	11/29/2013
Christmas Break	12/24/2013	1/2/2014
Martin Luther King Day	1/20/2014	1/20/2014
Presidents Day	2/17/2014	2/17/2014
Memorial Day	5/26/2014	5/26/2014

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■ **ADDENDUM, effective January 31, 2012:** The following course descriptions for Modules A-G of the Medical Assistant v1.0 Program have been updated for the Thornton Campus.

MOD A - Patient Care and Communication

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

MOD B - Clinical Assisting and Pharmacology

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).

MOD C - Medical Insurance, Bookkeeping, and Health Sciences

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).

MOD D - Cardiopulmonary and Electrocardiography

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).

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MOD E - Laboratory Procedures

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).

MOD F - Endocrinology and Reproduction

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).

MOD G - Medical Law, Ethics, and Psychology

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).

■ **ADDENDUM, effective January 25, 2012:** The Colorado Springs campus offers Associate of Applied Science in Legal Assistant/Paralegal degree program and not Paralegal program.

■ **ADDENDUM, effective January 25, 2012:** The 96 credit SAP table below has been removed from the catalog.

96 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
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	6.666%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%

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96-144	N/A	2.0	N/A	66.66%
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■ **ADDENDUM, effective February 1, 2012:** The following course numbers have been revised in the catalog for the Colorado Springs Campus and Thornton Campus.

Old Course Number	New Course Number	Course Title
COP 2010C	COP 2000C	Programming Concepts
CGS 2461C	COP 2505C	Fundamental Programming Techniques
HSC 1531	HSC 1527	Medical Terminology

■ **ADDENDUM, effective January 11, 2012:** The following SAP table has been updated in the catalog and replaces all other 47 credit SAP table.

47 Quarter Credit Hour Program. Total credits that may be attempted: 70 (150% of 47).				
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%
49-70	N/A	2.0	N/A	66.66%

■ **ADDENDUM, effective January 3, 2012.** The following Administrative Staff tables have been updated.

Thornton Campus:

Administration		
Patricia Schlotter	President	MA Organizational Management, University of Phoenix, Denver, CO BS Occupational Guidance, Mesa State College, Grand Junction, CO
Jennifer Hedrick	Director of Admissions	BBA Texas Wesleyan University, TX
Anna Andrews	Librarian	MA Library Information Science, University of South Carolina, SC

Aurora Campus:

Administration		
Carissa Barton	President	BA Human Service Administration & Sociology, Hastings College, NE
Ivan Nikolaeff	Academic Dean	MBA Colorado Technical University, CO BS Business Administration/Marketing, University of Denver, CO
Myra Dollar	Student Finance Manager	AAS Accounting, Parks College, CO
Randy Hanson	Student Accounts Manager	BS Applied Management, National American University, CO
Martin Thibault	Director of Admissions	BA Social Sciences & Economics, Colorado State University, CO
Paulette Sanchez	Director of High School Admissions	
Cindy Solis-Sanchez	Registrar	
Susie Nagy	Student Services Manager	BA Journalism, University of Hawaii at Manoa, Hi BA Behavioral Science, Concordia University, CA

Colorado Springs Campus:

Administration		
Randy Atwater	President	AA, Accounting and BBA, Marketing

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Dan Noel	Director of Admissions	BS, Business Administration, University of Colorado-Colorado Springs
Rachel Torrey	Director of Admissions – High School	BA, Communications & Marketing, Western Michigan University Kalamazoo, MI
James Proby	Director of Career Services	BA, Interpersonal Communication with minor in Psychology
Carrie Ann Iverson	Director of Student Accounts/Finance	BS, Accounting, Colorado Technical University
Diane Dillinger	Student Services Manager	BA, Communication
Mathew McNulty	Librarian	MLIS- Library Science-Drexel University BA, University of Pennsylvania
Dave Matthews	Senior Registrar	BS, Business Administration, Everest University Online and MT, Massage Therapy, Parks College, Aurora, CO
Allison Babcock	Student Accounts Representative	BA, Mercyhurst College

■ **ADDENDUM Effective January 1, 2012.** For students enrolling in classes starting January 1 and thereafter for the Thornton Campus, the following tuition and fees apply:

	Credit Hours	Tuition		Estimated Books and Fees	
		Aurora	Thornton	Aurora	Thornton
Degree Programs					
Accounting	96	\$41,760 (\$435/unit)	\$41,760 (\$435/unit)	\$490 per quarter	\$500 per term
Business	96	\$41,760 (\$435/unit)	\$41,760 (\$435/unit)	\$500 per quarter	\$500 per term
Criminal Justice	96	\$41,760 (\$435/unit)	\$41,760 (\$435/unit)	\$370 per quarter	\$500 per term
Paralegal	96	\$41,760 (\$435/unit)	\$41,760 (\$435/unit)	\$425 per quarter	\$500 per term
Surgical Technology	98		\$45,178 (\$461/unit)		\$500 per term
Quarter-Based Diploma Programs					
Business Accounting	48		\$20,880 (\$435/unit)		\$500 per term
Effective for programs starting January 1, 2012 and after.					

■ **ADDENDUM, effective January 3, 2012:** The Externship Module has been increased by 40 clock hours for students who started on or after July 1, 2011 for the following programs.* The table below reflects the revised program information.

Colorado Springs			
Program	Program Length	Total Clock Hours	Total Credit Units
Dental Assistant	33 weeks	760	48
Medical Assistant v2.0	41 weeks	920	60
Medical Administrative Assistant	33 weeks	760	48
*The Externship module will now have a total of 200 clock hours/6 credits.			

Aurora			
Program	Program Length	Total Clock Hours	Total Credit Units
Dental Assistant	33 weeks	760	48
Medical Assistant v2.0	41 weeks	920	60
Medical Administrative Assistant	33 weeks	760	48
Medical Insurance Billing and Coding	33 weeks	760	48
Pharmacy Technician	33 weeks	760	48
*The Externship module will now have a total of 200 clock hours/6 credits.			

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Thornton			
Program	Program Length	Total Clock Hours	Total Credit Units
Medical Assistant v1.0	33 weeks	760	48
Medical Administrative Assistant	33 weeks	760	48
Medical Insurance Billing and Coding	33 weeks	760	48
Pharmacy Technician	33 weeks	760	48

*The Externship module will now have a total of 200 clock hours/6 credits.

■ **ADDENDUM, effective January 3, 2012:** The Externship course code of the Medical Insurance Billing and Coding program has been changed from MIBE to MIBXT, and the Practicum course code has been changed from MIBP to MIBPC.

■ **ADDENDUM, effective January 3, 2012:** The following SAP tables have been updated in the catalog.

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	SAP Advising if CGSAP 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%

■ **ADDENDUM, effective January 1, 2012.** For students enrolling in classes starting January 1, 2012 and thereafter the following tuition and fees apply:

COLORADO SPRINGS CAMPUS - MODULAR PROGRAMS

Program	Program Length	Credit Units	Tuition	Estimated Text/Materials
Dental Assistant	33 weeks	48	\$13,816	\$914.59
Massage Therapy*	36 weeks	55	\$14,735	\$1,424.77
Medical Administrative Assistant	33 weeks	48	\$14,483	\$1,476.06
Medical Assistant V. 2	41 weeks	60	\$17,470	\$1,598.89

Effective for programs starting January 1, 2012 and after.
 *A background check fee (currently \$22) will be added to the tuition cost.

AURORA AND THORNTON CAMPUSES- MODULAR PROGRAMS

Modular Programs	Program Length	Credit Units	Tuition		Estimated Books and Fees	
			Aurora	Thornton	Aurora*	Thornton
Dental Assistant	33 weeks	48	\$16,160		\$923.14	
Medical Administrative Assistant	33 weeks	48	\$16,868	\$16,868	\$1437.78	\$1,445.00
Medical Assistant V. 2	41 weeks	60	\$18,728		\$1,609.31	
Medical Assistant	33 weeks	48		\$16,951		\$1,467.00

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Medical Insurance Billing and Coding	33 weeks	48	\$17,186	\$17,186	\$1,995.44	\$2,005.00
Pharmacy Technician	33 weeks	48	\$17,135	\$17,135	\$923.64	\$921.00

The cost of uniforms, books and supplies is not included in the tuition shown above. Other fees may apply. See "Additional Fees". Effective for programs starting January 1, 2012 and after.

■ **ADDENDUM, effective November 23, 2011:** The following dates have been updated for the Colorado Springs campus.

Holiday/Student Break Dental Assistant, Medical Assistant, Medical Administrative Assistant Massage Therapy Schedule 2011 - 2012		
Holiday/Student Break	Start Dates	End Dates
Winter Holiday	12/24/2011	1/2/2012

■ **ADDENDUM, effective November 4, 2011:** The following calendars have been added for the Thornton campus.

Pharmacy Technician, Medical Assistant, Medical Administrative Assistant, Medical Insurance Billing & Coding All Shifts 2012	
Start Dates	End Dates
6/18/2012	7/18/2012
7/23/2012	8/17/2012
8/20/2012	9/17/2012
9/19/2012	10/16/2012
10/17/2012	11/14/2012
11/15/2012	12/14/2012
12/17/2012	1/28/2013
1/29/2013	2/26/2013
2/27/2013	3/26/2013
3/27/2013	4/24/2013
4/25/2013	5/22/2013
5/28/2013	6/24/2013

Pharmacy Technician, Medical Assistant, Medical Administrative Assistant, Medical Insurance Billing & Coding All Shifts 2012		
Holiday/Student Break	Start Dates	End Dates
Independence Day	7/4/2012	7/6/2012
Labor Day	9/3/2012	9/3/2012
Veterans Day	11/12/2012	11/12/2012
Thanksgiving Holiday	11/22/2012	11/23/2012
Christmas Break	12/24/2012	1/6/2013
Martin Luther King Day	1/21/2013	1/21/2013
Presidents Day	2/18/2013	2/18/2013
Easter Break	3/1/2013	3/1/2013
Memorial Day	5/27/2013	5/27/2013

■ **ADDENDUM, effective October 19, 2011:** The following course number has been updated for the Computer Information Science Associate of Applied Science Degree Program.

CEN 1056C Project Development

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

■ **ADDENDUM, effective October 19, 2011:** The following calendars have been added for the Colorado Springs campus:

Dental Assistant Medical Assistant Medical Administrative Assistant Massage Therapy Schedule 2012-2013	
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Holiday/Student Break Dental Assistant, Medical Assistant, Medical Administrative Assistant Massage Therapy Schedule 2011 - 2013		
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Start Dates	End Dates
6/18/2012	7/18/2012
7/23/2012	8/17/2012
8/20/2012	9/17/2012
9/19/2012	10/16/2012
10/17/2012	11/14/2012
11/15/2012	12/14/2012
12/17/2012	1/28/2013
1/29/2013	2/26/2013
2/27/2013	3/26/2013
3/27/2013	4/24/2013
4/25/2013	5/24/2013
5/28/2013	6/24/2013
6/26/2013	7/25/2013

Holiday/Student Break	Start Dates	End Dates
Independence Day	7/4/2012	7/8/2012
Labor Day	9/3/2012	9/3/2012
Thanksgiving Day Holiday	11/22/2012	11/23/2012
Winter Holiday	12/24/2012	1/6/2013
M.L. King Jr. Birthday	1/21/2013	1/21/2013
President's Day	2/18/2013	2/18/2013
Spring Holiday	3/30/2013	4/1/2013
Memorial Day	5/27/2013	5/27/2013
Independence Day	7/4/2013	7/4/2013

- **ADDENDUM, effective October 19, 2011:** The following calendars have been added for the Aurora campus:

Dental Assistant, Medical Administrative Assistant, Medical Assistant, Medical Insurance Billing and Coding, Pharmacy Technician Weekday Schedule 2012 - 2013	
Start Dates	End Dates
6/18/2012	7/18/2012
7/23/2012	8/17/2012
8/20/2012	9/17/2012
9/19/2012	10/16/2012
10/17/2012	11/14/2012
11/15/2012	12/14/2012
12/17/2012	1/28/2013
1/29/2013	2/26/2013
2/27/2013	3/26/2013
3/27/2013	4/24/2013
4/25/2013	5/22/2013
5/28/2013	6/24/2013

Holiday/Student Break Schedule 2012 - 2013		
Holiday/Student Break	Start Dates	End Dates
Independence Day	7/4/2012	7/6/2012
Labor Day	9/3/2012	9/3/2012
Veterans Day	11/12/2012	11/12/2012
Thanksgiving Holiday	11/22/2012	11/23/2012
Christmas Break	12/24/2012	1/6/2013
Martin Luther King Day	1/21/2013	1/21/2013
Presidents Day	2/18/2013	2/18/2013
Easter Break	3/1/2013	3/1/2013
Memorial Day	5/27/2013	5/27/2013

- **ADDENDUM, effective October 13, 2011:** The effective date of the school catalog is extended to August 2012.
- **ADDENDUM, effective October 1, 2011:** The Tuition and Fees tables are updated.

COLORADO SPRINGS CAMPUS - MODULAR PROGRAMS

Program	Program Length	Credit Units	Tuition	Estimated Text/Materials
Dental Assistant	8 Months	47	\$13,816	\$914.08
Massage Therapy*	9 Months	55	\$14,735	\$1,402.25
Medical Administrative Assistant	8 Months	47	\$14,483	\$1,457.29
Medical Assistant V. 2	10 Months	59	\$17,470	\$1,584.25

Effective for programs starting October 1, 2011 and after.
 *A background check fee (currently \$22) will be added to the tuition cost.

AURORA AND THORNTON CAMPUSES - MODULAR PROGRAMS

Modular Programs	Program Length	Credit Units	Tuition		Estimated Books and Fees	
			Aurora	Thornton	Aurora*	Thornton
Dental Assistant	8 Months	47.0	\$16,160		\$923.01	
Medical Administrative	8 Months	47.0	\$16,868	\$16,868	\$1,430.35	\$1,437.00

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Assistant						
Medical Assistant V. 2	10 Months	59.0	\$18,728		\$1,594.57	
Medical Assistant	8 Months	47.0		\$16,951		\$1,461.00
Medical Insurance Billing and Coding	8 Months	47.0	\$17,186	\$17,186	\$1,973.98	\$1,984.00
Pharmacy Technician	8 Months	47.0	\$17,135	\$17,135	\$924.94	\$922.00
The cost of uniforms, books and supplies is not included in the tuition shown above. Other fees may apply. See "Additional Fees". Effective for programs starting October1, 2011 and after.						

■ **ADDENDUM, effective August 12, 2011:** The following ATB Policy has been updated for the Aurora, Colorado Springs and Thornton campuses:

CAMPUS ATB PASSING TEST SCORES

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

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

■ **ADDENDUM, effective August 10, 2011:** The following calendars have been updated for the Aurora campus:

Dental Assistant, Medical Administrative Assistant, Medical Assistant, Medical Insurance Billing and Coding, Pharmacy Technician Weekday Schedule 2011 - 2012	
Start Dates	End Dates
8/22/11	9/19/11
9/20/11	10/17/11
10/19/11	11/15/11
11/16/11	12/15/11
12/16/11	1/24/12
1/25/12	2/22/12
2/23/12	3/21/12
3/22/12	4/18/12
4/20/12	5/17/12
5/18/12	6/15/12

Dental Assistant Weekend Schedule 2011 - 2012	
Start Dates	End Dates
8/20/11	9/11/11
9/17/11	10/9/11
10/15/11	11/6/11
11/12/11	12/11/11
12/17/11	1/22/12
1/28/12	2/19/12
2/25/12	3/18/12
3/24/12	4/15/12
4/21/12	5/13/12
5/19/12	6/10/12

■ **ADDENDUM, effective August 5, 2011:** Please see the Catalog Supplement for current information related to the faculty listing.

■ **ADDENDUM, effective July 22, 2011:** The following IP grade description (highlighted) has been added in the grading scale to address the Massage Therapy clinic courses for the Colorado Springs campus:

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

* Not used in Allied Health Programs.

** Due to programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Allied Health Programs, F (failing) is 69-0%.

*** 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.

■ **ADDENDUM, effective July 18, 2011:** The following admissions requirements have been updated for the Surgical Technologist program at the Thornton campus:

SURGICAL TECHNOLOGIST PROGRAM

- High School graduate or have a GED
- Pass an entrance test
- 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)

■ **ADDENDUM, effective June 27, 2011:** The highlighted dates in the following calendar have been corrected for the Colorado Springs campus:

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Dental Assistant Medical Assistant Medical Administrative Assistant Massage Therapy Schedule 2011-2012	
Start Dates	End Dates
6/21/2011	7/19/2011
7/22/2011	8/18/2011
8/22/2011	9/19/2011
9/20/2011	10/17/2011
10/19/2011	11/15/2011
11/16/2011	12/15/2011
12/16/2011	1/20/2012
1/23/2012	2/17/2012
2/21/2012	3/19/2012
3/22/2012	4/18/2012
4/20/2012	5/16/2012
5/18/2012	6/15/2012

■ **ADDENDUM, effective June 24, 2011:** The following statement has been added to the Surgical Technologist program for the Thornton campus:

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

■ **ADDENDUM, effective July 1, 2011:** The following Everest Consortium Agreement language has been updated for all campuses.

EVEREST CONSORTIUM AGREEMENT

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

■ **ADDENDUM, effective July 1, 2011:** The following Policies have been updated for all campuses.

OUT OF CLASS ASSIGNMENTS

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

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.

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 GPA for each term is calculated by dividing the quality point earned that term by the total cumulative credit hour for the GPA.

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- The CGPA is calculated by dividing the total cumulative quality point earned by the total cumulative credits attempted for the GPA.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.
- A grade average percentage is calculated for students receiving percentage grades.
- The GPA equivalent of the calculated average is given in the table above.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

EVALUATION PERIODS FOR SAP

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

RATE OF PROGRESS TOWARD COMPLETION

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

MAXIMUM TIME FRAME TO COMPLETE

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

SATISFACTORY ACADEMIC PROGRESS TABLES

47 Quarter Credit Hour Program Total credits that may be attempted: 70 (150% of 47).					47 Quarter Credit Hour Program Total credits that may be attempted: 70 (150% of 47).					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	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	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	1-12	2.0	N/A	66.66%	N/A	1-16	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%	13-24	2.0	1.0	66.66%	25%	17-28	2.0	1.0	66.66%	N/A
25-30	2.0	0.75	66.66%	40%	25-48	2.0	1.5	66.66%	63%	29-40	2.0	1.5	66.66%	60%
31-36	2.0	1.0	66.66%	50%	49-70	N/A	2.0	N/A	66.66%	41-54	2.0	1.75	66.66%	65%
37-42	2.0	1.4	66.66%	60%						55-72	N/A	2.0	N/A	66.66%
43-48	2.0	1.7	66.66%	63%										
49-70	N/A	2.0	N/A	66.66%										

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55 Quarter Credit Hour Program. Total credits that may be attempted: 82 (150% of 55).				
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
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-54	2.0	1.5	66.66%	55%
55-66	2.0	1.8	66.66%	64%
67-82	N/A	2.0	N/A	66.66%

59 Quarter Credit Hour Program. Total credits that may be attempted: 88 (150% of 59).				
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
19-30	2.0	1.25	66.66%	N/A
31-42	2.0	1.5	66.66%	60%
43-54	2.0	1.75	66.66%	60%
55-66	2.0	1.85	66.66%	66.66%
67-88	N/A	2.0	N/A	66.66%

96 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
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-144	N/A	2.0	N/A	66.66%

96, 97, 98 Quarter Credit Hour Quarter-Based 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	1.10	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of P, 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 transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.

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- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.

ACADEMIC AND FINANCIAL AID WARNING

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

ACADEMIC AND FINANCIAL AID PROBATION

At the end of any evaluation period, when students fall below the required academic progress standards (CGPA and/or ROP) for their program, students shall receive written notification, must complete an appeal and, if approved, will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Progress Plan and shall be kept in the students' academic file.

NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic and financial aid probation. The following timelines apply for all students:

- For programs with an Add/Drop period:
 - Students must be notified in writing by the end of the add/drop period of the probationary term; and
 - Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
 - Students must be notified in writing by the end of the first week of the probationary term (quarter, module and/or phase); and
 - Must receive academic advising by the end of the second week of the probationary term.

ACADEMIC APPEALS

Students who successfully appeal probation are considered to be making SAP and may remain in school under the following conditions:

- It is mathematically possible for the student to complete the program within the maximum time frame with the required CGPA
- The student must be placed on probation and monitored under an Academic Progress Plan
- The student must demonstrate improvement in their CGPA and/or ROP as stated in their Academic Progress Plan at the end of each subsequent evaluation period

Appeals will only be granted for the following reasons:

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

Appeals must include a detailed statement of the reason why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation period. Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, doctor's note, law enforcement report, loss of employment confirmation, etc.

DISMISSAL

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

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RETAKEING 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.

RETAKEING FAILED COURSEWORK

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

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 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 or FA dismissal)
 - Modular - the date of the probation/dismissal letter
 - Linear - first day of the subsequent term

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

In modular program, SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. In linear programs, SAP appeals must be made by the sixth (6th) calendar day of the subsequent term.

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

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

Note: Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, medical doctor's note, law enforcement report, loss of employment confirmation, etc.

Additionally, appeals must include a detailed statement of the reason why the student failed to make Satisfactory Academic Progress, and what has changed in the student's situation that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

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

■ **ADDENDUM effective July 1, 2011:** The following state's Attorney General's information has been added to the Student Complaint Procedure section of the catalog:

Attorney General
1525 Sherman St.
Denver, CO 80203
Ph: 303-866-4500
Consumer Line: 800-222-4444
Fax: 303-866-5691
attorney.general@state.co.us
Website: <http://www.coloradoattorneygeneral.gov/>

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■ **ADDENDUM, effective June 1, 2011:** The following ATB Policy has been updated for all schools.

ABILITY TO BENEFIT POLICY

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

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

CAMPUS ATB PASSING TEST SCORES

- Passing scores on the CPAt are Language Usage 47, Reading 48, and Numerical 46.
- Passing scores on the COMPASS test are Numerical Skills/Prealgebra 30, Reading 67, and Writing Skills 38.
- Passing scores on the ASSET are Reading 37, Writing 38, and Numerical 36.
- Passing scores on the Wonderlic Basic Skills Test are: Verbal (220) and Quantitative (225). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

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

ATB ADVISING

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

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

DENIAL OF ADMISSION

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

DELAYED ADMISSION

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

ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS

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

■ **ADDENDUM, effective May 9, 2011:** The highlighted dates on the following calendar are added for the Aurora campus:

Weekend Schedule Dental Assistant & Medical Assistant 2011 - 2012	
Start Dates	End Dates
5/28/2011	6/19/2011
6/25/2011	7/17/2011
7/23/2011	8/14/2011
8/27/2011	9/18/2011
9/24/2011	10/16/2011
10/22/2011	11/13/2011

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11/19/2011	12/11/2011
12/17/2011	1/22/2012
1/28/2012	2/19/2012
2/25/2012	3/19/2012
3/25/2012	4/16/2012
4/22/2012	5/13/2012
5/19/2012	6/11/2012

■ **ADDENDUM, effective May 9, 2011:** The following language is added for the Aurora and Thornton campuses.

Criminal Background Check

- Students may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.

■ **ADDENDUM, effective February 23, 2011:** The following calendars have been added for the Colorado Springs campus:

Dental Assistant Medical Assistant Medical Administrative Assistant Massage Therapy Schedule 2011-2012	
Start Dates	End Dates
6/21/2011	7/20/2011
7/22/2011	8/18/2011
8/22/2011	9/19/2011
9/20/2011	10/17/2011
10/19/2011	11/15/2011
11/16/2011	12/15/2011
12/16/2011	1/20/2012
1/23/2012	2/17/2012
3/22/2012	4/18/2012
4/20/2012	5/16/2012
5/18/2012	6/15/2012

Holiday/Student Break Dental Assistant, Medical Assistant, Medical Administrative Assistant Massage Therapy Schedule 2011 - 2013			
Holiday/Student Break	Start Dates	End Dates	
Independence Day	7/4/2011	7/4/2011	
Labor Day	9/5/2011	9/5/2011	
Thanksgiving Day Holiday	11/24/2011	11/25/2011	
Winter Holiday	12/23/2011	1/2/2012	
M.L. King Jr. Birthday	1/16/2012	1/16/2012	
President's Day	2/20/2012	2/20/2012	
Memorial Day	5/28/2012	5/28/2012	
Independence Day	7/4/2012	7/4/2012	
Labor Day	9/3/2012	9/3/2012	
Thanksgiving Day Holiday	11/22/2012	11/26/2012	
Winter Holiday	12/22/2012	1/1/2013	
M.L. King Jr. Birthday	1/21/2013	1/21/2013	
President's Day	2/18/2013	2/18/2013	
Memorial Day	5/28/2013	5/28/2013	
Independence Day	7/4/2013	7/4/2013	

■ **ADDENDUM, effective February 15, 2011:** The following calendar is added for the Thornton campus.

Holiday/Student Break Thanksgiving/Winter 2011-2012		
Holiday/Student Break	Start Dates	End Dates
Thanksgiving	11/24/2011	11/27/2011
Winter	12/24/2011	1/2/2012

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■ **ADDENDUM, effective February 10, 2011:** The following calendars are updated for the Thornton campus.

Pharmacy Technician, Medical Assistant, Weekend 2011-2012	
Start Dates	End Dates
6/25/2011	7/24/2011
7/30/2011	8/21/2011
8/27/2011	9/25/2011
10/1/2011	10/23/2011
10/29/2011	11/20/2011
12/3/2011	1/8/2012
1/21/2012	2/12/2012
2/25/2012	3/18/2012
3/24/2012	4/22/2012
4/28/2012	5/20/2012
6/2/2012	6/24/2012

Pharmacy Technician, Medical Assistant, Medical Administrative Assistant, Medical Insurance Billing & Coding All Shifts 2011-2012	
Start Dates	End Dates
6/21/2011	7/19/2011
7/22/2011	8/18/2011
8/22/2011	9/19/2011
9/20/2011	10/17/2011
10/19/2011	11/15/2011
11/16/2011	12/15/2011
12/16/2011	1/23/2012
1/24/2012	2/21/2012
2/22/2012	3/20/2012
3/21/2012	4/17/2012
4/19/2012	5/16/2012
5/18/2012	6/15/2012

■ **ADDENDUM, effective February 09, 2011:** The following course numbers and names have been revised in the catalog:

Old Course Number	New Course Number	Current Course Name	Old Course Name
CEN 1509C	CNT 1003C	Computer Networking Fundamentals	
CIS 2325	CIS 2321	Introduction to the Systems Development Life Cycle	
CIS 2354C	CNT 2400C	Network Security Fundamentals	
CEN 2327C	CTS 2386C	Network Infrastructure	
CEN 1561C	CTS 1327C	Network Operating Systems Client	
CEN 1562C	CTS 1334C	Network Operating Systems Server	
CGS 1763C	CTS 1110C	Computer Operating Systems	
CTS 2320 C	CTS 2383C	Network Management	
CTS 2761C	CTS 2330C	Implementing and Supporting E-Mail Services	
CCJ 1024	CCJ 1020	Introduction to Criminal Justice	
CCJ 1610	CJE 1600	Criminal Investigations	
SPC 2016	SPC 2017	Oral Communications	
CCJ 2306	CJC 2000	Introduction to Corrections	
CJD 2250	CJE 2580	Introduction to Interviews and Interrogations	
MEA 2802	MEA 2804	Medical Externship	
	SLS 1321	Career Skills & Portfolio Development	Career Skills
	CIS 2321	Introduction to the System Life Cycle	Systems Analysis Methods
	MAN 1030	Introduction to Business	Introduction to the Business Enterprise

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■ **ADDENDUM, effective April 1, 2011:** The Tuition and Fees tables are updated.

	Credit Hours	Tuition		Estimated Books and Fees	
		Aurora	Thornton	Aurora	Thornton
Degree Programs					
Accounting	96	\$41,760 (\$435/unit)	\$41,760 (\$435/unit)	\$490 per quarter	\$380 per term
Business	96	\$41,760 (\$435/unit)	\$41,760 (\$435/unit)	\$500 per quarter	\$380 per term
Criminal Justice	96	\$41,760 (\$435/unit)	\$41,760 (\$435/unit)	\$370 per quarter	\$380 per term
Paralegal	96	\$41,760 (\$435/unit)	\$41,760 (\$435/unit)	\$425 per quarter	\$380 per term
Surgical Technologist	98		\$45,178 (\$461/unit)		\$380 per term
Quarter-Based Diploma Programs					
Business Accounting	48		\$20,880 (\$435/unit)		\$380 per term
Effective for programs starting April 1, 2011 and after For Aurora campus only – A \$15 per quarter shipping charge is included in the estimated costs for linear programs. Tuition will be charged on a quarterly basis.					

COLORADO SPRINGS - QUARTER-BASED PROGRAMS

Program	Tuition	Books (estimated)
Associate of Applied Science in Business	\$37,440 (\$390/unit)	\$485/quarter
Associate of Applied Science in Accounting	\$37,440 (\$390/unit)	\$475/quarter
Associate of Applied Science in Criminal Justice	\$37,440 (\$390/unit)	\$350/quarter
Associate of Applied Science in Legal Assistant/Paralegal	\$37,440 (\$390/unit)	\$405/quarter
Associate of Applied Science in Computer Information Systems	\$37,440 (\$390/unit)	\$550/quarter
Business/Accounting Diploma	\$18,720 (\$390/unit)	\$414/quarter
All standard fees are included in cost of tuition.		
Effective for programs starting April 1, 2011 and after		

■ **ADDENDUM, effective January 7, 2011:** The following Military Scholarships have been added to the campuses.

MILITARY SCHOLARSHIPS

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

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

Applications may be requested from the Admissions Office.

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

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Payment Schedule:

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

■ **ADDENDUM, effective December 17, 2010:** The Medical Administrative Assistant and MIBC programs are no longer offered at the Colorado Springs campus.

■ **ADDENDUM, effective January 1, 2011:** The Colorado Springs campus is offering version 5.0 of the Business Associate of Applied Science degree program.



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

V 5.0

The Associate of Applied Science in Business program is offered to students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas such as accounting, general business, management, marketing, human resources, computer applications, ethics, project management and business law. In addition students will serve an internship in order to directly apply the learned competencies in a functioning business environment. All courses are developed to engage the student with active, project-based learning including active use of technology and community resources where appropriate. The Associate's program actively incorporates key skills, practices and applications needed in the workplace and sought by employers. In addition to the interpersonal communication's course, most course activities will encourage students to work in groups and give presentations in the campus classroom setting. Students will find their curriculum is organized to sequence the appropriate courses and prerequisites towards their Associates degree and goals of a career in business. The Associate's program prepares students for entry-level careers in fields such as business administration, marketing, human resources, operations, accounting and sales.

Program Outline

COURSE CODE	COURSE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
CGS 2167C	Computer Applications	4.0
SLS 1321	Career Skills & Portfolio Development	2.0
SLSP 1103	Strategy & Critical Thinking	2.0
OST 2335	Business Communications	4.0
TOTAL COLLEGE CORE CREDIT HOURS		12.0
MAJOR CORE REQUIREMENTS		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Business Law	4.0
FIN 1103	Introduction to Finance	4.0
GEBP 2430	Business Ethics: Main St to Wall St	4.0
MAN 1030	Introduction to Business	4.0
MAN 2021	Principles of Management	4.0
MAN 2300	Introduction to Human Resources	4.0

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MANP	2582	Introduction to Project Management	4.0
MAN	2727	Strategic Planning for Business	4.0
MAR	1011	Introduction to Marketing	4.0
MAR	2305	Customer Relations & Servicing	4.0
SBM	2000	Small Business Management	4.0
MAN	2946	Business Internship *	4.0
TOTAL MAJOR CORE CREDIT HOURS			56.0

GENERAL EDUCATION REQUIREMENTS			
ECOP	1021	General Economics	4.0
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
SPCP	2300	Fundamentals of Interpersonal Communication**	4.0
TOTAL GENERAL EDUCATION CREDIT HOURS			28.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0
*Fully Online students take MAR2721 Marketing on the Internet			
**ACCSC campuses must substitute SPC 2016 Oral Communications			

College Core Courses

CGS 2167C Computer Applications **4.0 Quarter Credit Hours**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

OST 2335 Business Communications **4.0 Quarter Credit Hours**

Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world, including successful use of e-mail, instant messaging, and blogging. Prerequisite: ENC1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLSP 1103 Strategy & Critical Thinking **2.0 Quarter Credit Hours**

This course is designed to equip students for transitions in their education and life. The course includes an introduction to the college and its resources, study skills, personal resource management skills, and critical thinking concepts. Students will be actively involved in learning and integrating practical applications to promote success. They will examine effective ways to think more critically and will apply these tools in course assignments. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLS 1321 Career Skills & Portfolio Development **2.0 Quarter Credit Hours**

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

Major Core Courses

APA 2111 Principles of Accounting I **4.0 Quarter Credit Hours**

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2121 Principles of Accounting II **4.0 Quarter Credit Hours**

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts

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payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUL 2131 Applied Business Law **4.0 Quarter Credit Hours**
This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIN 1103 Introduction to Finance **4.0 Quarter Credit Hours**
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

GEBP 2430 Business Ethics: Main St. to Wall St. **4.0 Quarter Credit Hours**
This course is a survey of different origins of ethics and value systems and their influence on business and cultural development. Comparison of different ethical values and their probable impact in American business will be explored. Students will also explore the different models of ethical decision making, the role of personal integrity and the need for a personal system of moral and ethical values in their professional careers. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

MAN 1030 Introduction to Business **4.0 Quarter Credit Hours**
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

MAN 2021 Principles of Management **4.0 Quarter Credit Hours**
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

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

MANP 2582 Introduction to Project Management **4.0 Quarter Credit Hours**
This course introduces students to the discipline of project management with an emphasis on efficient allocation of resources and project planning in business. Topics covered in this course include: project management concepts, resource considerations, cost planning and performance, project teams, project communications, and the use of tools and techniques in planning and scheduling. Prerequisite: CGS2167c Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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

MAN 2946 Business Internship **4.0 Quarter Credit Hours**
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a business or other suitable location for 120 credit hours. Prerequisites: Last 24 credits of program. Lecture Hrs: 0. Lab Hrs: 0. Other Hrs: 120.

MAR 1011 Introduction to Marketing **4.0 Quarter Credit Hours**
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2305 Customer Relations and Servicing **4.0 Quarter Credit Hours**
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SBM 2000 Small Business Management **4.0 Quarter Credit Hours**

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This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0

General Education Courses

ECOP 1021 General Economics

4.0 Quarter Credit Hours

This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisite: None. Lecture Hrs. 040, Lab Hrs. 000, Other Hrs. 000.

ENC 1101 Composition I

4.0 Quarter Credit Hours

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1102 Composition II

4.0 Quarter Credit Hours

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

EVS 1001 Environmental Science

4.0 Quarter Credit Hours

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT 1033 College Algebra

4.0 Quarter Credit Hours

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PSY 2012 General Psychology

4.0 Quarter Credit Hours

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPC 2016 Oral Communications

4.0 Quarter Credit Hours

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

SPCP 2300 Fundamentals of Interpersonal Communications

4.0 Quarter Credit Hours

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

Program	Program Length	Credit Hours	Tuition	Estimated Books and Fees
Business	24 Months	96	(\$372/unit)	\$485 per term
Effective for programs starting January 1, 2011 and after A \$15 per quarter shipping charge is included in the estimated costs for linear programs. Tuition will be charged on a quarterly basis.				

■ **ADDENDUM, effective January 26, 2011:** The Colorado Springs campus is offering version 2 of the Medical Assistant program. The program description has been updated on p. 42 of the catalog.



Medical Assistant

Diploma program

10 months (day)/10 months (evening) – 880 hours – 59 credit units

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

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

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

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

Modular Programs	Program Length	Credit Units	Tuition	Estimated Books and Fees
Medical Assistant V. 2	10 Months	59	\$16,638	\$1,498
The cost of uniforms, books and supplies is not included in the tuition shown above. Other fees may apply. See "Additional Fees." Program prices include shipping.				

■ **ADDENDUM, effective November 11, 2010:** The following language has been added to the Accreditation, Memberships and Approvals section of the catalog.

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

■ **ADDENDUM, effective November 11, 2010:** The following FERPA language has been updated in the catalog.

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 (including law enforcement unit personnel and health staff); 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 or collection agent); 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.

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

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

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

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

■ **ADDENDUM, effective October 29, 2010:** The following calendars have been added for the Aurora campus:

Modular Program Schedule 2011 - 2012	
Start Dates	End Dates
9/20/2011	10/17/2011
10/19/2011	11/15/2011
11/16/2011	12/15/2011
12/16/2011	1/20/2012
1/23/2012	2/17/2012
2/21/2012	3/20/2012
3/22/2012	4/18/2012
4/20/2012	5/16/2012
5/18/2012	6/15/2012

Weekend Schedule Dental Assistant & Medical Assistant 2011 - 2012	
Start Dates	End Dates
9/24/2011	10/16/2011
10/22/2011	11/13/2011
11/19/2011	12/11/2011
12/17/2011	1/22/2012
1/28/2012	2/19/2012
2/25/2012	3/19/2012
3/25/2012	4/16/2012
4/22/2012	5/13/2012
5/19/2012	6/11/2012

Student Break Schedule All Modules 2011 - 2012	
Break	Dates
Winter Break	12/24/2011 – 1/2/2012

■ **ADDENDUM, effective October 12, 2010:** The following Articulation Agreement language is updated in the catalog.

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.

■ **ADDENDUM, effective October 1, 2010:** The schools are no longer accepting Attestation and the following admissions requirement is updated in the catalog.

Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.

■ **ADDENDUM, effective September 30, 2010:** The Thornton campus is still enrolling students for the Medical Assistant diploma program.

■ **ADDENDUM, effective October 1, 2010:** Entrance testing is no longer required for any programs with the exception of the Nursing program. Required entrance testing is removed from the catalog. The following information regarding academic skills assessment is added to the catalog.

Academic Skills Assessment

All students are required to go through the institution's assessment process. 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

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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.

■ **ADDENDUM, effective September 15, 2010:** The following policy is updated in the catalog

Copyright Policy

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to \$150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

■ **ADDENDUM, effective September 1, 2010:** The school is no longer enrolling ATB students and all references to ATB are hereby eliminated from the catalog. However, students who had previously enrolled under the ATB provision and then withdrew are eligible for reentry.

■ **ADDENDUM, effective August 24, 2010:** The following course numbers are revised in the catalog.

CCJ 1020 Introduction to Criminal Justice	4 Quarter Credit
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lec Hrs: 0 040, Lab Hrs: 000, Other Hrs: 000	
CJE 1600 Criminal Investigations	4 Quarter Credit
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
CJC 2000 Introduction to Corrections	4 Quarter Credit
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	

■ **ADDENDUM, effective August 24, 2010:** The following financial information is updated in the catalog.

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

Refunds are allocated in the following order:

1. Unsubsidized 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.

■ **ADDENDUM, effective August 24, 2010:** The professional membership's information is updated in the catalog as follows.

- Western Association of Student Financial Aid Administrators (Thornton)