

# Everest

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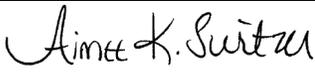
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The information contained herein is official as of January 9, 2008. Everest Institute reserves the right at any time to make changes deemed advisable in the regulations, tuition and fees, curricula and course offerings. This information will be distributed through the issuance of an addendum to the catalog, updated information in the Institute's student handbook, Student Financial Aid Brochure and/or other institutional publications.

The information contained in this catalog is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.

		
Aimee Switzer President, Cross Lanes Campus	Mary Ellen Schmidt President, Eagan Campus	William Defusco President, Gahanna Campus
		
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*The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the Institute. The Institute reserves the right to make and designate the effective date for changes in Institute policies and procedures at any time such changes are considered to be desirable or necessary.*

## LOCATIONS

### Everest Institute, Cross Lanes Campus<sup>1,3</sup>

5514 Big Tyler Road  
 Cross Lanes, West Virginia 25313  
 (304) 776-6290, (800) 626-8379, (304) 776-6262 (fax)  
*Branch campuses: Everest Institute, Atlanta, GA; Everest Institute, Eagan, MN*

### Everest Institute, Eagan Campus<sup>1</sup>

1000 Blue Gentian Road, Suite 250  
 Eagan, Minnesota 55121  
 (651) 688-2145, (651) 686-8029 (fax)  
*A Branch of Everest Institute, Cross Lanes, WV*

### Everest Institute, Gahanna Campus<sup>1,4</sup>

825 Tech Center Drive  
 Gahanna, Ohio 43230  
 (614) 322-3414, (614) 322-9170 (fax)  
*A Branch of Everest College, Ontario, CA*

### Everest Institute, Pittsburgh Campus<sup>2</sup>

Kossman Building, Suite 1200, 100 Forbes Avenue  
 Pittsburgh, Pennsylvania 15222  
 (412) 261-4520, (412) 261-4546 (fax)

### Everest Institute, Rochester Campus<sup>2</sup>

1630 Portland Avenue  
 Rochester, NY 14621  
 (585) 266-0430, (585) 266-8243 (fax)  
*Branch campus: Everest College, Arlington, TX*

### Everest Institute, South Plainfield Campus<sup>1</sup>

5000 Hadley Road, Suite 100  
 South Plainfield, NJ 07080  
 (908) 222-9300, (908) 222-7377 (fax)  
*A Branch of Everest Institute, Southfield, MI 48076*

<sup>1</sup> Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC), 2101 Wilson Blvd, Suite 302, Arlington, VA 22201 (703) 247-4212.

<sup>2</sup> Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.

<sup>3</sup> Approved to Operate by the State of West Virginia Council for Community and Technical College Education

<sup>4</sup> Certificate of Registration Issued by the Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215-3138, Certificate of Registration Number 04-07-1722T.

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## ABOUT CORINTHIAN COLLEGES

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

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

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

### MISSION

The institution is dedicated to the provision of a personalized teaching and learning environment designed to support the personal and professional career development of qualified undergraduate students. The institution was founded to provide to its community quality education and training designed to meet the needs of both students and employers. The institution is designed to serve a diverse student population focusing on adults and recent high school graduates seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the institution is committed to:

- The utilization of modern technology and teaching methods (including distance education and externships where appropriate);
- The provision of innovative educational programs;
- Ongoing cooperation with business, industry, government, local communities, and other educational institutions in the design, delivery, and evaluation of effective and dynamic curricula; and
- The provision of career development support services to students and alumni.

### OBJECTIVES

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

- The institution will continually enhance its educational process at all levels and seek to impart essential skills, competencies, and attributes that students need for successful careers and for continued study.
- The institution shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for critical thinking, intelligent decision making, and individual expression of opinions. Ongoing development of communication and interactive skills will further prepare our students to be suitable candidates for positions in their chosen field.
- The institution is committed to quality in teaching and excellence in education and shall seek qualified faculty who will create a facilitative environment that fosters excitement in the classroom and stimulates eagerness for learning.
- The institution will cultivate a strong advisory board from key individuals in the community who can provide visibility, feedback and influence in the quality of education we provide our students.
- The institution shall strive to develop mature citizens who contribute to their communities by providing positive role models, creating opportunities to participate in community service and paving the way to develop new and mutually beneficial relationships.
- The institution is dedicated to assisting graduates in securing career-related employment.

### SCHOOL HISTORIES AND DESCRIPTIONS

These institutions, the facilities they occupy and the equipment they use comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

#### CROSS LANES

Everest Institute in Cross Lanes, West Virginia, was originally a member of United Electronics Institute, which was established in 1968. The school was acquired by National Education Corporation in 1981 as a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. The school was acquired by Corinthian Schools, Inc. in July 1995. The name of the school was changed to National Institute of Technology June 30, 1996, and to Everest Institute in October of 2006.

The air-conditioned facility has 26,000 square feet and contains 18 large classrooms designed for theory and laboratory instruction, administrative offices, a library containing reference and reading materials related to the academic programs, study area, public areas and restrooms.

The school is conveniently located just off Interstate 64, ten miles west of Charleston and 35 miles east of Huntington at the Cross Lanes exit.

#### EAGAN

Everest Institute in Eagan was originally Bryman Institute. The Bryman Schools were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. Corinthian Schools, Inc. acquired several of the original Bryman Schools in September 1995. The Bryman Institute in Eagan, Minnesota, started its first classes in June 2004. In October of 2006 the name of the school was changed to Everest Institute.

The School is conveniently located in the Spectrum Commerce Center at the intersection of Blue Gentian Road and Highway 55 and is near the intersection of I35E and I494. The school facility has been designed for training students in the health care field. The modern building is carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment.

The facility has approximately 23,740 square feet containing 12 classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting or studying before and after class.

## **GAHANNA**

The Gahanna campus was originally Bryman Institute and was established in June 2004 as a branch of Everest College in Ontario, California. In October of 2006 the name of the campus was changed to Everest Institute.

The school is conveniently located in Gahanna, Ohio, and serves the greater metropolitan Columbus area. The modern air-conditioned facility is designed for training students for the working world. The attractive facility has over 25,000 square feet and includes computer, electronic, and medical assisting laboratories, massage therapy laboratories, lecture rooms, resource center, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

## **PITTSBURGH**

In 1840, the city of Pittsburgh was a thriving industrial metropolis. As the "Gateway to the West," Pittsburgh was the point through which thousands of immigrants passed in search of their fortunes in a new and free land. Among these immigrants was a thirty-seven-year-old Scotsman named Peter Duff, who was on his way to New Orleans to rebuild his molasses business.

While waiting for transportation, he accepted a temporary position as an accountant for a mercantile house. He was known for his knowledge and proficiency, and young men sought him out for instruction in accounting during the evening after a day's work in the mills and factories.

Because of the ever-increasing number of students, he resigned his accounting position and devoted all of his time to training young men to meet the needs of the business world. His textbooks were his personal, handwritten manuscripts.

From this humble beginning, Peter Duff established the first business college in the United States. In 1851, a perpetual charter was granted to "Duff's Mercantile College" by the Pennsylvania legislature. The school was described in its charter as "a college for the education of merchants and others, in the various branches of literature and sciences immediately connected with a thorough mercantile education...."

Upon Peter's death in 1869, his son, William, became president of the school. Under his leadership, which lasted for 40 years, the school became a steadily growing commercial institute.

Through the years, Duff's has been known as Duff's Mercantile College, The Pioneer Business College In America, Iron City Commercial College, Duff's Iron City College, and Duff's Business Institute. It is nationally recognized as the oldest business school in the country.

The Institute was acquired by Rhodes Business Group, Inc. on October 17, 1996. In June of 2006 the name of the school was changed to Everest Institute.

Everest Institute is housed on the eleventh and twelfth floors of a 12-story, air-conditioned facility. The approximately 39,250-square-foot space houses 12 lecture classrooms, four to six computer laboratories, three medical laboratories, a pharmacy tech laboratory, a learning center, a student lounge, and administrative offices. The Institute is equipped for use by the handicapped. Forms of special assistance include ground-level entry to the building, access ramps and elevators. Restroom facilities and corridors can accommodate wheelchairs.

Everest Institute adheres to a smoke-free environmental ruling. Smoking is permitted only outside of the building away from the entrance doorways.

## **ROCHESTER**

Everest Institute, formerly Rochester Business Institute, first opened its doors in 1863 to offer "Commercial Training" to young men. Historically, Everest Institute has been a trendsetter. It opened its doors to women in 1883, noting in its catalog that "the paramount duty of every parent is to thoroughly equip his boy or girl for earning a livelihood . . . In addition to the value such an education poses to young women as a means of obtaining a livelihood, it renders them more independent, more capable of looking after their own affairs and more useful members of society." We might say it differently today; but the message is essentially the same, and the need is no less critical.

In the late 1800's there was a serious shortage of business subject textbooks, and so for a time Everest Institute wrote and published its own. Soon after the turn of the century, Everest Institute passed another milestone when it became the first school in the nation to offer a program for training business teachers.

In 1973 a change in ownership brought the Institute under local control and established new philosophies to meet the changing requirements of modern business enterprises and to enhance the employment opportunities available to our graduates. Early in 1976 Everest Institute received approval from the Regents of the University of the State of New York to confer upon its graduates the Associate Degree. Because of the career and occupational focus of the Institute's programs, Everest Institute currently offers Associate in Occupational Studies Degrees and Associate in Applied Science Degrees. In October, 1996 Rhodes Business Group, Inc., acquired Rochester Business Institute. In October of 2006, the name of the school was changed to Everest Institute.

Everest Institute offers programs in accounting, business, computer information science, administrative information processing, paralegal, medical assisting, medical insurance billing and coding and criminal justice. The Institute places considerable emphasis on microcomputer and software technology in all of its career programs. In the coming years Everest Institute will continue to be one of the area's leading institutions in training for business careers and in providing qualified graduates for business, government, and professional employers.

Everest Institute's facilities are located in the town of Irondequoit. All classrooms are well lighted and air conditioned for year-round comfort. The classrooms are designed for flexible use as seminar rooms, lecture rooms, microprocessor/computer labs, and the variety of educational activities offered at the Institute. The student lounge contains vending facilities and ample room for student relaxation and food/beverage consumption. There are also small meeting areas for group activities. All areas of the Institute are accessible to handicapped students. The institute also has a second location call the East Campus. The East Campus is where the Medical Assisting Labs are located. In addition to Normal quarterly classes the East Campus is where the six week mid-quarter sessions are held. A shuttle bus runs between both campuses daily No smoking is permitted in the Institute.

The Institute maintains a substantial inventory of office equipment for classroom instruction and individual student use. Equipment includes a multiprocessor network and systems for computer programming and word processing as well as multiprocessors and related software for use in accounting, marketing, management, finance, and language arts coursework. Students have access to office equipment such as microcomputers, video equipment, and machine transcribers.

The Institute library subscribes to current periodicals, giving students up-to-date information pertaining to the business and financial world. Assorted newspapers, annual reports, college brochures, and vertical files with information on local meetings and seminars supplement the periodicals and over 3,000 reference books and monographs. A photocopier and VCR are available for student use. Library hours are Monday through Thursday, 8:00 a.m. to 2:30 p.m. and 4:30 p.m. to 7:30 p.m., and Friday from 8:00 a.m. to 2:30 p.m. At other times the library will be made available upon request.

## **SOUTH PLAINFIELD**

Everest Institute in South Plainfield was originally Bryman Institute. The Bryman Schools were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. Corinthian Schools, Inc. acquired several of the original Bryman Schools in September 1995. The South Plainfield campus was opened in September of 2005 as a branch of the National Institute of Technology in Southfield, Michigan. The name was changed to Everest Institute in October of 2006.

The South Plainfield campus is conveniently located on Hadley Road, in South Plainfield, New Jersey. The Institute's location is just off Interstate 287 approximately six miles north of the New Jersey Turnpike. Directions to the Institute can be obtained from Institute staff. The attractive facility of approximately 36,000 square feet includes personal computer and medical assisting laboratories; lecture rooms; resource center; student lounge; and administrative areas.

## **IMPORTANT DISCLAIMER INFORMATION**

This catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations by which these Institutions are operated. The School reserves the right to change without notice any academic or other requirements, course offerings, or course contents that may be contained in this catalog. Departmental procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students in those departments.

The student is responsible for meeting all requirements for graduation. A student's advisor may assist in planning programs, but the final responsibility for meeting the requirements for graduation rests with each student. In addition, students planning to transfer to another institution have the sole responsibility to determine that their course of study at Everest Institute will qualify for such transfer.

## **STATEMENT OF NON-DISCRIMINATION**

Corinthian Colleges, Inc. 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 Campus President is the coordinator of Title IX – the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the Campus President. The Campus 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 by email at [studentservice@cci.edu](mailto:studentservice@cci.edu).

## **ACCREDITATIONS, APPROVALS AND MEMBERSHIPS**

These schools voluntarily undergo periodic accrediting evaluations by teams of qualified examiners, including subject experts and specialists in occupational education and private school administration. School approvals and memberships are available for examination; contact the Campus President for further information.

## **CROSS LANES**

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology ([www.accsct.org](http://www.accsct.org)).
- Authorized to operate by the West Virginia Council for Community and Technical College Education.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study (FWS) programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- This school is authorized under Federal Law to enroll nonimmigrant, alien students.

The Cross Lanes campus is a member of the Charleston Area Alliance, West Virginia Chamber of Commerce, and the American Society for Training and Development.

## **EAGAN**

- Licensed by the Minnesota Office of Higher Education as a Private Career School.
- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology as a branch of Everest Institute – Cross Lanes, West Virginia.
- The Medical Assistant Program (Eagan campus) is accredited by the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, (703) 917-9503.

The Eagan campus is a member of the Minnesota Career Colleges Association, the North Dakota County Chamber of Commerce and Minnesota Association of Financial Aid Administrators.

## **GAHANNA**

- Certificate of Registration issued by the Board of Career Colleges and Schools of the State of Ohio, 35 East Gay Street, Suite 403, Columbus, Ohio 43215. Certificate of Registration number 04-07-1722T.
- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology as a branch of Everest College – Ontario, CA.

## PITTSBURGH

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate in Specialized Business degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United State Department of Education and is recognized by the Council for Higher Education Accreditation. Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

Everest Institute's Medical Assisting program (Pittsburgh campus) is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street Clearwater, FL 33756, Phone: 727-210-2350.

Licensed by and authorized to grant Associate in Specialized Business degrees by the Division of Program Services, Bureau of Postsecondary Services of the Commonwealth of Pennsylvania Department of Education.

Approved and regulated by the Pennsylvania State Board of Private Licensed Schools, Pennsylvania Department of Education.

Approved by:

- Pennsylvania State Approval Agency for Veterans and Eligible Dependent Students;
- Department of Occupational Vocational Rehabilitation (OVR);
- Workforce Investment Act (WIA);
- Pennsylvania Higher Education Assistance Agency (PHEAA);
- Department of Homeland Security.

Everest Institute (Pittsburgh campus) is an approved testing facility for the AAMA Certification/Recertification Examination.

Everest Institute (Pittsburgh campus) maintains the following institutional memberships: American Association of Medical Assistants, Better Business Bureau, Pennsylvania Association of Private School Administrators.

Inquiries concerning the standards of school compliance may be directed to the Pennsylvania Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania 17126-0333, (717) 783-8228.

## ROCHESTER

Authorized by the New York State Board of Regents to confer the Associate in Applied Science Degree.

Accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, and Associate in Applied Science Degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.

The Associate Degree Medical Assisting program (Rochester Campus) is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

Approved by the New York State Education Department, Vocational and Educational Services for Individuals with Disabilities.

Approved by the New York State Education Department, Bureau of Veterans Education for the training of veterans and other eligible persons in accordance with the provisions of Public Law 89-358 and Section 3675, Title 38 United States Code.

This school is authorized under Federal Law to enroll nonimmigrant, alien students.

## SOUTH PLAINFIELD

- Approval to operate granted by the New Jersey State Departments of Education and Labor and Workforce Development.
- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology as a branch of the Everest Institute, Southfield, MI.

## ADMISSIONS

### REQUIREMENTS AND PROCEDURES

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. To apply, prospective students should contact the admissions office for an appointment

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

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

- Administration and evaluation of an applicable entrance examination (no entrance exam at Cross Lanes);
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

The School reserves the right to reject students if the items listed above are not successfully completed.

These campuses do not offer training in English as a Second Language.

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

1. Furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, and
2. Applicants must complete an assessment examination, the Career Programs Assessment Test (CPAT) (no entrance exam at Cross Lanes). This standardized, nationally normed test is administered by the School and is designed to further ensure that the applicant has the skills necessary to pursue a postsecondary-level program. A score of at least 120 on the CPAT examination is required for admission to

the Institute for all programs. Applicants who have completed one academic year of credits at a 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 composite score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply under the Ability to Benefit (ATB) provision (see below). However, the number of students enrolled under the Ability to Benefit Provision is limited. The Institute reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Students will not be accepted for admission under the ATB provision for the following programs:

<b>Diploma, GED or recognized equivalent required in the following</b>
All Associate's degree programs (AAS and ASB)
Electronics, Computers, and Communications Technology (Cross Lanes)
The Massage Therapy diploma program (except at Egan)
The Pharmacy Technician diploma program

## **ABILITY TO BENEFIT POLICY**

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

### **GED Preparatory Program**

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

### **ATB Testing (Cross Lanes)**

Forms B and C of the Careers Program Assessment Test (CPAT) by ACT has been approved by the U. S. Department of Education for the assessment of ATB students. Passing scores on the CPAT are Language Usage 42, Reading 43, and Numerical 41.

### **ATB Testing (Egan, Gahanna, Rochester and South Plainfield)**

Forms B and C of the Careers Program Assessment Test (CPAT) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAT or COMPASS/ESL test may be used. 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.

### **ATB Testing (Pittsburgh)**

Forms B and C of the Careers Program Assessment Test (CPAT) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAT or COMPASS/ESL test may be used. 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. The required score for the reading section of this test varies by diploma program as follows: Career Access 51, Computer Operator 51, Medical Assistant 54, Medical Insurance Billing & Coding 57, and Patient Care Technician 57.

### **ATB Testing (Rochester)**

The Board of Regents has identified forms B2, C2, D2, and E2 of the ASSET exam by ACT as a qualifying entrance exam for NYS ATB students. Passing scores on the ASSET exam are Reading 35, Writing 35, and Numerical 33.

### **Retesting Requirements**

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

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

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

### **Retaking the CPAT**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. 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/ESL**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven calendar days. The student may retake the exam up to two times

before being denied admission. If students feel that they have not performed well due to the on-line modality of the COMPASS test, they will be allowed to take the CPAt with one retest in lieu of retaking the COMPASS test. Applicants who have been denied admission for failure to pass the entrance exam after two retests on the CPAt must wait until 90 days have passed from the last taking of the exam before reapplying for admission.

**Denial of Admission**

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

**Delayed Admission**

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

**ALLIED HEALTH PROGRAMS – GAHANNA AND SOUTH PLAINFIELD**

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the school.

**CRIMINAL BACKGROUND CHECK**

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

For programs requiring a background check, \$38 will be charged (effective 6/23/06). This fee is included in tuition cost at Cross Lanes.

The criminal background check will include:

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

The fee for this background check will be covered by financial aid for those who qualify.

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

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

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

A student's inability to obtain criminal background clearance per the requirements outlined above may prohibit clinical site placement and program completion. Students should contact the Academic Dean/Director of Education at the campus at which they are enrolling for information on which programs require the criminal background check at that particular campus.

**INTERNATIONAL STUDENTS (ROCHESTER AND CROSS LANES)**

The admission procedures for international students are as follows. The students must:

1. Be officially enrolled or accepted by the Institute. An oral or telephone application without a signed enrollment agreement or application is not acceptable.
2. Be admitted on a full-time basis. Part-time enrollment is not accepted.
3. Provide evidence of financial support. The student must be able to establish his or her financial ability to pay for all costs associated with the education sought. The student must be able to document non-employment support that would be sufficient to cover the time period of the academic program. In all cases, the Institute must receive evidence of financial responsibility from the student and obtain supporting documentation. Documentation may be:
  - A signed and notarized statement of support from a relative, friend or sponsor indicating that they will provide sufficient funds to pay for the student's tuition, fees and living costs. This can be documented on INS Form I-134 or by a notarized signature on the CCI Evidence of Support form.
  - A statement from the student's bank or financial institution, signed and officially sealed by the financial institution, that documents the date the account was opened, the total amount of deposits over the previous one year period and the present balance.
  - A list containing serial numbers and denominations of any bonds and the name of record of the owner(s).
4. Provide proof of English proficiency. English proficiency can be established by providing documentation of one of the following:
  - TOEFL score of 450 or better.

- Successful completion of a recognized English language program.
- Graduation from an American/International high school program where the curriculum is given in English.
- CPAT passing score; must pass the English sections of the test.
- Graduation from a high school in the United States as an exchange student.

## **ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP-ACCREDITED MEDICAL ASSISTING PROGRAMS**

In order for a student to transfer credit into a CAAHEP-accredited Medical Assisting 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 Assisting programs are offered at the following campuses: Pittsburgh and Rochester.

## **CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution providing the training.

## **ORIENTATION**

All new students are required to attend an orientation program prior to the start of classes. This program is conducted by the administrative staff in conjunction with the faculty to familiarize students with school policies and procedures and programs of study.

## **PROGRAM STANDARDS – QUARTER-BASED PROGRAMS**

### **Credit Hours**

Everest Institute defines credit in terms of quarter credit hours. A quarter credit is awarded for a minimum of 10 contact hours of lecture instruction, a minimum of 20 contact hours of laboratory instruction, and a minimum of 30 hours of externship work. Some courses combine lecture and laboratory components and are awarded credit accordingly.

### **Class Hours/Length of Quarter**

Class hours are at least 50 minutes of instruction in a 60-minute period. Each quarter consists of approximately 12 weeks of instruction. There are four academic quarters in a calendar year. Students are required to attend during the summer term if the period of enrollment would normally extend through that period. This convenient class schedule provides ample opportunity for full-time students to work part-time or maintain a household while attending school.

### **Approved Electives**

In general, the Institute will select electives to be completed in each program of study that provides for approved electives. These electives will be selected from the list of approved, but not required, courses listed for each program. Students who desire to complete a specific course should make their requests in writing to the Academic Dean. The Institute will attempt to honor all such requests but cannot guarantee that requests will be honored.

### **Course Load**

To complete a program of study in normal progression, a student must average 16 credits per quarter. The minimum course load for full-time enrollment is 12 credits. Students who wish to pursue more than 18 credits must have the approval of the Academic Dean. Factors to be considered in granting approval will include prior academic record, attitude/motivation, and attendance.

### **Full-Time Students (P)**

The academic workload is defined as any combination of courses and/or externship that the Institution considers sufficient to classify the student as full-time. A student must be enrolled in at least 12 credit hours 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.

## **ATTENDANCE**

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

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

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

### **Establishing Attendance / Verifying Enrollment**

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

In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session or be withdrawn. Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

## Monitoring Student Attendance

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

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

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

### Consecutive Absence Rule (All Programs)

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

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

### Percentage Absence Rule (Modular Programs)

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

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

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

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

### Percentage Absence Rule (Quarter-based Programs)

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

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

### Additional Requirements for Veteran Students

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

### Date of Withdrawal

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

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

### Date of Determination (DOD)

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

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

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

### Attendance Records

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of

the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

## **DROP/ADD PERIOD – QUARTER-BASED PROGRAMS**

The first 14 calendar days of each academic quarter are designated as the drop/add 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 drop/add period. Students who wish to make course changes must request approval from the Academic Dean/Director of Education and the Student Finance Office.

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

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

There is no drop/add period for modular programs.

## **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.

### **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.

### **Activation of Military Reservist**

Students who are called to active military duty which will cause an interruption of training will be accommodated by the School. Upon receipt of a copy of official military orders, the School will freeze all charges and grades during the period of activation. All charges and fees required to resume training will be waived. Lenders servicing student loans will maintain the loans in an in-school status for a period of up to three years as provided in the U.S. Department of Education Dear Colleague letter GEN-01-13. Students who are activated prior to their first disbursement of aid will have that aid returned by the School. Copies of the governing regulations cited above are available by contacting the Finance Director.

## **ACADEMIC UNIT OF CREDIT**

The Institute awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship practice. A clock hour is defined as 50 minutes of instruction in a 60-minute period. For online learning purposes, one quarter credit is equivalent to a minimum of ten hours of online learning.

## GRADING

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows. NOTE: Grading scales are campus-specific. Please see the section that corresponds to the campus you are attending.

### CROSS LANES

Business and Technical Programs				Allied Health Programs		
Grade	Meaning	Percentage	Point Value	Grade	Meaning	Percentage
A	Excellent	100-90	4.0	A	Excellent	100-90
B	Very Good	89-80	3.0	B	Very Good	89-80
C	Good	79-70	2.0	C	Good	79-70
D	Poor	69-60	1.0	F	Failing	69-0
F	Failing	59-0	0.0	I	Incomplete	
L	Leave of Absence			L	Leave of Absence	
I	Incomplete			W	Withdrawal	
W	Withdrawal			CR	Credit for Advanced Placement	
CR	Credit for Advanced Placement			TR	Credit for Previous Education	
TR	Credit for Previous Education					

### EAGAN

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

\*Not used in Modular Allied Health Programs

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

### GAHANNA

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

\*(Not used in Modular Allied Health Programs)

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

### PITTSBURGH

Applies to All Courses Except Modular Program:

Grade	Evaluation	Quality Points per Quarter Hour
A	Excellent	4
B	Good	3

C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
W	Withdrawal	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress.	Not Calculated
WM	Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA	Not Calculated
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated

**Applies to Modular Programs:**

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
L	Leave of Absence	
W	Withdrawal	
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	
P	Passing	
CR	Credit for Advanced Placement	
T	Credit for Previous Education	

**Applies to All Courses:**

COURSE REPEAT CODES	
1	Student must repeat this class
R	Student in the process of repeating this class
2	Course Repeated - Original grade no longer calculated in CGPA

**ROCHESTER**

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
W	Withdrawal	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
P	Passing	Not Calculated
CR	Credit	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
Course Repeat Codes		
1	Student must Repeat This Class	
R	Student in the Process of Repeating This Class	
2	Course Repeated - Original Grade No Longer Calculated in CGPA	

**SOUTH PLAINFIELD**

GRADE	MEANING
100-90	Excellent
89-80	Very Good
79-70	Good
69-0	Failing
I	Incomplete
L	Leave of Absence
W	Withdrawal
CR	Credit for Advanced Placement
TR	Credit for Previous Education

KEY TO TRANSCRIPT SYMBOLS	
1	May need to repeat a class
2	Class has been repeated
R	Class is currently being repeated
W	Repeat is Waived

### Course Repeats

Courses may be repeated to improve a previously awarded grade. All grades will appear on the transcript, but only the higher grade will be used in calculating the current cumulative grade point average. The current tuition rate is assessed for repeated courses (Cross Lanes does not charge for course repeats). Required courses in which the student has received a grade of F or W must be repeated in order for the student to graduate.

### Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students in classroom courses may, with the instructor's approval, be granted a maximum extension of 10 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of F or zero for the module or course. The F or zero will be averaged in with the students' other grades to determine the cumulative GPA.

**PITTSBURGH CAMPUS:** However, for students taking the quarter-based externship courses EXT 250, MED 253 or CCJ 2941, the I grade will be given at the end of the term for those students who still have externship hours to complete. The students will be rescheduled into EXT 250, MED 253 or CCJ 2941 in the subsequent quarter without charge for the course or financial aid eligibility for the continuation of the course. When all required hours have been completed, a final grade will be given, and the original I will remain in place to indicate that the externship was completed over more than one quarter. The I grade will not count toward credits attempted and will not affect the cumulative grade point average.

### 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:  $\frac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}} = 50\% \text{ ROP}$

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

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

### Maximum Time in Which to Complete (MTF)

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

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

### Satisfactory Academic Progress Tables

32 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 48 (150% of 32).				
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
1-12	2.0	N/A	66%	N/A
13-21	2.0	1.0	66%	N/A
22-32	2.0	1.5	66%	60%
33-48	N/A	2.0	N/A	66%
Rochester: Prog for Bus				

34 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 51 (150% of 34).				
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
1-8	2.0	1.0	66.7%	N/A
9-17	2.0	1.5	66.7%	N/A
18-34	2.0	1.75	66.7%	60%
35-51	N/A	2.0	N/A	66.7%
Pittsburgh: Career Access				

35 Quarter Credit Hour Modular Program. Total credits that may be attempted: 52 (150% of 35).				
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
1-12	70%	N/A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%
Eagan, Gahanna, Pittsburgh and South Plainfield: MIBC				

47 Quarter Credit Hour Modular Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%
Cross Lanes: MAA, MA Eagan: Pharm Tech, MA, MIBC Gahanna: MAA, MA South Plainfield: MA, PT				

47 Quarter Credit Hour Modular Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%
Eagan, Gahanna, South Plainfield: MIBC v 2-0				

48 Quarter Credit Hour Modular Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-72	N/A	70%	N/A	66.7%
Gahanna: Bus Acct				

51 Quarter Credit Hour Modular Program. Total credits that may be attempted: 76 (150% of 51).				
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	70%	N/A	66.7%	N/A
17-28	70%	60%	66.7%	N/A
29-40	70%	65%	66.7%	60%
41-56	70%	67.5%	66.7%	65%
57-76	N/A	2.0	N/A	66.7%
Pittsburgh: PCT				

54 Quarter Credit Hour Modular Program. Total credits that may be attempted: 81 (150% of 54).				
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
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-55	2.0	1.3	66.7%	55%
56-66	2.0	1.65	66.7%	64%
67-81	2.0	2.0	N/A	66.7%
Gahanna: Bus Acct v 2-0				

54 Quarter Credit Hour Modular Program. Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
25-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%
Eagan and South Plainfield: Massage Therapy				

55 Quarter Credit Hour Modular Program. Total credits that may be attempted: 82 (150% of 55).				
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
1-12	70%	N/A	66.7%	N/A
13-24	70%	60%	66.7%	25%
25-55	70%	63%	66.7%	55%
56-66	70%	66%	66.7%	64%
67-82	70%	70%	N/A	66.7%
Cross Lanes and Gahanna: Massage Therapy				

55 Quarter Credit Hour Modular Program. Total credits that may be attempted: 82 (150% of 55).				
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
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-54	2.0	1.5	66.7%	55%
55-66	2.0	1.8	66.7%	64%
67-82	N/A	2.0	N/A	66.7%
Eagan and South Plainfield: Massage Therapy V. 3-o				

56 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 84 (150% of 56).				
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	66.7%	N/A
19-28	2.0	1.25	66.7%	N/A
29-37	2.0	1.5	66.7%	60%
38-46	2.0	1.75	66.7%	60%
47-64	2.0	1.85	66.7%	60%
65-84	N/A	2.0	N/A	66.7%
Pittsburgh: MA				

58 Quarter Credit Hour Modular Program. Total credits that may be attempted: 87 (150% of 58).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66.7%	N/A
17-28	70%	60%	66.7%	N/A
29-40	70%	62.5%	66.7%	50%
41-52	70%	65%	66.7%	60%
53-64	70%	66%	66.7%	65%
65-87	N/A	70%	N/A	66.7%
Pittsburgh: Pharm Tech				

62 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 96 (150% of 64).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-93	N/A	2.0	N/A	66%
Rochester: Bus Acct & Apps, Info Proc Spec, Bus Mngt				

64 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 96 (150% of 64).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-96	N/A	2.0	N/A	66%
Rochester: Info Proc Spec				

96 Quarter Credit Hour Quarter-Based Program. 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%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%
Rochester: Admin Office Tech, CIS, CJ				

98 Quarter Credit Hour Quarter-Based Program. 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%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-147	N/A	2.0	N/A	66%
Rochester: Paralegal				

100 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 150 (150% of 100).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-150	N/A	2.0	N/A	66%
Rochester: Acct, Bus, MIBC				

103 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 154 (150% of 103).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-154	N/A	2.0	N/A	66.7%
Pittsburgh: Admin Sec Rochester: MA				

105 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 157 (150% of 105).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-157	N/A	2.0	N/A	66.7%
Pittsburgh: Leg Admin Sec				

109 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 163 (150% of 109).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-163	N/A	2.0	N/A	66.7%
Pittsburgh: Bus Admin, Paralegal				

114 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 171 (150% of 114).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-171	N/A	2.0	N/A	66.7%
Pittsburgh: Acct				

123 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 184 (150% of 123).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	66.7%	66.7%
96-184	N/A	2.0	N/A	66.7%
Pittsburgh: CJ Diploma				

124 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 186 (150% of 124).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-49	2.0	1.2	66.7%	50%
50-66	2.0	1.5	66.7%	58%
67-83	2.0	1.6	66.7%	63%
84-100	2.0	1.7	66.7%	65%
101-117	2.0	1.75	66.7%	66%
118-186	N/A	2.0	N/A	66.7%
Cross Lanes: ECCT				

127 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 190 (150% of 127).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	66.7%	66.7%
96-190	N/A	2.0	N/A	66.7%
Pittsburgh: CJ degree				

### 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.

### **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 2.0/70% CGPA as stated in the school catalog in order to graduate.

#### **Application of Grades and Credits**

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 are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.

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.

For calculating rate of progress, F grades and W (withdrawn) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) 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.

#### **Transfer Credit**

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

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

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

### **Satisfactory Academic Progress and Financial Aid**

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

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

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

## **SATISFACTORY 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 School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

### **Make-Up Assignments**

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

### **Maximum Time Frame for Veteran Students**

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

### **Veterans Academic Probation**

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

### **Veterans Reinstatement after Successful Appeal of Termination**

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

## **REQUIRED STUDY TIME**

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

## **STUDENT AWARDS**

### **CROSS LANES, EAGAN, GAHANNA, SOUTH PLAINFIELD**

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

### **PITTSBURGH**

To recognize and encourage outstanding scholastic performance, the President's Honor Roll and Dean's List are published at the end of each term.

**Full-Time Students in Quarter-based Programs:** To be eligible for the Dean's List, a student must have earned a grade point average of at least 3.5 and must have completed 12 or more credit hours. The President's Honor Roll recognizes students who have achieved a 4.0 grade point average while carrying a minimum of 12 credit hours.

**Mid-Quarter Class Starts in Quarter-based Programs:** To be eligible for the Dean's List, a student must have earned a grade point average of at least 3.5 and must have completed 7 or more credit hours. The President's Honor Roll recognizes students who have achieved a 4.0 grade point average while completing a minimum of 7 credit hours during the mid-quarter term.

**Full-Time Students in Modular Programs:** To be eligible for the Dean's List, a student in a modular program must have earned a 90-99%. Students who have earned 100% are eligible for the President's List.

## ROCHESTER

**President's List** - Students with a quarterly grade point average of 4.0 earn the academic honor of being on the President's List for the quarter.

**Dean's List** - Students with a quarterly grade point average of 3.50 or higher earn the academic honor of being on the Dean's List for the quarter.

Graduates with academic distinction will be acknowledged based on cumulative grade point averages as follows:

- Highest Honors 3.85
- High Honors 3.65
- Honors 3.50

## GRADUATION REQUIREMENTS

### CROSS LANES

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 allied health programs must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable; and
- Complete all program requirements.

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

- Complete all required classroom training with a cumulative grade point average of at least 2.0;
- Complete all program requirements.

### EAGAN

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 must:

- Complete all required classroom modules with a grade of at least 70%;
- Meet the grade requirements for the module components, if applicable;
- Successfully complete a total of 160 clock hours in an approved externship, if applicable;
- Have their account current;
- Receive satisfactory evaluations from the externship facility, if applicable; and
- Complete all program requirements.

### GAHANNA

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 allied health 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; and
- Complete all program requirements.
- Pass the graduate exam, if applicable; and
- Successfully complete all extern requirements.

### PITTSBURGH

Commencement exercises are held twice a year, in the fall and the spring. All coursework, including externship requirements, must be completed 14 days prior to the commencement ceremony. All students completing their course work are included in the graduating class of that year. All students upon whom degrees are to be conferred are requested to participate in the commencement exercises. Degrees may be awarded in absentia only after commencement exercises are held.

- Degree and diploma candidates for graduation must have a 2.0 cumulative grade point average.
- The candidate must have complied with the requirements of the Career Services Department.
- The candidate must be in good financial standing.
- The candidate must meet all academic requirements including satisfactory completion of externship.

Specific courses in each program may be required for graduation and may not be waived by challenge examination. These courses represent classes felt to be beneficial to each and every student in preparing for future careers. The Institute reserves the right to select related and required courses each quarter and to substitute other courses for those listed in the program of study that will not alter the integrity of the program.

### ROCHESTER

Students graduating from all programs must have a grade point average of 2.0 or better and earn the required minimum number of quarter credits necessary as stated in each program description in addition to the specific course requirements and skill levels listed for each major.

Where minimum skill levels are required, they will be determined as follows:

- Typing speed will be based on words per minute using a five-minute timed writing with a maximum of three errors.

## **SOUTH PLAINFIELD**

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 allied health programs must:

- Complete all required classroom modules with a grade of at least 70%;
- Meet the grade requirements for the module components, if applicable
- Complete all the required externship hours; and
- Complete all program requirements.

## **EXTERNSHIP**

### **CROSS LANES**

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

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

Students who interrupt their externship/clinical training for more than 14 calendar days will be dropped from the program by the program.

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

### **EAGAN**

Upon successful completion of all classroom requirements, students in Medical Assisting, Medical Insurance Billing and Coding and Pharmacy Technician 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.

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

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

### **PITTSBURGH**

A student who has successfully completed the classroom portion of the program will be scheduled to begin externship training immediately after the Externship Assignment Seminar. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within ten (10) scheduled externship days of the scheduled start dates, she/he must be terminated (dropped) from the program. Any student who delays externship for more than thirty (30) days from the completion of the classroom training must be dropped and processed as a re-entry upon the start of the externship.

Students who drop following the completion of the classroom training and prior to externship or who delay their externship training for more than thirty (30) days from the last date of attendance (LDA) must have their skill proficiency evaluated by a program instructor prior to re-entry and being assigned an externship site. Skill proficiency evaluations must be representative of skills taught in all modules of training and must meet the Terminal Performance Objectives (TPOs) stated in the course outline and/or the evaluation criteria outlined in the student course materials.

Students who drop and delay their externship training for more than ninety (90) days from the LDA must have their skill proficiencies evaluated by a program instructor prior to reentry into the program.

If the program instructor or site determines that a student's skill performance is unacceptable, she/he must return to the classroom to have their skills evaluated. The student will need to attend lab to improve skills until the program instructor determines their skill levels are acceptable and the Academic Dean approves the student to return to the site.

### **ROCHESTER**

Externs are required to complete 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of administrative and clinical functions of the medical assistant. Students are expected to attend every extern hour and will not be allowed to complete make-up work unless approved by the Department Chairperson in consultation with the extern site

supervisor. After completion of their externship hours, externs will participate in a final exit interview with the Medical Assistant Department Chairperson to discuss the extern's experiences and performance at the extern site, and a final grade will be assigned.

## **SOUTH PLAINFIELD**

A student who has successfully completed the classroom portion of the program will be scheduled to begin externship training immediately after the Externship Assignment Seminar. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (including holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within ten (10) calendar days of the scheduled start dates, she/he must be terminated (dropped) from the program. Any student who delays externship for more than thirty (30) calendar days from the completion of the classroom training must be dropped and processed as a re-entry upon the start of the externship.

Students who drop following the completion of the classroom training and prior to externship or who delay their externship training for more than thirty (30) days from the last date of attendance (LDA) must have their skill proficiency evaluated by a program instructor prior to re-entry and being assigned an externship site. Skill proficiency evaluations must be representative of skills taught in all modules of training and must meet the Terminal Performance Objectives stated in the course outline and/or the evaluation criteria outlined in the student course materials.

Students who drop and delay their externship training for more than ninety (90) days from the LDA must have their skill proficiencies evaluated by a program instructor prior to reentry into the program.

If the program instructor or site determines that a student's skill performance is unacceptable, she/he must return to the classroom to have their skills evaluated. The student will need to attend lab to improve skills until the program instructor determines their skill levels are acceptable and the Education Director approves the student to return to the site.

## **VETERANS INFORMATION**

Students who are eligible to receive Veterans Educational Benefits should meet with the school's certifying official upon enrollment. This office is responsible for maintaining proper certification of veterans for the Veterans Administration. Veterans are responsible for informing the Registrar of any change in their schedule or program of study so that the Veterans Administration can be notified.

Not all programs are approved for veterans training. Students should check with the certifying official and their local Veterans Administration Office for approved course information.

### **Absences**

Veterans must abide by the Institute's attendance policy. Attendance records include whole and partial attendance, tardiness, and early dismissals. The Veterans Administration will be notified when a veteran, eligible person, or reservist fails to meet the Institute's standards.

Class cuts are not permitted. They are recorded as absences. Make-up work is not permitted for unexcused absences.

### **Unsatisfactory Progress**

Veterans receiving failing grades are placed on academic probation in accordance with the Institute's written policy. If unsatisfactory progress continues beyond the probationary period, the student's training will be interrupted and the Veterans Administration office will be notified.

### **Recertification**

Students whose VA benefits have been terminated because of unsatisfactory progress may apply for re-admittance after one quarter. If the student is permitted to reenter, his/her reentry must be certified with the Veterans Administration.

## **CLASS SIZE**

### **CROSS LANES**

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size is 27 students. The maximum class size for the Massage Therapy program is 16 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 24 students in allied health labs and 26 students in electronics labs. The maximum class size for laboratory classes is 24 students in allied health labs and 27 students in electronics labs. The maximum class size for the Massage Therapy program is 16 students.

### **EAGAN**

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size for lecture classes is 34 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 20 students. The maximum class size for laboratory classes is 24 students.

The maximum laboratory size for Medical Assisting students is 20.

### **GAHANNA AND SOUTH PLAINFIELD**

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 25 students. The maximum class size is 30 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, the student-teacher ratio for laboratory classes is a maximum of 24:1.

## **TRANSFER OF CREDIT**

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

**Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean/Director of Education. No transfer credits will be accepted into the Programming for Business certificate program.**

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

### **General Education**

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the institution's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the office of the Academic Dean/Director of Education .

### **Military Training**

The institution 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 evaluation.

### **Learning Assessment (Does not apply to Cross Lanes or Eagan)**

Some campuses in this catalog accept appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean/Director of Education for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar. Check with the Director of Education or Academic Dean to see if the learning assessment examinations are available at your campus.

### **Advanced Placement (Does not apply to Cross Lanes or Eagan)**

The institution grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for mathematics, history and biology. Check with the Director of Education or Academic Dean to see if advanced placement is available at your campus.

## **PROFICIENCY EXAMINATION (DOES NOT APPLY TO CROSS LANES OR EAGAN)**

At some of the campuses in this catalog, 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 Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the drop/add period. Students are afforded one Proficiency Examination attempt per course. Check with the Director of Education or Academic Dean to see if proficiency examinations are available at your campus.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations at most campuses are \$20 per credit unit (check with the Academic Dean or Director of Education at your campus for information about fees). Credits earned as a result of successful completion of Proficiency Examinations with a grade of C will be posted to the academic transcript as a PE.

**Rochester campus only:** The institution also grants credit for satisfactory completion of appropriate portions of the following examinations: College Level Examination Program, the New York State College Proficiency and Regents External Degree Examinations, the Institute for Certifying Secretaries, and the AICPA Testing project. Credit may also be awarded for courses included in the New York State Education Department publication entitled "Guide to Educational Programs in Non-Collegiate Organizations" and similar recommendations from the U.S. Department of Education

## **TRANSFERABILITY OF CREDITS**

The office of the Academic Dean/Director of Education provides information on schools that may accept the campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

## **DIRECTED STUDIES (DOES NOT APPLY TO CROSS LANES OR EAGAN)**

There may be times during a student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations or course scheduling conflicts. Should such an instance arise, the student must complete a Directed Study request form, which must be approved by the Department Chair and Academic Dean. If the request is approved, the student will be assigned to an instructor who will provide the student with syllabus, assignments and directions for course completion. The student will be required to meet with the instructor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers. The final course grade will be determined as defined in the syllabus. Students may not take more than one Directed Study course in a single academic term. Check with the Director of Education or Academic Dean to see if directed studies are available at your campus.

## **ONLINE LEARNING – ROCHESTER AND PITTSBURGH CAMPUSES**

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

To maximize success within the online courses students must:

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

Check with the Academic Dean or Director of Education at your campus for information about fees that may be charged for online learning.

## **INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE**

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

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

## **ADMINISTRATIVE POLICIES**

### **CODE OF CONDUCT**

#### **Background**

The School 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 school and to prepare for what the student might later expect to find in a professional-level work environment.

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

#### **Student Conduct Code**

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

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

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

#### **Student Conduct Code Violations/Formal Disciplinary Procedure**

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

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

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

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

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

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

### **Appeals**

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

### **Academic Integrity**

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

### **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

The school 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.

### **CELL PHONE POLICY – ROCHESTER**

All cell phone use in classrooms is prohibited. Cell phones are to be turned off during class hours. Emergency calls can be made to the front desk and someone will come and get you in class. For violations of the cell phone policy:

**First offense - written warning.**

**Second offense - one-week suspension.**

**Third offense - dismissal from school.**

### **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 Institute 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 Institute President. Please be reminded that this policy applies to students as well as employees.

### **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 that 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.

## **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, this 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 offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.safetypub.com/megan.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 1<sup>st</sup> 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 school 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.

### **DRESS CODE**

#### **CROSS LANES, EAGAN, GAHANNA, SOUTH PLAINFIELD**

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing--such as shorts and open shoes--are not acceptable for obvious safety reasons.

Students may have limited funds, so wardrobes need not be expensive or extensive--simply in good taste. Women may wear skirts and blouses, dresses or slacks. For men, acceptable items include slacks, sports shirts, dress shirts, and coat and tie when required.

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

**Students enrolled in allied health programs** are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the school's dress code policy. Uniforms are included in the tuition price and should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

#### **PITTSBURGH**

The minimum standard of dress at Everest Institute is business-like casual attire. Medical students must wear medical uniforms.

### **ACADEMIC ADVISEMENT AND TUTORING**

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

### **DISABLED STUDENTS**

Disabled students should make arrangements to meet with the School President prior to the start of class to review facilities and required accommodations.

### **HEALTH/MEDICAL CARE**

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made for after school hours.

The school will not be responsible for rendering any medical assistance, but will refer students to the proper medical facility upon request.

## **IMMUNIZATIONS – ROCHESTER CAMPUS**

New York State Public Law 2165 now requires postsecondary students to show protection against measles, mumps, and rubella. Persons born prior to January 1, 1957, are exempt from this requirement. Proof of immunization must be received within 30 days of commencing classes. If proof is not submitted within 30 days, the student will be suspended from school.

### **Required: Measles (Rubeola) Immunity**

Must have one of the following:

1. Two dates of measles immunization (must be at least 30 days apart and both must be given after 12/31/67\* and on or after the individual's first birthday)
2. Date and results of measles titer indicating immunity
3. Date physician diagnosed measles

### **Required: Mumps Immunity**

Must have one of the following:

1. Date of the mumps immunization
2. Date and results of mumps titer indicating immunity
3. Date physician diagnosed mumps

### **Required: Rubella (German Measles) Immunity**

Must have one of the following:

1. Date of one rubella immunization after the individual's first birthday
2. Date and results of rubella titer indicating immunity
3. History of this illness is not acceptable

\* Measles vaccine given before 1968 is acceptable only if proven to be live virus.

## **WEATHER EMERGENCIES**

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

When classes are canceled because of weather conditions or unforeseen circumstances, classes may be rescheduled.

## **TERMINATION PROCEDURES**

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:

- Violation of the school's attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Students to be terminated are notified in writing and may appeal to the Appeals Committee.

## **ACADEMIC TRANSCRIPTS, DIPLOMAS AND DEGREES**

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 school computer system. Permanent records are kept in paper form, microfiche or microfilm. The school maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

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

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the school 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 upon completing graduation requirements. Normal processing time for additional copies of the transcript is approximately three to five days.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or

eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

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

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

Additional FERPA information is available from the institution's Education Department.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

### **ACICS Campuses (Pittsburgh and Rochester)**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or email at [studentservices@cci.edu](mailto:studentservices@cci.edu). As a matter of College policy students making complaints may not be subject to unfair actions as a result of filing a complaint. The College President will maintain records of all complaints and their resolution for a period of at least two years.

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, D.C. 20002-4241, (202) 336-6780.

### **ACCSC Campuses (Cross Lanes, Egan, Gahanna and South Plainfield)**

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

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212.

### **State Agencies**

The following campuses may also contact state agencies regarding grievances:

#### **EAGAN**

Requests for further action should be made to: Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, (651) 642-0584.

#### **GAHANNA**

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215. Phone 614.466.2752; toll free 877.275.4219

#### **PITTSBURGH**

Further inquiries may be addressed in writing to: State Board of Private Licensed Schools, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, (717) 783-8228.

#### **ROCHESTER**

Further inquiries may be addressed in writing to: New York State Education Department, Board of Regents, Room 110 EB, Albany, NY 12234, (518) 474-5889.

Further inquiries may be addressed in writing to: New Jersey Department of Education, P.O. Box 500, Trenton, NJ, 08625-055, (609) 292-4469.

### **CLOTHING AND PERSONAL PROPERTY**

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

### **TELEPHONES**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Coin-operated telephones are available for student use.

### **CHILDREN ON CAMPUS**

Children are always welcome at special events of the Institute whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the Institute that children shall not be brought to classrooms or labs or left in lounges or offices.

### **KNOWLEDGE OF RULES AND REGULATIONS**

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

### **POLICY AND PROGRAM CHANGES**

The school catalog is current as of the time of printing. CCI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. These campuses reserve the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

## **FINANCIAL INFORMATION**

### **TUITION AND FEES**

Tuition and fees information can be found in **Appendix B: Tuition and Fees.**

The Enrollment Agreement obligates the student and the Institute for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the enrollment agreement and the Institute catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

Students may make payments using VISA, MasterCard, or Discover cards.

### **ADDITIONAL FEES AND EXPENSES (DOES NOT APPLY TO CROSS LANES)**

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

### **VOLUNTARY PREPAYMENT PLAN**

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

### **QUARTER-BASED PROGRAMS**

Tuition will be charged on a quarterly basis. The tuition and fees listed in Appendix B will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. Students will be notified at least 60 days prior to any tuition increase.

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

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

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

### **MODULAR PROGRAMS**

Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

### **CASH PAYMENT PLANS**

Special cash payment plans are available. For further information, contact the Student Accounts representative in the Student Finance Office.

## THIRD PARTY DIRECT BILL PROGRAMS - GAHANNA

An employer direct bill or agency contract must be approved by both the institution (school) and the corporation (employer/agency) in writing prior to the start of the student's program. A tuition authorization form (contract) or tuition voucher must be completed and signed by the employer/agency's official representative. The student must then submit the form/voucher prior to the first day of class. The student finance department will bill tuition based on the terms of the contract and/or consistent with the Cash Payment Plan above. The student is expected to assist in expediting payment from the employer/agency.

## CROSS LANES, EAGAN, GAHANNA, SOUTH PLAINFIELD

### 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, as given below, and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement.

**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:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

### **RETURN OF UNEARNED SFA PROGRAM FUNDS**

The School must return the lesser of:

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

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

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

### **INSTITUTIONAL REFUND CALCULATION**

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of 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 weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

## **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.

## **EAGAN**

In addition to the Cancellation and Refund language above, students at the Eagan Campus are also covered by the following state policy. **The student will be given the benefit of the refund policy that results in the largest refund to the student.**

### **Notice: Right to Refund**

In the event that the student is rejected by the School, all tuition, fees and other charges shall be refunded.

## **MINNESOTA CANCELLATION AND REFUND POLICY**

### **Cancellation**

- (a) Notwithstanding anything to the contrary, a school that uses a written contract or enrollment agreement shall refund all tuition, fees and other charges paid by a student, if the student gives written notice of cancellation within five business days after the day on which the contract was executed regardless of whether the program has started.
- (b) When a student has been accepted by The School and has entered into a contractual agreement with The School and gives written notice of cancellation following the fifth business day after the date of execution of contract, but before the start of the program in the case of resident schools, or before the first lesson has been serviced by the School in the case of distance education schools, all tuition, fees and other charges, except 15 percent of the total cost of the program but not to exceed \$50, shall be refunded to the student.

### **Resident schools**

When a student has been accepted by a school offering a resident program and gives written notice of cancellation, or The School has actual notice of a student's nonattendance after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, the amount charged for tuition, fees, and all other charges shall be prorated based on number of days in the term as a portion of the total charges for tuition, fees, and all other charges. An additional 25 percent of the total cost of the period of instruction may be added, but shall not exceed \$100. After completion of 75 percent of the period of instruction for which the student has been charged, no refunds are required.

### **Equipment and supplies**

The fair market retail price, if separately stated in the catalog and contract or enrollment agreement, of equipment or supplies furnished to the student, which the student fails to return in condition suitable for resale, and which may reasonably be resold, within ten business days following cancellation may be retained by The School and may be deducted from the total cost for tuition, fees and all other charges when computing refunds. An overstatement of the fair market retail price of any equipment or supplies furnished the student shall be considered inconsistent with this provision.

### **Time of refund**

Each school shall acknowledge in writing any valid notice of cancellation within ten business days after the receipt of such notice and within 30 business days shall refund to the student any amounts due and arrange for termination of the student's obligation to pay any sum in excess of that due under the cancellation and refund policy.

### **Limitation**

A school cannot make its refund policy conditional upon compliance with The School's regulations or rules of conduct.

### **Cancellation occurrence**

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to The School. If a student has not attended classes for a period of 21 consecutive days, the student is considered to have withdrawn from school for all purposes as of the student's last documented date of attendance.

### **Date of execution**

The date of execution of the contract or enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmark date of the letter of acceptance.

Instrument not to be negotiated

A school shall not negotiate any promissory instrument received as payment of tuition or other charge prior to completion of 50 percent of the program. Prior to that time, instruments may be transferred by assignment to purchasers who shall be subject to all defenses available against The School named as payee.

## Cancellation of enrollment

If a student's enrollment in a school is canceled for any reason, The School shall notify any agency known to The School to be providing financial aid to the student of the cancellation within 30 days.

## GAHANNA

In addition to the Cancellation and Refund language above, students at the Gahanna Campus are also covered by the following state policy. **The student will be given the benefit of the refund policy that results in the largest refund to the student.**

### OHIO REFUND POLICY 3332-1-10

(F) Uniform tuition refund policy.

(1) An enrollment agreement or application may be canceled within five calendar days after the date of signing provided The School is notified of the cancellation in writing. The School shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty days after cancellation....

(5) Refunds shall be made within thirty days after The School has determined that a student has withdrawn unless another refund period is mandated by the use of state or federal financial aid funds.

(6) State refund policy for programs organized on a credit hour basis.

(a) A student who starts class and officially withdraws during the first calendar week of the quarter or semester shall be obligated for twenty-five per cent of the tuition for that period plus the registration fee.

(b) A student who officially withdraws during the second calendar week of the period shall be obligated for fifty per cent of the tuition for that period plus the registration fee.

(c) A student who officially withdraws during the third calendar week of the period shall be obligated for seventy-five per cent of the tuition for that period plus the registration fee.

(d) A student who officially withdraws beginning with the fourth calendar week of the period will not be entitled to a refund of any portion of the tuition.

### GRIEVANCE PROCEDURE

All student complaints should be first directed to The School personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of The School. Whether or not the problem or complaint has been resolved to his/her satisfaction by The School, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 35 E. Gay Street, Suite 403, Columbus, Ohio 43215, Phone (614) 466-2752, toll-free (877) 275-4219.

## SOUTH PLAINFIELD

In addition to the Cancellation and Refund language above, students at the South Plainfield Campus are also covered by the following state policy. **The student will be given the benefit of the refund policy that results in the largest refund to the student.**

### NEW JERSEY REFUND POLICY

New Jersey Code Chapter 18, Subchapter 1, Section 6A:18-2.4 (j) Operations

1. A private vocational school owner shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to the completion of the course or program...
2. For full-time attendance in courses exceeding 300 hours in length but not exceeding 1,200 hours, The School may retain the registration fee plus:
  - i. Ten percent of the total tuition if withdrawal occurs in the first week;
  - ii. Twenty percent of the total tuition if withdrawal occurs in the second or third week;
  - iii. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the course;
  - iv. Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent of the course has been completed; or
  - v. One hundred percent of the total tuition if withdrawal occurs after completion of more than 50 percent of the course.

## PITTSBURGH

### 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 fifth day following the signing of the enrollment agreement. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within five 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 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 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, with 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 student's last date of attendance. 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:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

### 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.)

### Institutional Refund Calculation

Should there be any conflict between the institutional policies and the Pennsylvania Refund Policy, the student will receive the refund that is most beneficial to the student.

### Institutional Refund Calculation for First-Time Students

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of 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 weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

### PENNSYLVANIA REFUND POLICY FOR CONTINUING STUDENTS

The School will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule. If a student enrolls and withdraws or discontinues after the quarter has begun but prior to completion of the quarter, the following minimum refunds apply:

A Student Who Withdraws or is Terminated...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
Within the institutional drop/add period	100%	0%
Within the first seven calendar days of the term	75%	25%
After the first seven calendar days and up to and including 25% of the term	55%	45%
After 25% and up to and including 50% of the term	30%	70%
Beyond 50% of the term	0%	100%

## **PENNSYLVANIA REFUND AND WITHDRAWAL POLICIES § 73.134. (APPLIES TO ALL STUDENTS)**

- (1) For a student canceling after the fifth calendar day following the date of enrollment ... but prior to the beginning of classes, monies paid to The School shall be refunded except the nonrefundable amount of the application or registration fee ...
- (2) If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:
  - (i) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by The School shall be at least 75% of the tuition for the term, semester or quarter.
  - (ii) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by The School shall be at least 55% of the tuition for the term, semester or quarter.
    - a. For a student withdrawing or discontinuing after 25% but within 50% of the term, semester or quarter, the tuition charges refunded by The School shall be at least 30% of the tuition.
    - b. For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no 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.

## **ROCHESTER**

### **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 (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:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

### **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.)

### **Institutional Refund Calculation (First Time Students Only)**

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of 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 weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

### **Institutional Refund Calculation (Continuing Students)**

Continuing students will receive a pro-rata refund according to the following schedule, based on the percentage of the period of enrollment completed by the student as calculated above and rounded up to the nearest 10%.

<b>A Student Who Withdraws or Is Terminated</b>	<b>Is Entitled to a Refund of...</b>	<b>The Institution is Eligible to Retain...</b>
During the institutional drop/add period	100%	0
After the institutional drop/add period up to and including 10% of the period	90%	10%
After 10% and up to and including 20% of the period	50%	50%
After 20% and up to and including 50% of the period	25%	75%
After 50% of the period	0	100%

### **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.

## **FINANCIAL AID**

### **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](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### **Federal Pell Grant**

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

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

### **Federal Perkins Loan**

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

### **Federal Work Study (FWS)**

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

### **Federal Stafford Loans (FSL)**

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

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

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

### **Federal Parent Loan for Undergraduate Students (PLUS)**

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

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

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

## **ALTERNATIVE FINANCING OPTIONS**

Should a student's primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to augment primary financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

### **Alternative Loan Programs**

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

### **Institutional Payment Plans**

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

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

Student Tuition Assistance Resource Program (STAR) - A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

## **GRANTS AND SCHOLARSHIPS**

### **Imagine America Scholarships (Cross Lanes, Egan, Pittsburgh, Rochester)**

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 October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

### **High School Scholarship Program (Cross Lanes)**

Up to ten \$2,000 scholarships are available to be awarded to graduating high school seniors. Winners may choose any of the curricula offered by the school. High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be received or turned in by the end of March or by the designated deadline.

All applicants must take the Career Program Assessment Test (CPAT), which measures competency in reading, language and mathematics. Applicants may take the test at their convenience with a scheduled appointment and after completing the application. Tests should be taken by the end of April. The top 15 scores will become the finalists.

A panel of outside school officials and/or representatives of local employers will select winners by vote and rank all finalists. Scholarships will be awarded annually. They are not transferable and cannot be exchanged for cash. Scholarships are good from June through August of the year awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by Everest Institute.

### **President's Scholarships (Cross Lanes)**

Up to four \$1,500 President's Scholarships are available during a calendar year. One scholarship is available each quarter (three month period). Winners may apply the award to any program. All applicants must complete the quarter for the award with a minimum of 95% attendance and a 3.4 or higher GPA. Qualifying applicants will write an essay of not more than 250 words describing their career goals and their motivation to complete their existing program. A panel of community representatives, school officials and representatives of local employers will interview and read the essays in order to select the winner.

The President's Scholarships are to be used only at this school toward tuition. The scholarships are non-transferable and cannot be exchanged for cash. The scholarship must be used within two months of receipt of said scholarship. Only one President's Scholarship can be won by each student and cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

### **West Virginia Higher Education Grant (Cross Lanes)**

The West Virginia Higher Education Grant is designed to assist West Virginia resident undergraduate students with demonstrated financial need to attend eligible post-secondary schools and colleges, and universities in West Virginia.

All students must complete the Free Application for Federal Student Aid between January 1st and March 31st of the calendar year. The West Virginia Higher Education Policy Commission will determine the students eligibility and award amount. Funds for this grant are normal awarded in August of the current calendar year. Official notice of the award is issued by the state agency.

### **West Virginia HEAPS Grant (Cross Lanes)**

The West Virginia HEAPS Grant are available through the West Virginia Higher Education Policy Commission for West Virginia residents that demonstrate financial need. All students must be enrolled in a pre-approved program of study lasting nine months and must complete the HEAPS Grant application in order to determine eligibility. Official notice of the award is issued by the state agency.

### **Minnesota State Grant and Loan Programs (Eagan)**

Minnesota grant and loan programs provide assistance to Minnesota residents who meet the eligibility criteria for the program including the utilization of funding from other sources. Non-Minnesota resident students may be eligible for the SELF Loan Program.

### **Pennsylvania State Grant (PHEAA) (Pittsburgh)**

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

All students must complete a minimum of 36 quarter credits over three quarters or a nine month period (academic year) in order to progress to second year status for grant eligibility. An estimate of state grant eligibility will be determined at the student financial aid interview. Official notice of the award is issued by the state grant agency.

### **New York State Awards (Rochester)**

#### ***Tuition Assistance Program (TAP)***

TAP is an entitlement program that provides awards to help eligible New York State residents meet tuition charges while attending in-state postsecondary institutions. The amount of the award is scaled according to the level of study, the type of school, tuition charge, and net taxable income. The minimum award per year is \$100 and the maximum award may be as much as \$5,000. Undergraduates at two-year institutions are eligible to receive a maximum of 9 quarters or 36 payment points.

To be eligible a student must:

- Study full-time (at least 12 credit hours)
- Be a New York State resident
- Be a U.S. citizen or eligible non-citizen
- Matriculate in an approved NYS postsecondary program
- Be in good academic standing
- Have a NYS net taxable income not exceeding the regulatory income limits
- Not be in default of any student loan guaranteed by HESC
- Have achieved at least a cumulative "C" average after receipt of 2 full years of payments.

The TAP application process is initiated by filing the FAFSA. HESC will use the FAFSA data to preprint a TAP application (ETA). The ETA must be returned to HESC with all required signatures in order for an award to be issued.

#### ***Aid for Part-time Study (APTS)***

APTS is not an entitlement program. The Institute selects the most needy applicants and determines individual award amounts based on the total allocation to the Institute by the state.

To be eligible, a student must:

- Be working toward an undergraduate degree or enroll in a registered certificate program as a part-time student
- Enroll for at least 3 but less than 12 credit hours
- Maintain good academic standing
- Be a New York State resident
- Be either a U.S. citizen or eligible non-citizen
- Not have used up TAP eligibility
- Have a tuition charge of at least \$100 per year
- Not be in default on any student loan guaranteed by NYSHESC
- Have achieved at least a cumulative "C" average after receipt of 2 full years of payments.

Applications are available in the Student Finance Office.

**Vietnam Veterans Tuition Awards (VVTA)**

Awards are available for both full and part-time study for individuals who:

- Have served in the U.S. Armed Forces in Indochina between December 22, 1961, and May 7, 1975
- Have established eligibility by applying to HESC on or before September 1 of the award year
- Are New York State residents
- Have been discharged from the U.S. Armed Forces under other than dishonorable conditions
- Are matriculated full or part-time
- Have applied for TAP (if full-time) and Federal Pell Grant awards

To establish eligibility, the student must complete the VVTA Supplement, which is available from HESC. To apply for payment, a student must complete the FAFSA. All applications must be completed by May 1 of the award year for which an award is sought.

**Persian Gulf Veterans Tuition Awards (PGVTA)**

Awards are available for both full and part-time study for individuals who:

- Have served in the U.S. Armed Forces in the hostilities that occurred in the Persian Gulf from August 2, 1990 to the end of such hostilities as evidenced by the receipt of the Southwest Asia Service medal
- Have established eligibility by applying to HESC on or before September 1 of the award year
- Be a New York State resident
- Have been discharged from the U.S. Armed Forces under other than dishonorable conditions
- Are matriculated full or part time
- Have applied for TAP (if full-time) and Federal Pell Grant awards

To establish eligibility, the student must complete the PGVTA Supplement, which is available from HESC. To apply for a payment, a student must complete the FAFSA. All applications must be completed by May 1 of the academic year for which the award is sought.

**New York State Indian Aid**

The Native American Education Unit within the State Education Department provides funding for American Indian students from tribes located within New York State.

To receive aid, the student must meet the following criteria:

- Must be a resident of New York State and be on an official tribal roll of a New York State tribe or be the child of an enrolled member
- Must be a graduate of an accredited high school or attained a GED
- Must be enrolled in an approved program registered by New York State

Application procedures and deadlines may be obtained by contacting the Student Finance Office or The State Education Department, Native American Education Unit, Room 478EBA, NYS Education Department, Albany, NY 12234.

**Standards of Satisfactory Academic Progress for Purposes of Determining Eligibility for State Student Aid**

*Satisfactory Academic Progress*

A student is considered to be making satisfactory academic progress for New York State awards (TAP, and APTS) when credits earned and cumulative grade point average are equal to, or exceed, those listed on the Standards of Academic Progress Chart below. Progress will be monitored at the end of each academic term of enrollment. Any student whose cumulative grade point average and/or credit hours earned falls below the level listed in the chart will lose eligibility for New York State awards for the subsequent term.

*Standards of Satisfactory Academic Progress for Determining Eligibility for State Student Aid*

(for students who have not utilized TAP at another institution)\*

BEFORE BEING CERTIFIED FOR THIS QUARTER PAYMENT	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH
A STUDENT MUST HAVE ACCRUED AT LEAST THIS MANY CREDITS	0	3	9	18	27	42	57	72	85
WITH AT LEAST THIS GRADE POINT AVERAGE	0	1.0	1.2	1.3	1.4	1.6	2.0	2.0	2.0

\*Students who have utilized TAP at another institution are subject to different standards. Please contact the Student Aid office for details.

*Program Pursuit*

For each term of attendance including the first, students must complete a minimum number of credits (maintain program pursuit). Only grades of A, B, C, D, F and I (incomplete) will be considered in the determination of program pursuit. Grades of W (withdrawal) cannot meet this requirement. The chart below details the credit considerations for maintaining program pursuit.

YEAR	PERCENT OF COMPLETION	ELIGIBILITY REQUIRED
1st	50% of the minimum	full-time course load
2nd	75% of the minimum	full-time course load

3rd	100% of the minimum	full-time course load
4th	100% of the minimum	full-time course load

#### *Failure to Maintain Eligibility/TAP Waiver Policy*

A TAP waiver may be granted only once to an undergraduate student who has failed to maintain satisfactory academic progress standards or pursuit of program requirements. Unusual or extraordinary circumstances that contributed to the loss will be considered, provided there is a reasonable expectation that the student will meet future requirements AND that the one time waiver is in the best interest of the student. All requests for waivers shall be submitted in writing to the Finance Director. An assessment of the student's academic situation and special needs will be evaluated. Documentation of the circumstances and/or a personal meeting with the Finance Director may be required. The student will be contacted regarding the final decision. The decision to grant a one time waiver rests with the designated official and cannot be appealed to New York State.

#### **Memorial Scholarships for Families of Deceased Officers and Firefighters (Rochester)**

The Memorial Scholarship provides financial aid to children and spouses of deceased police officers, firefighters, and volunteer firefighters of New York State who have died as the result of injuries sustained in the line of duty. The Memorial Scholarship will provide funds to help meet both tuition and non-tuition costs of attending the Institute.

Students must:

- Be New York State residents
- Be matriculated at an approved college in New York State
- Enroll full-time in an approved undergraduate program
- Have a parent or spouse who was a police officer, firefighter, or volunteer firefighter who died as a result of injuries sustained in the line of duty.

Students must establish eligibility for the scholarship by submitting a Memorial Scholarship Supplement which is available from HESC upon request. Once eligibility for the scholarship has been established, an application for payment must be submitted by May 1 of the academic year for which payment of the scholarship is being sought. To apply for payment, complete the FAFSA.

#### **Martha Nye Scholarship (Rochester)**

The estate of the late Martha Nye, Everest Institute class of 1914, has set up a trust fund for the purpose of providing financial assistance to Everest Institute students. According to the terms of the trust, applicants must be female residents of Monroe County. Applications are given to eligible students by the faculty selection committee during the winter quarter. Winners are selected by a faculty committee based on academic achievement, an essay and financial need. Three scholarships of \$500 each will be awarded during the winter quarter.

#### **Rochester Area Foundation Scholarship (Rochester)**

The Rochester Area Foundation is a community foundation that administers funds given by individuals who wish to give back to their community. This fund provides a scholarship for a minority student in attendance at Everest Institute. The amount of the annual scholarship and deadline for application will be determined by the Foundation. The scholarship is based on academic performance and financial need. Further information is available in the Student Finance Office.

#### **Everest Institute Matching Scholarships (Rochester)**

Everest Institute will match up to \$500 of the dollar value of any scholarship awarded to one of its students by any organization not associated with Everest Institute. This matching scholarship will be awarded during the quarter following that in which the original scholarship is applied. If the student is not in attendance during the quarter in which the matching scholarship is to be awarded, the matching scholarship will be forfeited. Awards and grants to which a student may be entitled on the basis of financial need do not qualify for a matching award. The matching scholarship shall be awarded at the sole discretion of Everest Institute.

#### **GI Bill/Veteran Affairs Benefits (Rochester)**

Everest Institute is approved by the New York State Division of Veterans' Affairs for the training of Veterans and other eligible persons. These eligible persons include but are not limited to, survivors of a deceased veteran, dependents of a 100% disabled veteran, and active members of the National Guard or Reserves. These benefits are for full- and part-time students.

Veterans may also be eligible for awards from New York State Higher Education Services Corporation.

If you think that you may be eligible for these benefits, please contact the Veterans Affairs Coordinator on campus.

#### **Josephine Comesso Memorial Scholarship (South Plainfield)**

This \$1,000 scholarship is awarded annually to a student in the Medical Assisting program. Any medical assisting student at the South Plainfield campus may apply.

#### **High School Scholarship Program (South Plainfield)**

Up to six \$500 scholarships are available to graduating high school seniors. Winners may choose any of the curricula offered by the schools. High school seniors may obtain a scholarship applications form from the admissions department. A panel of school administrative officials will select winners by vote and rank all finalists.

## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE**

The School assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, resume and cover letter preparation assistance, aid in securing an interview and a list of available jobs.

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

- Preparation of resumes and letters of introduction, an important step in a well-planned job search.

- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by the Career Services Department. The Career Services Department compiles job openings from employers in the area.

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

### **STUDENT ACTIVITIES**

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

### **HOUSING ASSISTANCE**

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance from the Student Services Department.

### **TRANSPORTATION ASSISTANCE**

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

### **FIELD TRIPS**

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

### **SPECIAL LECTURES**

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

### **DRUG ABUSE PREVENTION**

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

### **ADVISING**

The school provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the school has information available on community resources that address these types of problems.

## PROGRAMS OFFERED

Program Offered	Credential	Cross Lanes	Eagan	Gahanna	Pittsburgh	Rochester	South Plainfield
<b>Modular Programs</b>							
Business Accounting	Diploma			<input checked="" type="checkbox"/>			
Massage Therapy	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Medical Administrative Assistant	Diploma	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Medical Assisting	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Medical Insurance Billing and Coding	Diploma		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Patient Care Technician	Diploma				<input checked="" type="checkbox"/>		
Pharmacy Technician	Diploma		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Quarter-Based Programs</b>							
Accounting	Associate in Applied Science Degree					<input checked="" type="checkbox"/>	
Accounting	Associate in Specialized Business Degree				<input checked="" type="checkbox"/>		
Administrative Office Technology	Associate in Applied Science Degree					<input checked="" type="checkbox"/>	
Administrative Secretary	Associate in Specialized Business Degree				<input checked="" type="checkbox"/>		
Business	Associate in Applied Science Degree					<input checked="" type="checkbox"/>	
Business Accounting and Applications	Diploma					<input checked="" type="checkbox"/>	
Business Administration	Associate in Specialized Business Degree				<input checked="" type="checkbox"/>		
Business Management	Diploma					<input checked="" type="checkbox"/>	
Career Access	Diploma				<input checked="" type="checkbox"/>		
Computer Information Science – Programming	Associate in Applied Science Degree					<input checked="" type="checkbox"/>	
Computer Information Science – Web Design	Associate in Applied Science Degree					<input checked="" type="checkbox"/>	
Criminal Justice	Associate in Applied Science Degree					<input checked="" type="checkbox"/>	
Criminal Justice	Associate in Specialized Business Degree				<input checked="" type="checkbox"/>		
Criminal Justice	Diploma				<input checked="" type="checkbox"/>		
Electronics, Computer & Communications Technology	Occupational Associates Degree	<input checked="" type="checkbox"/>					
Information Processing Specialist	Diploma					<input checked="" type="checkbox"/>	
Legal Administrative Secretary	Associate in Specialized Business Degree				<input checked="" type="checkbox"/>		
Medical Administrative Secretary	Associate in Specialized Business Degree				<input checked="" type="checkbox"/>		
Medical Assisting	Associate in Applied Science Degree					<input checked="" type="checkbox"/>	
Medical Assisting	Diploma				<input checked="" type="checkbox"/>		
Medical Insurance Billing & Coding	Associate in Applied Science Degree					<input checked="" type="checkbox"/>	
Paralegal	Associate in Applied Science Degree					<input checked="" type="checkbox"/>	
Paralegal	Associate in Specialized Business Degree				<input checked="" type="checkbox"/>		
Programming for Business	Certificate					<input checked="" type="checkbox"/>	
*No longer enrolling new students							

## 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.

### BUSINESS ACCOUNTING

Credential	Credit Hours	Clock Hours	Length	Campus(es)	Version
Diploma	54	720	9 months	Gahanna	2-0

This 720-hour program consists of two pre-requisite modules (A & B), and nine self-contained units of learning called modules. Each student must successfully complete the pre-requisite modules before moving on to any one of the remaining modules in the program. The last two modules contain the Capstone AIPB curriculum which prepares students to take the national exams to become Certified Professional Bookkeepers. The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. 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.

This training program is divided into 9 learning units called modules. Each module stands alone as a unit of study and is four (4) weeks in length. If students do not complete any portion of one of these modules, the entire module must be retaken. Upon successful completion of the 9-module program, students are awarded a diploma.

MODULE	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
<b>Pre-requisite Course</b>						
<b><i>Mod. A or B may be taken first and the other must be taken second. A @ B are prerequisites.</i></b>						
A	Strategies for Success; Keyboarding & 10-Key; Computerized Office Applications	40	40	0	80	6.0
B	Principles of Accounting I; Keyboarding & 10-Key; Computerized Office Applications	40	40	0	80	6.0
<b>Modular Courses</b>						
<b><i>Mods. C through F may be taken in any order after Mods A @ B have been completed. Recommended to start with Mod C.</i></b>						
C	Principles of Accounting II; Applied Spreadsheets	40	40	0	80	6.0
D	Computerized Accounting; Business Math	40	40	0	80	6.0
E	Business Communications; Corporate Accounting	40	40	0	80	6.0
F	Business Enterprise; Tax Accounting	40	40	0	80	6.0
<b>Modular Courses</b>						
<b><i>Mods G, H @ I are Capstone mods and maybe taken in any order after mods C-F have been successfully completed.</i></b>						
G	Mastering Double-Entry Bookkeeping; AIPB Capstone: Adjustments & Error Correction	40	40	0	80	6.0
H	Payroll Accounting; AIPB Capstone: Payroll & Depreciation	40	40	0	80	6.0
I	Career Skills; AIPB Capstone: Inventory, Internal Controls & Fraud Prevention	40	40	0	80	6.0
<b>PROGRAM TOTAL:</b>		<b>360</b>	<b>360</b>	<b>0</b>	<b>720</b>	<b>54.0</b>

**Module A – Strategies for Success, Keyboarding/10-key and Computerized Office Applications** **6.0 Quarter Credit Hours**

Module A is designed to equip students for transitions in their education and life. The course includes introduction to college and its resources, study skills, and personal resource management skills. Students will become familiar with basic keyboarding and will develop minimum typing skills including the practical skill of 10-key by touch. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module B – Principles of Accounting I, Keyboarding/10-key and Computerized Office Applications** **6.0 Quarter Credit Hours**

Module B introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Computerized Office Applications introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module C – Principles of Accounting II and Applied Spreadsheets** **6.0 Quarter Credit Hours**

Module C 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. This module also focuses on 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. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module D - Computerized Accounting and Business Math** **6.0 Quarter Credit Hours**

Module D 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, and more. In addition, this module will provide a thorough review of Business Math. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups,

and simple and compound interest. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module E - Corporate Accounting and Business Communications</b>	<b>6.0 Quarter Credit Hours</b>
Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. The Business Communications portion is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module F - Business Enterprise and Tax Accounting</b>	<b>6.0 Quarter Credit Hours</b>
Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment. Specific focus is given towards tax accounting covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: Modules A & B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module G – AIPB Capstone: Mastering Double-Entry Bookkeeping, Adjustments &amp; Error Correction</b>	<b>6.0 Quarter Credit Hours</b>
The intent of this module is to review and reinforce the concepts of double-entry bookkeeping, as well as accounting adjustments and error corrections and prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Students will review and actively practice topics such as recording journal entries, general ledger accounts, rules, income statements and balance sheets. Students will receive more in depth knowledge of accruals, deferral and other accounting adjustments and well as where accounting errors occur and how to find them. Prerequisites: Modules C, D, E & F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module H – Payroll Accounting and AIPB Capstone: Mastering Payroll and Depreciation</b>	<b>6.0 Quarter Credit Hours</b>
This module provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function as well as gain valuable experience with Federal laws, W-4 and state withholding, required payroll data and journal entries for payroll. Mastering Depreciation will prepare students to understand depreciation: for book versus tax purposes, under GAAP, under federal income tax rules and under MACRS. This Capstone is to prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Prerequisites: Modules C, D, E & F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module I – Career Skills and AIPB Capstone: Mastering Inventory, Internal Controls &amp; Fraud Prevention</b>	<b>6.0 Quarter Credit Hours</b>
Career skills will 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. Mastering Inventory will focus students to merchandise inventory, the perpetual and periodic methods, FIFO, LIFO and LCM concepts. Internal Controls & Fraud Prevention presents students with topics such as: how employees steal non-cash assets, how to prevent employee theft, preventing check and credit-card fraud, con schemes and prevention against vendor cheating. This Capstone is to prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Prerequisites: Modules C, D, E & F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	

## BUSINESS ACCOUNTING

Credential	Credit Hours	Clock Hours	Length	Campus(es)	Version
Diploma	48	600	9 months	Gahanna*	1-0

\*No longer enrolling new students. Please see the preceding pages for version 2-0, now offered at the Gahanna campus.

The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. 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.

This training program is divided into 5 learning units called modules. Each module stands alone as a unit of study. If students do not complete any portion of one of these modules, the entire module must be completed. Upon successful completion of the 5-module program, students are awarded a diploma.

Module	Module Title	Contact Hours	Quarter Credit Hours
Module A	Principles of Accounting and Keyboarding	120	9
Module B	Computerized Office Applications	120	9
Module C	Computerized Accounting and Business English	120	10
Module D	Payroll Accounting, 10-Key, and Business Math	120	10
Module E	Corporate Accounting, the Business Enterprise, and Career Skills	120	10
	<b>Program Total</b>	<b>600</b>	<b>48</b>

<b>Module A – Principles of Accounting and Keyboarding</b>	<b>9 Quarter Credit Hours</b>
Module A introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and will cover such topics as bank statement reconciliation, accounts payable and receivable, bad debt, various methods of inventory pricing, and the accounting cycle. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Prerequisite: None. Lec Hrs: 060, Lab Hrs: 060, Other Hrs: 000	
<b>Module B - Computerized Office Applications</b>	<b>9 Quarter Credit Hours</b>
Module B introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisite: None. Lec Hrs: 060, Lab Hrs: 060, Other Hrs: 000	
<b>Module C - Computerized Accounting and Business English</b>	<b>10 Quarter Credit Hours</b>
Module C 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, and more. In addition, this module will provide a thorough review of Business English as it relates to grammar, sentence structure, and editing practices. Prerequisite: Modules A & B. Lec Hrs:	

o8o, Lab Hrs: o4o, Other Hrs: ooo

**Module D - Payroll Accounting, 10-Key, and Business Math**

**1o Quarter Credit Hours**

Module D emphasizes the practical understanding of payroll accounting principles, and also provides a comprehensive review of mathematical skills as they apply in the business world. Topics include various payroll methods and systems, personnel/payroll records, and time-keeping methods. Students acquire hands-on experience performing the payroll function, including the practical skill of 1o-key by touch. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisite: Module A & B. Lec Hrs. o8o, Lab Hrs: o4o, Other Hrs: ooo

**Module E - Corporate Accounting, the Business Enterprise, and Career Skills**

**1o Quarter Credit Hours**

Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment. Prerequisites: Modules A & B. Lec Hrs. o8o, Lab Hrs: o4o, Other Hrs: ooo

**MASSAGE THERAPY**

Credential	Credit Hours	Clock Hours	Length	Campus(es)	Version
Diploma	55	75o	9 months	Cross Lanes	3-o

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 75o-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 3o-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.

Prerequisites: GED and/or a High School Diploma. ATB students may not apply.

Module Code	Module Title	Contact Hours	Quarter Credit Hours
<b>Prerequisite course:</b>			
MTD1oo	Introduction to Massage Therapy	8o	6.o
<b>Modular courses:</b>			
MTD2o1	Business and Ethics	8o	6.o
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	8o	6.o
MTD263	Eastern Theory and Practice	8o	6.o
MTD22o	Energy & Non-Traditional Therapies, Wellness & CPR	8o	6.o
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	8o	6.o
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	8o	6.o
MTD246	Clinical and Sports Massage	8o	6.o
MTD295	Health and Wellness	8o	6.o
MTD278	Massage Therapy Clinic	3o	1.o
<b>PROGRAM TOTAL:</b>		<b>75o</b>	<b>55.o</b>

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

**MTD1oo – Introduction to Massage Therapy**

**6.o Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. A study of the structure and function of the human body and its systems, emphasis is placed on the functional relationships of the skeletal and muscular system. Also covered are muscles of the shoulder joint. Prerequisite: None. Lecture Hours: 4o.o Lab Hours: 4o.o Other Hours: o.o

**MTD2o1 – Business and Ethics**

**6.o Quarter Credit Hours**

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, chair massage and integrated techniques continue to build the massage therapists practical skills. This module introduces students to basic anatomy and physiology and a discussion of the components of the skeletal system, identification of bones, bony landmarks, and the muscular system. This module provides the student with the study of and an understanding of Florida massage law, including an examination of the regulatory requirements of the Florida Massage Practice Act (Chapter 48o of the Florida Statutes). Included in this module is a discussion on medical errors, their consequences, cost and prevention. Prerequisite: MTD1oo. Lecture Hours: 4o.o Lab Hours: 4o.o Other Hours: o.o

**MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage**

**6.o Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module are range of motion for hips, pre-natal, post-natal, infant & elder/geriatric massage and an understanding of the anatomy and physiology of the reproductive system. Prerequisite: MTD1oo. Lecture Hours: 4o.o Lab Hours: 4o.o Other Hours: o.o

**MTD263 – Eastern Theory and Practice**

**6.o Quarter Credit Hours**

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. Students will learn and understand the theory and principle between Eastern and Western paradigms. Included is Yin and Yang theory, Qi, and other applications of Asian bodywork. Prerequisite: MTD1oo. Lecture Hours: 4o.o Lab Hours: 4o.o Other Hours: o.o

**MTD22o – Energy & Non-Traditional Therapies, Wellness & CPR**

**6.o Quarter Credit Hours**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity 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	
<b>MTD282 – Deep Tissue, Myofascial Release &amp; Pin and Stretch</b> 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. Also covered are joints of the Spine and Thorax. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	<b>6.0 Quarter Credit Hours</b>
<b>MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques</b> 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	<b>6.0 Quarter Credit Hours</b>
<b>MTD246 – Clinical and Sports Massage</b> 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. Covered in this module are the endocrine and peripheral nervous systems, and muscles of the leg and foot. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	<b>6.0 Quarter Credit Hours</b>
<b>MTD295 – Health and Wellness</b> 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. This module presents the students with information about HIV and AIDS in accordance with the content guidelines prepared by the U.S. Center for Disease Control (CDC) and the Federal Occupation Safety and Health Administration (OSHA). HIV/AIDS and other common blood-borne pathogens and communicable diseases are studied with emphasis on the modes of transmission prevention, universal precautions and engineering/work practice controls. In addition, the student will become familiar with the use of various means of hydrotherapy. Also covered are the circulatory and respiratory systems. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	<b>6.0 Quarter Credit Hours</b>
<b>MTD278 – Massage Therapy Clinic</b> 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 6th module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0	<b>1.0 Quarter Credit Hour</b>

## MASSAGE THERAPY

Credential	Credit Hours	Clock Hours	Length	Campus(es)	Version
Diploma	54	720	9 months	Eagan, South Plainfield	3-0

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 720-hour program consists of one pre-requisite course, and eight self-contained units of learning called modules. 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.

Module	Module Title	Contact Hours	Quarter Credit Hours
<b>Pre-requisite Course</b>			
MTD100	Introduction to Massage Therapy	80	6.0
<b>Modular Courses</b>			
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
<b>PROGRAM TOTAL:</b>		<b>720</b>	<b>54.0</b>

### 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. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000	
<b>MTD201 - Business and Ethics</b>	<b>6.0 Quarter Credit Hours</b>
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. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000.	
<b>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, &amp; Elder/Geriatric Massage</b>	<b>6.0 Quarter Credit Hours</b>
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. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000	
<b>MTD263 – Eastern Theory and Practice</b>	<b>6.0 Quarter Credit Hours</b>
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. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000	
<b>MTD220 – Energy &amp; Non-Traditional Therapies, Wellness &amp; CPR</b>	<b>6.0 Quarter Credit Hours</b>
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. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000	
<b>MTD282- Deep Tissue, Myofascial Release &amp; Pin and Stretch</b>	<b>6.0 Quarter Credit Hours</b>
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. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000.	
<b>MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques</b>	<b>6.0 Quarter Credit Hours</b>
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. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000	
<b>MTD246 - Clinical and Sports Massage</b>	<b>6.0 Quarter Credit Hours</b>
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. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000	
<b>MTD295 – Health and Wellness</b>	<b>6.0 Quarter Credit Hours</b>
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. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	

## MESSAGE THERAPY

Credential	Credit Hours	Clock Hours	Length	Campus(es)	Version
Diploma	55	750	9 months	Gahanna	2-0

This 750-hour program consists of nine self-contained units of learning called modules, which includes an additional 30 hours (outside of the regular classroom training) of hands on training working in a massage clinic either on campus or in an off site clinic. Included in this program is 225 hours of Anatomy and Physiology, as well as an introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, ethics and health and wellness. Students also learn pathology, hydrotherapy and allied modalities. 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. With the tools of a well-trained massage therapist, 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.

Module	Module Title	Contact Hours	Quarter Credit Hours
MODULE A	Business and Ethics	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MODULE D	Eastern Theory and Practice	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MODULE H	Clinical and Sports Massage	80	6.0
MODULE I	Health and Wellness	80	6.0
*MODULE J	Massage Therapy Clinic	30	1.0
<b>PROGRAM TOTAL:</b>		<b>750</b>	<b>55.0</b>

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

<b>Module A - Business and Ethics</b>	<b>6.0 Quarter Credit Hours</b>
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, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>Module B – Swedish Massage, Western Theory &amp; History, Practice &amp; Mechanisms of Health &amp; Disease</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered	

in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, &amp; Elder/Geriatric Massage</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>Module D – Eastern Theory and Practice</b>	<b>6.0 Quarter Credit Hours</b>
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: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>Module E – Energy &amp; Non-Traditional Therapies, Wellness &amp; CPR</b>	<b>6.0 Quarter Credit Hours</b>
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: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>Module F - Deep Tissue, Myofascial Release &amp; Pin and Stretch</b>	<b>6.0 Quarter Credit Hours</b>
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: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques</b>	<b>6.0 Quarter Credit Hours</b>
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: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>Module H - Clinical and Sports Massage</b>	<b>6.0 Quarter Credit Hours</b>
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: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>Module I – Health and Wellness</b>	<b>6.0 Quarter Credit Hours</b>
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: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>Module J – Massage Clinic</b>	<b>1.0 Quarter Credit Hours</b>
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 6th module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.	

## MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Credit Hours	Clock Hours	Length	Campus(es)	Version
Diploma	47	720	8 months	Cross Lanes, Gahanna	1-0

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the 21<sup>st</sup> 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 Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Contact Hours	Total Quarter Credit Hours
Module A	Office Finance	40	40	0	80	6.0
Module B	Patient Processing and Assisting	40	40	0	80	6.0
Module C	Medical Insurance	40	40	0	80	6.0
Module D	Insurance Plans and Collections	40	40	0	80	6.0
Module E	Office Procedures	40	40	0	80	6.0
Module F	Patient Care and Computerized Practice Management	40	40	0	80	6.0
Module G	Dental Administrative Procedures	40	40	0	80	6.0
Module X	Medical Administrative Assistant Externship	0	0	160	160	5.0
	<b>TOTAL</b>	<b>280</b>	<b>280</b>	<b>160</b>	<b>720</b>	<b>47.0</b>

<p><b>Module A: Office Finance</b></p> <p>Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module B: Patient Processing and Assisting</b></p> <p>In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the 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. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module C: Medical Insurance</b></p> <p>Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office &amp; 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. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module D: Insurance Plans and Collections</b></p> <p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module E: Office Procedures</b></p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module F: Patient Care and Computerized Practice Management</b></p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module G: Dental Administrative Procedures</b></p> <p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They 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. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<b>6.0 Quarter Credit Hours</b>
<p><b>Module X – Medical Administrative Assistant Externship</b></p> <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. Prerequisite: completion of Modules A-G. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160</p>	<b>5.0 Quarter Credit Hours</b>

## MEDICAL ASSISTING

Credential	Credit Hours	Clock Hours	Length	Campus(es)	Version
Diploma	47	720	8 months	Cross Lanes, Eagan, Gahanna, South Plainfield	1-1

The Medical Assisting 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.

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

Module	Module Title	Contact Hours	Quarter Credit Hours
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting, Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	<b>Program Total</b>	<b>720</b>	<b>47.0</b>

**Major Equipment:** Autoclave, Electrocardiography Machine, Microscopes, Stethoscopes, Blood Chemistry Analyzer, Examination Tables, Personal Computers, Surgical Instruments, Training Manikins, Mayo Stands, Sphygmomanometers,

**Module A - Patient Care and Communication** **6 Quarter Credit Hours**  
 Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. 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 systems, 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 your new job so that you can advance in your career. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module B - Clinical Assisting and Pharmacology** **6 Quarter Credit Hours**  
 Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. 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. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module C - Medical Insurance, Bookkeeping, and Health Sciences** **6 Quarter Credit Hours**  
 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 you in being successful in the medical field. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module D - Cardiopulmonary and Electrocardiography** **6 Quarter Credit Hours**  
 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 which 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. Students 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. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module E - Laboratory Procedures** **6 Quarter Credit Hours**  
 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, Blood and Lymphatic 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. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module F - Endocrinology and Reproduction** **6 Quarter Credit Hours**  
 Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the 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 and learn from mentoring. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module G - Medical Law, Ethics, and Psychology** **6 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 and the medical office and preparing for the day. Students become familiar with 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, 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 keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module X – Externship** **5 Quarter Credit Hours**  
 Upon successful completion of Modules A through G, 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 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. Prerequisite: Completion of modules A through G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

## MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campus(es)	Version
Diploma	720	47	9 months	Eagan, Gahanna, South Plainfield	2-0

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	Contact Hours	Quarter Credit Hours
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 <b>OR</b>	160	5.0
MIBE	Externship		
<b>Program Totals</b>		<b>720</b>	<b>47.0</b>

**Major Equipment:** Calculators, Personal Computers

**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		
<b>Module MIBGU</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System</b>	<b>6.0 Quarter Credit Hours</b>
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		
<b>Module MIBIE</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology</b>	<b>6.0 Quarter Credit Hours</b>
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		
<b>Module MIBMS</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System</b>	<b>6.0 Quarter Credit Hours</b>
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		
<b>Module MIBRG</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems</b>	<b>6.0 Quarter Credit Hours</b>
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		
<b>Module MIBSN</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology</b>	<b>6.0 Quarter Credit Hours</b>
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/cod-ing 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

## MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campus(es)	Version
Diploma	560	35	6 months (day)	Eagan*, Gahanna,* Pittsburgh, South Plainfield*	1-1

\*No longer enrolling new students in this version of the program. Please see the preceding pages for version 2-0 of the program, which is now offered at Eagan, Gahanna and South Plainfield.

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

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

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

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

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

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

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

**Major Equipment:** Calculators, Personal Computers

**Module A – Introduction to Medical Insurance and Managed Care 6.0 Quarter Credit Units**  
Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module B – Government Programs</b>	<b>6.0 Quarter Credit Units</b>
Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module C – Electronic Data Interchange and Modifiers</b>	<b>6.0 Quarter Credit Units</b>
Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module D – Medical Documentation, Evaluation, and Management</b>	<b>6.0 Quarter Credit Units</b>
Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module E - Health Insurance Claim Forms</b>	<b>6.0 Quarter Credit Units</b>
Module E introduces students to the Health Insurance Claim Form (CMS-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Once a student has completed Modules A - E, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.</b>	
<b>Module F – Practicum</b>	<b>5.0 Quarter Credit Units</b>
Upon successful completion of Modules A through E, medical insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160	
<b>Module X – Externship</b>	<b>5.0 Quarter Credit Units</b>
Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160	

## PATIENT CARE TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campus(es)	Version
Diploma	720	51.2	9 months	Pittsburgh	0-0

In recent years the patient care technician (PCT) profession has become indispensable to the health care field. Much of the reason for this is because of the many skills this multi-faceted occupation employs. Not only have physicians and nurses become more reliant on the PCT, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Patient Care Technicians have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Patient Care Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as nursing assistants, home health aides, physical therapy and occupational therapy aides, phlebotomists, EKG Technicians, and of course, patient care technicians. Since PCTs are "cross-trained" in a number of clinical procedures, they are capable of filling a variety of entry-level positions currently in large demand throughout the health care industry.

This training program is divided into eight learning units called modules. Students must complete modules A through G before they enter the clinical externship (Module X). All modules, except for Module X, stand alone as units of study and are not dependent upon previous training.

Completion of the Patient Care Technician Program is acknowledged by the awarding of a diploma.

Module	Module Title	Contact Hours	Quarter Credit Hours
MODULE A	Basic Healthcare Concepts	80	8.0
MODULE B	Anatomy & Physiology and Medical Terminology	80	8.0
MODULE C	Nursing Fundamentals – Basic Patient Care	80	6.0
MODULE D	Nursing Fundamentals – Home Health Care	80	6.0

MODULE E	Phlebotomy and Electrocardiography	80	6.0
MODULE F	Physical Therapy & Occupational Therapy	80	6.0
MODULE G	Clerical Skills	80	6.0
MODULE X	Externship		
PART ONE:	Clinical Externship I	80	2.6
PART TWO:	Clinical Externship II	80	2.6
MODULE X - EXTERNSHIP TOTAL:		160	5.2
<b>PROGRAM TOTAL:</b>		<b>720</b>	<b>51.2</b>

**Major Equipment:** Stethoscope, Littman Nursing model or equivalent, Uniforms, Closed toe shoes

<b>Module A – Basic Healthcare Concepts</b>		<b>8.0 Quarter Credit Hours</b>	
Module A provides the student with an overall understanding and introduction to the field of healthcare, particularly as it relates to the “multi-skilled” Patient Care Technician. Included in this module is an introduction to healthcare, infection control, safety and emergencies, legal and ethical responsibilities, communication and interpersonal skills, and skills involved in observations, recording, and reporting. Prerequisite: None. Lecture Hours: 080 Lab Hours: 000 Other Hours: 000.			
<b>Module B – Anatomy &amp; Physiology and Medical Terminology</b>		<b>8.0 Quarter Credit Hours</b>	
Module B is concerned with providing the student with an understanding of anatomy and physiology. In addition to covering all body systems, students also become acquainted with the terminology associated with these systems, as well as common disorders and diseases affecting each. Prerequisite: None. Lecture Hours: 080 Lab Hours: 000 Other Hours: 000.			
<b>Module C – Nursing Fundamentals –Basic Patient Care</b>		<b>6.0 Quarter Credit Hours</b>	
Module C provides the student with the theory and hands-on application involved in providing basic patient care as would be required by a certified nursing assistant and/or patient care technician. Students will take and record vital signs, demonstrate skills for appropriate personal patient care, simulate procedures for admitting, transferring and discharging patients, and discuss restorative care and meeting the patients’ physical and psycho-social needs. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.			
<b>Module D – Nursing Fundamentals –Home Health Care</b>		<b>6.0 Quarter Credit Hours</b>	
Module D provides the student with the theory and hands-on skills involved in providing advanced patient care and home health care. Some of these skills include providing therapeutic diets, infection control, body mechanics, and caring for the client/patient in the home care setting. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.			
<b>Module E – Phlebotomy &amp; Electrocardiography</b>		<b>6.0 Quarter Credit Hours</b>	
Module E will provide the students with the theory and hands-on skills involved in phlebotomy and electrocardiography. Some of these skills include learning about the professions of both phlebotomy and electrocardiography, performing basic laboratory skills, including blood withdrawal and specimen collection, and learning how to take and record electrocardiograms and how to interpret basic EKGs for possible abnormalities. Prerequisites: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000			
<b>Module F – Physical Therapy &amp; Occupational Therapy</b>		<b>6.0 Quarter Credit Hours</b>	
In Module F, students will have the opportunity to learn the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as they relate to the patient care technician, the physical therapy aide, and the occupational therapy aide. Some of the skills covered in this module include performing basic procedures required of physical therapy and occupational therapy aides and identifying various therapeutic modalities used in both physical therapy and occupational therapy. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.			
<b>Module G – Clerical Skills</b>		<b>6.0 Quarter Credit Hours</b>	
In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment. Some of these skills include working with various types of communication devices, medical chart preparation, and transcribing medical and physician’s orders. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.			
<b>Module X – Externship</b>		<b>5.2 Quarter Credit Hours</b>	
Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.			
<b>Part I (Clinical Externship I)</b>		<b>2.6 Quarter Credit Hours</b>	
Upon successful completion of Modules A through G, patient care technician students are given the opportunity to participate in the first part of their clinical externship. This provides the students with an opportunity to work with patients and apply the principles and practices learned in the classroom and laboratories. Students work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. Students will be evaluated by supervisory personnel at the halfway point and at the completion of the rotation. Prerequisite: Successful Completion Modules A-G. (Lecture Hours: 000 Lab Hours: 000 Other Hours: 080)			
<b>Part II (Clinical Externship II)</b>		<b>2.6 Quarter Credit Hours</b>	
Upon completion of Part I, students will be given the opportunity to complete the second part of their clinical externship. As with Part I, during this time, the student will be given the opportunity to apply what they have learned in the classroom and laboratory, to the “real-life” clinical facility. As part of their experiences, students may rotate throughout various departments within the clinical facility, including patient care units, physical therapy, cardiology, the laboratory, central service, and admitting and the business office. Students will once again work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. All students will be evaluated at the halfway point and at the conclusion of the clinical experience. Patient care technician must complete both parts of the clinical externship in order to fulfill their requirements for graduation. Prerequisite: Completion of “Part I” (Lecture Hours: 000 Lab Hours: 000 Other Hours: 080)			

## PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campus(es)	Version
Diploma	720	47	8 months	Eagan, South Plainfield	1-0

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

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 school.

Module	Module Title	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
<b>PROGRAM TOTAL:</b>		<b>720</b>	<b>47.0</b>

**Major Equipment:** Head and torso (with removable organs), Computers, Laminar Flow Hood, Class A prescription balance, Anatomy and Physiology Charts, Counter balance, Pharmaceutical weight set, Glass mortar and pestle, Anatomy and physiology models: Skeleton, Conical graduates, Cylindrical graduates, Spatulas, Porcelain mortar and pestle

<b>Module A</b>	<b>Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems</b>	<b>6.0 Quarter Credit Hours</b>
<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. Prerequisite: None. Lec. Hrs. 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module B</b>	<b>Aspects of Retail Pharmacy and Pharmacology of the Nervous System</b>	<b>6.0 Quarter Credit Hours</b>
<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. Prerequisite: None. Lec. Hrs. 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module C</b>	<b>History and Ethics of Pharmacy and Pharmacology of the Respiratory System &amp; Nuclear and Oncology Pharmacy Practice</b>	<b>6.0 Quarter Credit Hours</b>
<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. Prerequisite: None. Lec. Hrs. 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module D</b>	<b>Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses</b>	<b>6.0 Quarter Credit Hours</b>
<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 &amp; drug interactions. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec. Hrs. 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module E</b>	<b>Administrative Aspects of the Pharmacy Technician &amp; Pharmacology of the G.I. and Muscular System</b>	<b>6.0 Quarter Credit Hours</b>
<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. Prerequisite: None. Lec. Hrs. 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module F</b>	<b>Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System</b>	<b>6.0 Quarter Credit Hours</b>
<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. Prerequisite: None. Lec. Hrs. 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module G</b>	<b>Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System</b>	<b>6.0 Quarter Credit Hours</b>

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

**Module X Clinical Externship** **5.0 Quarter Credit Hours**  
 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. Prerequisite: Completion of Didactic Program. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

## PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campus(es)	Version
Diploma	720	58	8 months	Pittsburgh	0-0

The Pharmacy Technician program provides both technical and practical training which will enable the technician, upon licensure, to function as a competent entry-level assistant to the licensed pharmacist. Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. The technician has become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. This 720-hour program provides the student with basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms.

This program is comprised of eight modular units of learning. Modules A through G are made up of 80 hours of combined theory and laboratory time. Students must complete these seven modules first, starting with any module and continuing in any sequence until all seven modules are completed. The last module, referred to as an externship, consists of 160 hours. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to observe and become part of the pharmacy team, as they gain hands-on practice working side-by-side with pharmacists and other health care professionals.

Upon successful completion of this program, the student will be awarded a diploma and be able to competently perform tasks assigned or delegated by a supervising pharmacist in an entry-level position as a pharmacy technician. The graduate will be fully prepared to take the national CPhT exam.

Module	Module Title	Contact Hours	Quarter Credit Hours
Module A	Introduction to Pharmacy	80	8.0
Module B	Administrative Aspects of Pharmacy Technology/Basic Pharmacy Applications	80	8.0
Module C	Professional Aspects of Pharmacy Technology	80	8.0
Module D	Pharmaceutical Calculations	80	7.0
Module E	Pharmacy Operations	80	7.0
Module F	Anatomy & Physiology/Pharmacokinetics	80	8.0
Module G	Pharmacology	80	7.0
Module X	Externship	160	5.0
<b>Program Total</b>		<b>720</b>	<b>58.0</b>

**Major Equipment:** Laminar Flow Hood, Retail Labeling Computers, Printer, Retail Bottles, Prescription Stock Items,

**Module A - Introduction to Pharmacy** **8.0 Quarter Credit Hours**  
 This module is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in this course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

**Module B - Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications** **8.0 Quarter Credit Hours**  
 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. 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 and medication errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

**Module C - Professional Aspects of Pharmacy Technology** **8.0 Quarter Credit Hours**  
 This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

**Module D - Pharmaceutical Calculations** **7.0 Quarter Credit Hours**  
 In this module, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Prerequisites: None. Lecture Hrs. 060 Lab Hrs. 020 Other 000.

**Module E - Pharmacy Operations** **7.0 Quarter Credit Hours**  
 In this module, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy. Prerequisites: None. Lecture Hrs. 060 Lab Hrs. 020 Other 000.

**Module F - Anatomy & Physiology/Pharmacokinetics** **8.0 Quarter Credit Hours**  
 This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to pharmacology. Subjects include organization of the body, cells, tissues, glands, membranes, and study of the individual body systems, as well as terminology associated with each. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

**Module G - Pharmacology** **7.0 Quarter Credit Hours**  
 This module is designed to familiarize the student with all aspects of drugs, their actions and uses, and their administration. Also covered in this module is drug

distribution systems utilized in the pharmacy. Prerequisites: None. Lecture Hrs. 060 Lab Hrs. 020 Other 00.0.

**Module X - Clinical Externship**

**5.0 Quarter Credit Hours**

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 and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisites: Completion of Modules A - G. Lecture Hrs. 000 Lab Hrs. 000 Other 160.

**QUARTER-BASED PROGRAMS**

**ACCOUNTING**

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Associate in Applied Science Degree	100	24 months	Day, Evening/Saturday	Rochester	1-0

This program is designed for those who want a thorough knowledge of the fundamental principles of accounting as well as business methods and procedures. It prepares students for practical work in bookkeeping and accounting or employment in financial, credit, or management trainee positions in business. Emphasis is placed on computerized accounting application in the work place.

Course	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS 2167C	Computer Applications	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
<b>Choose 8 Credits from the following:</b>		
LIS 2004	Introduction to Internet Research	2
MAN 2031	Let's Talk Business	2
OST 2335	Business Communications	4
MTB 1103	Business Mathematics	4
OST 1141L	Keyboarding	2
CGS 2510C	Applied Spreadsheets	4
<b>Total College Core Requirements</b>		<b>18</b>
<b>MAJOR CORE REQUIREMENTS</b>		
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
APA 2161	Introductory Cost/Managerial Accounting	4
ACG 2021	Introduction to Corporate Accounting	4
APA 2141	Computerized Accounting	4
ACO 1806	Payroll Accounting	4
ACG 2551	Non-Profit Accounting	4
TAX 2000	Tax Accounting	4
MAN 1030	Introduction to Business Enterprise	4
BUL 2131	Applied Business Law	4
<b>Choose two (2) courses from the following:</b>		
CGS 2510C	Applied Spreadsheets	4
FIN 1103	Introduction to Finance	4
ACG 2178	Financial Statement Analysis	4
MAN 2021	Principles of Management	4
<b>Total Major Core Requirements</b>		<b>48</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	Composition I	4
ENC 1102	Composition II	4
MAT 1033	College Algebra	4
PSY 2012	General Psychology	4
SPC 2016	Oral Communications	4
AML 2000	Introduction to American Literature	4
SYG 2000	Principles of Sociology	4
EVS 1001	Environmental Science	4
SLS 1505	Basic Critical Thinking	2
<b>Total General Education Requirements</b>		<b>34</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>100</b>

Rochester Campus: HEGIS Code 5002 Program Code 52.0301

**ACCOUNTING**

Credential	Credit Units	Length	Campus(es)	Version
Associate in Specialized Business Degree	114	24 months	Pittsburgh	0-0

The Accounting program provides students with a diverse background in professional accounting and fundamental business knowledge and skills to function comfortably in an entry-level position in a business office.

Course	Course Title	Quarter Credit Hours
<b>BUSINESS COMPONENT</b>		
CGS 2167C	Computer Applications	4.0
BUL 2131	Applied Business Law	4.0
MAC 1001	Business Mathematics	4.0
MAN 2021	Principles of Management	4.0
SLS 1105	Strategies for Success	4.0
	<b>Total Business Component Credit Hours</b>	<b>20.0</b>
<b>MAJOR COMPONENT</b>		
ACTT 101	Principles of Accounting I	9.0
ACTT 102	Principles of Accounting II	9.0
ACTT 201	Intermediate Accounting I	9.0
ACTT 202	Intermediate Accounting II	9.0
ACTT 207	Computerized Accounting	3.0
ACTT 110	Cost Accounting	4.0
ACTT 209	Payroll Computer Applications	3.0
ACTT 105	Taxes I	4.0
TYPP 101	Typewriting I	3.0
EXT 250	Externship/Career Planning	15.0
	<b>Elective Pool – Business &amp; Business Related – The student will choose 10 hours from the following:</b>	<b>10.0</b>
ECO 1100	Contemporary Economic Issues	4.0
MKT 103	Sales and Marketing Concepts	4.0
CDP 110	Data Base	3.0
CDP 106	Word Processing	3.0
CDP 206	Advanced Word Processing	3.0
CDP 116	Spreadsheet Application	3.0
CDP 216	Advanced Spreadsheet Application	3.0
ENGG 205	Business Writing	4.0
MEDD 104	Human Relations	2.0
SECR 103	Business Office Management	4.0
SLS 1321	Career Skills	2.0
TYPP 102	Typewriting II	3.0
TYPP 201	Typewriting III	3.0
TYPP 202	Typewriting IV	3.0
	<b>Total Major Component Credit Hours</b>	<b>78.0</b>
<b>GENERAL EDUCATION COMPONENT</b>		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
	<b>Total General Education Component Credit Hours</b>	<b>16.0</b>
	<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>114.0</b>

## ADMINISTRATIVE OFFICE TECHNOLOGY

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Associate in Applied Science Degree	96	24 months	Day, Evening/Saturday	Rochester	0-0

Office skills in information processing, computer literacy and communication are vital. Exposure to various business disciplines enhances the graduate's employment opportunities.

Course	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
CGS 2167C	Computer Applications	4
	<b>Total College Core Requirements</b>	<b>10</b>
<b>MAJOR CORE REQUIREMENTS – All Concentrations</b>		
CGS 2510C	Applied Spreadsheets	4
APA 2111	Principles of Accounting I	4
ACG 1105	Application of Accounting Principles	2
AIP 1110	Language Arts for Information Processors	2
OST 2335	Business Communications	4
MAR 2305	Customer Relations and Servicing	4
SSC 1101	Principles of Keyboarding/WP I	4
SSC 1102	Intermediate Keyboarding/WP II	4
SSC 2103	Advanced Keyboarding/WP III	4

AIP 1143	Information Processing Systems	4	
AIP 1121	Information/WP Transcription I	2	
<b>Additional Major Core Requirements – Executive Concentration</b>			
AIP 2122	Information/WP Transcription II (Executive)	2	
AIP 2142	Advanced Information Processing Procedures	2	
MAN 1030	Introduction to Business Enterprise	4	
SSC 1138	Executive Secretarial Office Procedures	4	
MAN 2021	Principles of Management	4	
	<b>Total Major Core Requirements</b>		<b>54</b>
<b>Additional Major Core Requirements – Legal Concentration</b>			
AIP 2123	Information/WP Transcription II (Legal)	2	
AIP 2142	Advanced Information Processing Procedures	2	
BUL 2131	Applied Business Law	4	
SSC 1136	Legal Secretarial Office Procedures	4	
LSC 1104	Legal Terminology	4	
	<b>Total Major Core Requirements</b>		<b>54</b>
<b>Additional Major Core Requirements – Medical Concentration</b>			
AIP 2124	Information/WP Transcription II (Medical)	2	
MEA 1304C	Medical Office Procedures	4	
MEA 1239	Medical Terminology	4	
MEA 2332C	Medical Finance and Insurance	4	
MSC 1106	Medical Insurance Forms	2	
	<b>Total Major Core Requirements</b>		<b>54</b>
<b>GENERAL EDUCATION REQUIREMENTS – All Concentrations</b>			
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
SPC 2016	Oral Communications	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
AML 2000	Introduction to American Literature	4	
EVS 1001	Environmental Science	4	
SYG 2000	Principles of Sociology	4	
	<b>Total General Education Requirements</b>		<b>32</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96</b>

Rochester Campus: HEGIS Code 5005 Program Code 52.0401 Recommended typing speed: 55 wpm

## ADMINISTRATIVE SECRETARY

Credential	Credit Units	Length	Campus(es)	Version
Associate in Specialized Business Degree	103	24 months	Pittsburgh	0-0

The Administrative Secretary program prepares the student for employment in administrative support in the business environment.

Course	Course Title	Quarter Credit Hours
<b>BUSINESS COMPONENT</b>		
CGS 2167C	Computer Applications	4.0
MAC 1001	Business Mathematics	4.0
MAN 2021	Principles of Management	4.0
CDP 106	Word Processing	3.0
SLS 1105	Strategies for Success	4.0
	<b>Total Business Component Credit Hours</b>	<b>19.0</b>
<b>MAJOR COMPONENT</b>		
APA 1114	Office Accounting	4.0
BUL 2131	Applied Business Law	4.0
TYPP 101	Typewriting I	3.0
TYPP 102	Typewriting II	3.0
TYPP 201	Typewriting III	3.0
TYPP 202	Typewriting IV	3.0
SECR 105	Machine Transcription	3.0
SECR 103	Business Office Management I	4.0
SECR 203	Business Office Management II	3.0
ENGG 205	Business Writing	4.0
CDP 110	Data Base	3.0
CDP 116	Spreadsheet Application	3.0
EXT 250	Externship/Career Planning	15.0
<b>Elective Pool – Business &amp; Business Related – The student will choose 13 hours from the following:</b>		<b>13.0</b>
CDP 206	Advanced Word Processing	3.0
CDP 216	Advanced Spreadsheet Application	3.0

MEDD 101	Medical Terminology	4.0	
MEDD 103	Medical Law and Ethics	2.0	
MEDD 104	Human Relations	2.0	
MKT 103	Sales and Marketing Concepts	4.0	
LEGG 100	Legal Terminology	4.0	
LEGG 103	Legal Office Management/Introduction to Legal Studies	4.0	
SLS 1321	Career Skills	2.0	
	<b>Total Major Component Credit Hours</b>		<b>68.0</b>
<b>GENERAL EDUCATION COMPONENT</b>			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	<b>Total General Education Component Credit Hours</b>		<b>16.0</b>
	<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>103.0</b>

## BUSINESS

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Associate in Applied Science Degree	100	24 months	Day, Evening/Saturday	Rochester	1-1

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

Course	Course Title	Quarter Credit Hours	
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS 1105	Strategies for Success	4	
CGS 2167C	Computer Applications	4	
SLS 1321	Career Skills	2	
<b>Choose 8 Credits from the following:</b>			
OST 1141L	Keyboarding	2	
MAN 2031	Let's Talk Business	2	
OST 2335	Business Communications	4	
LIS 2004	Introduction to Internet Research	2	
OST 2725	Applied Word Processing	4	
CGS 2510C	Applied Spreadsheets	4	
MTB 1103	Business Math	4	
	<b>Total College Core Requirements</b>		<b>18</b>
<b>MAJOR CORE REQUIREMENTS All Concentrations</b>			
MAN 1030	Introduction to Business Enterprise	4	
MAN 2021	Principles of Management	4	
BUL 2131	Applied Business Law	4	
MAN 2300	Introduction to Human Resources	4	
MAR 1011	Introduction to Marketing	4	
APA 2111	Principles of Accounting I	4	
APA 2121	Principles of Accounting II	4	
<b>Additional Major Core Requirements – Business Administration</b>			
FIN 1103	Introduction to Finance	4	
MAN 2727	Strategic Planning for Business	4	
MAR 2305	Customer Relations and Servicing	4	
<b>Choose two (2) of the following 4 courses (8 Total Credits):</b>			
ACG 2178	Financial Statement Analysis	4	
ACG 2021	Introduction to Corporate Accounting	4	
SBM 2000	Small Business Management	4	
APA 2161	Introductory Cost/Managerial Accounting	4	
<b>Additional Major Core Requirements – Management Concentration</b>			
MAR 2305	Customer Relations and Servicing	4	
FIN 1103	Introduction to Finance	4	
SBM 2000	Small Business Management	4	
MAN 1733	Management Today	4	
MAN 2604	Introduction to International Management	4	
<b>Additional Major Core Requirements – Marketing Concentration</b>			
MAR 2323	Advertising	4	
MAR 2141	Introduction to International Marketing	4	
MAR 2721	Marketing on the Internet	4	

MAR 2305	Customer Relations and Servicing	4	
SBM 2000	Small Business Management	4	
<b>Additional Major Core Requirements – International Business</b>			
MAR 2141	Introduction to International Marketing	4	
MAR 2721	Marketing on the Internet	4	
MAN 2604	Introduction to International Management	4	
GEB 2353	International Competitiveness	4	
BUL 2261	International Business Law	4	
	<b>Total Major Core Requirements</b>		<b>48</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
SPC 2016	Oral Communications	4	
AML 2000	Introduction to American Literature	4	
SYG 2000	Principles of Sociology	4	
EVS 1001	Environmental Science	4	
SLS 1505	Basic Critical Thinking	2	
	<b>Total General Education Requirements</b>		<b>34</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>100</b>

Rochester Campus: HEGIS Code 5004 Program Code 52.0201

## BUSINESS ACCOUNTING AND APPLICATIONS

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Diploma	62	15 months	Day, Evening/Saturday	Rochester	01-0

The development of entry-level skills necessary to support the accounting function of a business organization is the primary goal of this program. Skills in management and communication plus computer literacy will be gained from this program, offering the graduate a range of job possibilities. Credit earned in this program can subsequently be applied toward a related associate degree program at Everest Institute.

Course	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
BUL 2131	Applied Business Law	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
MTB 1103	Business Mathematics	4
FIN 1103	Introduction to Finance	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	<b>Total College Core Requirements</b>	<b>26</b>
<b>MAJOR CORE REQUIREMENTS</b>		
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
APA 2161	Introductory Cost/Managerial Accounting	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
TAX 2000	Tax Accounting	4
	<b>Total Major Core Requirements</b>	<b>24</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	Composition I	4
SPC 2016	Oral Communications	4
PSY 2012	General Psychology	4
	<b>Total General Education Requirements</b>	<b>12</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>62</b>

Rochester Campus: HEGIS Code 5002 Program Code 52.0301

## BUSINESS ADMINISTRATION

Credential	Credit Units	Length	Campus(es)	Version
Associate in Specialized Business Degree	109	24 months	Pittsburgh	0-0

The Business Administration program is designed to provide the student with basic business skills that could lead to management responsibilities.

Course	Course Title	Quarter Credit Hours
<b>BUSINESS COMPONENT</b>		
CGS 2167C	Computer Applications	4.0

MAC 1001	Business Mathematics	4.0	
SLS 1105	Strategies for Success	4.0	
<b>Total Business Component Credit Hours</b>			<b>12.0</b>
<b>MAJOR COMPONENT</b>			
ACTT 101	Principles of Accounting I	9.0	
ACTT 102	Principles of Accounting II	9.0	
ACTT 110	Cost Accounting	4.0	
ACTT 207	Computerized Accounting	3.0	
ACTT 209	Payroll Computer Applications	3.0	
BUL 2131	Applied Business Law	4.0	
CDP 106	Word Processing	3.0	
CDP 116	Spreadsheet Application	3.0	
ECO 1100	Contemporary Economics Issues	4.0	
EXT 250	Externship/Career Planning	15.0	
MAN 2021	Principles of Management	4.0	
MKT 103	Sales & Marketing Concepts	4.0	
TYPP 101	Typewriting I	3.0	
<b>Elective Pool – Business &amp; Business Related – The student will choose 13 hours from the following:</b>		<b>13.0</b>	
ACTT 105	Taxes I	4.0	
ACTT 201	Intermediate Accounting I	9.0	
CDP 110	Data Base	3.0	
CDP 206	Advanced Word Processing	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
ENGG 205	Business Writing	4.0	
MEDD 104	Human Relations	2.0	
SECR 103	Business Office Management	4.0	
SLS 1321	Career Skills	2.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
<b>Total Major Component Credit Hours</b>			<b>81.0</b>
<b>GENERAL EDUCATION COMPONENT</b>			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
<b>Total General Education Component Credit Hours</b>			<b>16.0</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>109.0</b>

## BUSINESS MANAGEMENT

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Diploma	62	15 months	Day, Evening/Saturday	Rochester	0-0

This program is designed to meet the requirements of entry-level needs in small businesses. Credits earned in this program can be subsequently applied toward a related associate degree program at Everest Institute.

Course	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
APA 2161	Introductory Cost/Managerial Accounting	4
BUL 2131	Applied Business Law	4
MTB 1103	Business Mathematics	4
CGS 2167	Computer Applications	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
<b>Total College Core Requirements</b>		<b>30</b>
<b>MAJOR CORE REQUIREMENTS</b>		
MAN 1030	Introduction to Business Enterprise	4
MAR 1011	Introduction to Marketing	4
FIN 1103	Introduction to Finance	4
MAR 2305	Customer Relations and Servicing	4
MAN 2300	Introduction to Human Resources	4
<b>Total Major Core Requirements</b>		<b>20</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	Composition I	4
SPC 2016	Oral Communications	4

PSY 2012	General Psychology	4	
<b>Total General Education Requirements</b>			<b>12</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>62</b>

Rochester Campus: HEGIS Code 5004 Program Code 52.0201

## CAREER ACCESS

Credential	Credit Units	Length	Campus(es)	Version
Diploma	34	6-9 months	Pittsburgh	0-0

The Career Access Program prepares students with previous post-secondary education and/or work experience who have little or no business office knowledge for entry-level positions in an office setting.

Course	Course Title	Quarter Credit Hours
<b>MAJOR COMPONENT</b>		
SLS 1105	Strategies for Success	4.0
TYPP 101	Typewriting I	3.0
TYPP 102	Typewriting II	3.0
SECR 103	Business Office Management I	4.0
APA 1114	Office Accounting	4.0
CDP 106	Word Processing	3.0
CDP 206	Advanced Word Processing	3.0
<b>Elective Pool – Business &amp; Business Related – The student will choose 10 hours from the following:</b>		<b>10.0</b>
ACTT 105	Taxes I	4.0
CDP 110	Data Base	3.0
CDP 116	Spreadsheet Application	4.0
CDP 216	Advanced Spreadsheet Application	3.0
ENGG 205	Business Writing	4.0
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MEDD 101	Medical Terminology	4.0
MEDD 103	Medical Law & Ethics	2.0
MEDD 104	Human Relations	2.0
SECR 203	Business Office Management II	3.0
SLS 1321	Career Skills	2.0
TYPP 201	Typewriting III	3.0
TYPP 202	Typewriting IV	3.0
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>34.0</b>

## COMPUTER INFORMATION SCIENCE - PROGRAMMING

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Associate in Applied Science Degree	96	24 months	Day, Evening/Saturday	Rochester	1-5

The Associate in Applied Science Degree in Computer Information Science - Programming is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. Students must complete 48 credits in the programming major core in order to complete the program. This program 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.

Course	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
BUL 2131	Applied Business Law	4
CSG 2167C	Computer Applications	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
<b>Choose one (1) of the following courses:</b>		
CEN 1056	Project Development	2
OST 1141L	Keyboarding	2
MAN 2031	Let's Talk Business	2
<b>Total College Core Requirements</b>		<b>16</b>
<b>MAJOR CORE REQUIREMENTS</b>		
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting I	4
CEN 1509C	Computer Networking Fundamentals	4
CGS 1763C	Computer Operating Systems	4
CGS 1280C	Computer Hardware Concepts	4

COP 2010C	Programming Concepts	4	
CGS 2461C	Fundamental Programming Techniques	4	
CIS 2325	Introduction to the Systems Development Life Cycle	4	
	Approved IT Electives	8	
<b>Choose from the following 4 courses (4 credits each, 8 credits total):</b>			
CIS 2614	Software Quality Assurance	4	
CIS 2252	Ethics in Computing	4	
COP 2250C	Computer Programming – Java I	4	
COP 2805C	Computer Programming – Java II	4	
<b>Choose one (1) of the following two (2) course language sequences:</b>			
COP 2170C	Computer Programming – Visual Basic I	4	
COP 2171C	Computer Programming - Visual Basic II	4	
COP 2224C	Computer Programming – C++ I	4	
COP 2228C	Computer Programming – C++ II	4	
	<b>Total Major Core Requirements</b>		<b>48</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
SPC 2016	Oral Communications	4	
AML 2000	Introduction to American Literature	4	
SYG 2000	Principles of Sociology	4	
EVS 1001	Environmental Science	4	
	<b>Total General Education Requirements</b>		<b>32</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96</b>

Rochester Campus: HEGIS Code 5101 Program Code 11.0201

## COMPUTER INFORMATION SCIENCE – WEB DESIGN

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Associate in Applied Science Degree	96	24 months	Day, Evening/Saturday	Rochester	1-4

The Associate in Applied Science Degree in Web Design 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	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
CSG 2167C	Computer Applications	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
CEN 1056	Project Development	2
<b>Choose one (1) of the following courses:</b>		
OST 1141L	Keyboarding	2
MAN 2031	Let's Talk Business	2
	<b>Total College Core Requirements</b>	<b>14</b>
<b>MAJOR CORE REQUIREMENTS</b>		
CEN 1509C	Computer Networking Fundamentals	4
COP 2010C	Programming Concepts	4
CGS 2461C	Fundamental Programming Techniques	4
CGS 1800C	Web Site Design Methodology	4
CGS 1821C	Web Content Development	4
COP 2840C	Content Generation – Scripting Languages	4
CGS 2820C	Web Authoring	4
CGS 2877C	Web Animation	4
GRA 2225C	Graphic Design Using Adobe Photoshop	4
CGS 2177C	E-Commerce Systems Administration	4
CGS 2910C	Web Design Portfolio Project	2
	Approved IT Electives:	8
*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 or COP prefixes)		
	<b>Total Major Core Requirements</b>	<b>50</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	Composition I	4

ENC 1102	Composition II	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
SPC 2016	Oral Communications	4	
AML 2000	Introduction to American Literature	4	
SYG 2000	Principles of Sociology	4	
EVS 1001	Environmental Science	4	
	<b>Total General Education Requirements</b>		<b>32</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96</b>

Rochester Campus: HEGIS Code 5101 Program Code 11.0201

## CRIMINAL JUSTICE

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Associate in Applied Science Degree	96	24 months	Day, Evening/Saturday	Rochester	1-0

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. The Criminal Justice program is not a training program for law enforcement officers.

Course	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS 2167C	Computer Applications	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
BUL 2131	Business Law	4
	<b>Total College Core Requirements</b>	<b>14</b>
<b>MAJOR CORE REQUIREMENTS</b>		
CCJ 1024	Introduction to Criminal Justice	4
CCJ 1017	Criminology	4
CJL 2130	Criminal Evidence	4
CJL 2134	Criminal Procedure and the Constitution	4
CCJ 1610	Criminal Investigations	4
CCJ 2358	Criminal Justice Communications	4
CCJ 2306	Introduction to Corrections	4
CJD 2250	Introduction to Interviews and Interrogations	4
DSC 2002	Introduction to Terrorism	4
<b>The Student will select 12 credits from the following list:</b>		
CJE 2100	Policing America	4
CCJ 2288	Spanish for the Criminal Justice Professional	4
CCJ 2679	Introduction to Victims Advocacy	4
CCJ 2943	Current Issues in Criminal Justice	4
CJE 2670	Introduction to Forensics	4
CCJ 1910	Career Choices in Criminal Justice	4
	<b>Total Major Core Requirements</b>	<b>48</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	Composition I	4
ENC 1102	Composition II	4
MAT 1033	College Algebra	4
PSY 2012	General Psychology	4
SPC 2016	Oral Communications	4
AML 2000	Introduction to American Literature	4
SYG 2000	Principles of Sociology	4
EVS 1001	Environmental Science	4
SLS 1505	Basic Critical Thinking	2
	<b>Total General Education Requirements</b>	<b>34</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96</b>

Rochester Campus: HEGIS Code 5505 Program Code 43.0103

## CRIMINAL JUSTICE

Credential	Credit Units	Length	Campus(es)	Version
Associate in Specialized Business Degree	127	27 months	Pittsburgh	0-0

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	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		

CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	<b>Total College Core Credit Hours</b>		<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
CCJ 1017	Criminology	4.0	
CCJ 1024	Introduction to Criminal Justice	4.0	
CCJ 1610	Criminal Investigations	4.0	
CCJ 1910	Career Choices in Criminal Justice	4.0	
CJE 2670	Introduction to Forensics	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 2250	Constitutional Law for the Criminal Justice Professional	4.0	
DSC 2002	Introduction to Terrorism	4.0	
CCJ 2679	Introduction to Victims Advocacy	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CCJ 2358	Criminal Justice Communications	4.0	
CCJ 2501	Juvenile Justice	4.0	
CJD 2250	Introduction to Interviews and Interrogations	4.0	
CCJ 2941	Criminal Justice Externship	15.0	
CCJ 2943	Current Issues in Criminal Justice	4.0	
CJE 2100	Policing in America	4.0	
CJL 2130	Criminal Evidence	4.0	
LEGG 205	Criminal Law	4.0	
PLA 1023	Legal Ethics and Social Responsibility	4.0	
SYG 2000	Principles of Sociology	4.0	
	<b>Total Major Core Credit Hours</b>		<b>91.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
AMH 2030	20 <sup>th</sup> Century American History	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
SPC 2016	Oral Communications	4.0	
	<b>Total General Education Core Credit Hours</b>		<b>22.0</b>
	<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>127.0</b>

## CRIMINAL JUSTICE

Credential	Credit Units	Length	Campus(es)	Version
Diploma	123	27 months	Pittsburgh	0-0

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security. This is not a training program for law enforcement officers.

Course	Course Title	Quarter Credit Hours
<b>Occupational Subjects</b>		
CCJ 1024	Introduction to Criminal Justice	4.0
OST 1141L	Keyboarding	2.0
LEGG 100	Legal Terminology	4.0
CCJ 2250	Constitutional Law for the Criminal Justice Professional	4.0
CCJ 1017	Criminology	4.0
CJE 2100	Policing in America	4.0
BUL 2131	Applied Business Law	4.0
OST 2705	Introduction to Word Processing	2.0
CGS 2167C	Computer Applications	4.0
CJL 2130	Criminal Evidence	4.0
CGS 1522	Introduction to Spreadsheets	2.0
CJL 2134	Criminal Procedure and the Constitution	4.0
CCJ 1610	Criminal Investigations	4.0
CGS 1550	Introduction to Presentations	2.0
CCJ 2306	Introduction to Corrections	4.0
CCJ 2358	Criminal Justice Communications	4.0
PLA 1023	Legal Ethics and Social Responsibility	4.0
CGS 1520	Introduction to Database	2.0
CCJ 2501	Juvenile Justice	4.0

CCJ 2943	Current Issues in Criminal Justice	4.0	
CCJ 2941	Criminal Justice Externship	15.0	
<b>Total Occupational Subjects</b>			<b>85</b>
<b>General Education and Related Courses</b>			
SLS 1105	Strategies for Success	4.0	
ENC 1101	Composition I	4.0	
PSY 2012	General Psychology	4.0	
ENC 1102	Composition II	4.0	
MAT1033	Algebra	4.0	
ECO 1100	Contemporary Economic Issues	4.0	
MAN 1011	Introduction to Business Enterprise	4.0	
SPC 2016	Oral Communications	4.0	
MAN 2021	Principles of Management	4.0	
SLS 1321	Career Skills	2.0	
<b>Total General Education and Related Courses</b>			<b>38</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>123.0</b>

## ELECTRONICS, COMPUTER AND COMMUNICATIONS TECHNOLOGY

Credential	Credit Hours	Clock Hours	Length	Campus(es)	Version
Occupational Associate's Degree	124	1,540	19 months (20-hour weeks)	Cross Lanes	0-0

The electronics industry is constantly changing as new technologies are invented and embraced by the marketplace. These technologies must be supported by skilled technicians who understand fundamental electronic and computer principles. The Electronics, Computer and Communications Technology (ECCT) program teaches these skills by exploring electronics theory, direct and alternating current, electronic devices, integrated circuits, digital electronics, computer technology, and communications. Laboratory experience is an integral part of the program.

Graduates of the program are qualified for entry-level positions as electronics technicians, medical equipment technicians, consumer electronics technicians, electronic communication systems technicians, quality assurance production technicians, production test technicians, field service technicians, slot machine technicians, calibration technicians, bench technicians, preventive maintenance and repair technicians, computer service and repair technicians, support desk technicians, instrumentation technicians, and more. They are also qualified for positions as sales representatives in the computer, electronics, and communication fields.

Upon successful completion of all areas of the program, students will be awarded an occupational associate's degree.

Course	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Quarter Credit Hours
<b>Module 1: Direct Current (DC)</b>			
ECC1000	Direct Current (DC)	60/00/00/60	6.0
ECC1050	Direct Current (DC) Laboratory	00/60/00/60	3.0
ECC1075	Direct Current (DC) Mathematics	30/00/00/30	3.0
		Total	12.0
<b>Module 2: Alternating Current (AC)</b>			
ECC1100	Alternating Current (AC)	60/00/00/60	6.0
ECC1150	Alternating Current (AC) Laboratory	00/60/00/60	3.0
ECC1175	Alternating Current (AC) Mathematics	30/00/00/30	3.0
		Total	12.0
<b>Module 3: Electronic Devices</b>			
ECC1200	Electronic Devices	90/00/00/90	9.0
ECC1250	Electronic Devices Laboratory	00/60/00/60	3.0
		Total	12.0
<b>Module 4: Integrated Circuits</b>			
ECC1300	Integrated Circuits	90/00/00/90	9.0
ECC1350	Integrated Circuits Laboratory	00/60/00/60	3.0
		Total	12.0
<b>Module 5: Introduction to Digital Electronics</b>			
ECC2000	Introduction to Digital Electronics	60/00/00/60	6.0
ECC2050	Introduction to Digital Electronics Laboratory	00/60/00/60	3.0
ECC2075	Digital Electronics Mathematics	30/00/00/30	3.0
		Total	12.0
<b>Module 6: Advanced Digital Electronics</b>			
ECC2100	Advanced Digital Electronics	90/00/00/90	9.0
ECC2150	Advanced Digital Electronics Laboratory	00/60/00/60	3.0
		Total	12.0
<b>Module 7: Fundamentals of Computer Technology</b>			
CTT1000	Fundamentals of Computer Technology	90/00/00/90	9.0
CTT1050	Fundamentals of Computer Technology Laboratory	00/60/00/60	3.0
		Total	12.0
<b>Module 8: Computer Hardware and Operating Systems</b>			

CTT2000	Computer Hardware and Operating Systems	90/00/00/90	9.0
CTT2050	Computer Hardware and Operating Systems Laboratory	00/60/00/60	3.0
		Total	90/60/00/150
<b>Module 9: Introduction to Networking</b>			
NCC1000	Introduction to Networking	60/00/00/60	6.0
NCC1050	Introduction to Networking Laboratory	00/60/00/60	3.0
SLS1335	Strategies for Professionals	30/00/00/30	3.0
		Total	90/60/00/150
<b>Module 10: Electronic Communications</b>			
ECC2200	Electronic Communications	90/00/00/90	9.0
ECC2250	Electronic Communications Laboratory	00/60/00/60	3.0
		Total	90/60/00/150
<b>Additional Applied General Education Course</b>			
TWE1000	Writing for Technicians	40/00/00/40	4.0
		<b>Occupational Associate's Degree Total</b>	<b>940/600/00/1540</b>
			<b>124.0</b>

#### Major Equipment

Analog/Digital Trainers, Oscilloscopes, Computers, Logic Analyzers, Frequency Counters, Digital Multimeters, Printers, Function Generators, Power Supplies,

## INFORMATION PROCESSING SPECIALIST

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Diploma	62-64	15 months	Day, Evening/Saturday	Rochester	1-0

As information processing evolves toward the "paperless office" of the future specialized training is essential for men and women seeking employment. This program develops generic concepts and operating procedures applicable to numerous types of word processing systems currently available while permitting the student to also acquire entry-level skills for an administrative, legal or medical position.

Course	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
CGS 2167	Computer Applications	4
<b>Total College Core Requirements</b>		<b>10</b>
<b>MAJOR CORE REQUIREMENTS – All Concentrations</b>		
CGS 2510C	Applied Spreadsheets	4
APA 2111	Principles of Accounting I	4
ACG 1105	Application of Accounting Principles	2
AIP 1110	Language Arts for Information Processors	2
OST 2335	Business Communications	4
SSC 1101	Principles of Keyboarding/WP I	4
SSC 1102	Intermediate Keyboarding/WP II	4
SSC 2103	Advanced Keyboarding/WP III	4
AIP 1121	Information/WP Transcription I	2
<b>Additional Major Core Requirements – Executive Concentration</b>		
AIP 2122	Information/WP Transcription II (Executive)	2
SSC 1138	Executive Secretarial Office Procedures	4
MAN 1030	Introduction to Business Enterprise	4
MAN 2021	Principles of Management	4
<b>Total Major Core Requirements</b>		<b>44</b>
<b>Additional Major Core Requirements – Legal Concentration</b>		
AIP 2123	Information/WP Transcription II (Legal)	2
BUL 2131	Applied Business Law	4
SSC 1136	Legal Secretarial Office Procedures	4
LSC 1104	Legal Terminology	4
<b>Total Major Core Requirements</b>		<b>44</b>
<b>Additional Major Core Requirements – Medical Concentration</b>		
AIP 2124	Information/WP Transcription II (Medical)	2
MEA 1304	Medical Office Procedures	4
MEA 1239	Medical Terminology	4
MEA 2332C	Medical Finance and Insurance	4
MSC 1106	Medical Insurance Forms	2
<b>Total Major Core Requirements</b>		<b>46</b>
<b>GENERAL EDUCATION REQUIREMENTS – All Concentrations</b>		
ENC 1101	Composition I	4
SPC 2016	Oral Communications	4
<b>Total General Education Requirements</b>		<b>8</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>62-64</b>

Rochester Campus: HEGIS Code 5005 Program Code 52.0401 Recommended typing speed: 50 wpm

## LEGAL ADMINISTRATIVE SECRETARY

Credential	Credit Units	Length	Campus(es)	Version
Associate in Specialized Business Degree	105	24 months	Pittsburgh	0-0

The Legal Administrative Secretary program prepares the student for employment opportunities in law firms, government agencies, corporate legal departments, banks, and legal aid societies.

Course	Course Title	Quarter Credit Hours
<b>BUSINESS COMPONENT</b>		
CGS 2167C	Computer Applications	4.0
MAC 1001	Business Mathematics	4.0
CDP 106	Word Processing	3.0
SLS 1105	Strategies for Success	4.0
	<b>Total Business Component Credit Hours</b>	<b>15.0</b>
<b>MAJOR COMPONENT</b>		
APA 1114	Office Accounting	4.0
BUL 2131	Applied Business Law	4.0
TYPP 101	Typewriting I	3.0
TYPP 102	Typewriting II	3.0
TYPP 201	Typewriting III	3.0
TYPP 202	Typewriting IV	3.0
MAN 2021	Principles of Management	4.0
SECR 105	Machine Transcription	3.0
SECR 103	Business Office Management I	4.0
LEGG 103	Legal Office Management/Introduction to Legal Studies	4.0
LEGG 100	Legal Terminology	4.0
ENGG 205	Business Writing	4.0
CDP 110	Data Base	3.0
CDP 116	Spreadsheet Application	3.0
EXT 250	Externship/Career Planning	15.0
	<b>Elective Pool – Business &amp; Business Related – The student will choose 10 hours from the following:</b>	<b>10.0</b>
CDP 206	Advanced Word Processing	3.0
CDP 216	Advanced Spreadsheet Application	3.0
LEGG 105	Tort Law	4.0
LEGG 106	Civil Litigation I	4.0
LEGG 201	Civil Litigation II	4.0
LEGG 115	Domestic Relations	4.0
LEGG 205	Criminal Law	4.0
MEDD 103	Medical Law and Ethics	2.0
MEDD 104	Human Relations	2.0
MKT 103	Sales and Marketing Concepts	4.0
SECR 203	Business Office Management II	3.0
SLS 1321	Career Skills	2.0
	<b>Total Major Component Credit Hours</b>	<b>74.0</b>
<b>GENERAL EDUCATION COMPONENT</b>		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
	<b>Total General Education Component Credit Hours</b>	<b>16.0</b>
	<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>105.0</b>

## MEDICAL ADMINISTRATIVE SECRETARY

Credential	Credit Units	Length	Campus(es)	Version
Associate in Specialized Business Degree	106	24 months	Pittsburgh	0-0

The Medical Administrative Secretary program prepares the student for employment opportunities in medical offices, hospitals, clinics, insurance firms, and transcription companies.

Course	Course Title	Quarter Credit Hours
<b>BUSINESS COMPONENT</b>		
CGS 2167C	Computer Applications	4.0
MAC 1001	Business Mathematics	4.0
CDP 106	Word Processing	3.0
SLS 1105	Strategies for Success	4.0
	<b>Total Business Component Credit Hours</b>	<b>15.0</b>
<b>MAJOR COMPONENT</b>		

APA 1114	Office Accounting	4.0	
BUL 2131	Applied Business Law	4.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
MEDD 110	Medical Machine Transcription	3.0	
SECR 103	Business Office Management I	4.0	
MAN 2021	Principles of Management	4.0	
MEDD 101	Medical Terminology	4.0	
MEDD 201	Anatomy & Physiology	4.0	
MEDD 102	Medical Office Procedures I	4.0	
ENGG 205	Business Writing	4.0	
EXT 250	Externship/Career Planning	15.0	
<b>Elective Pool – Business &amp; Business Related – The student will choose 13 hours from the following:</b>		<b>13.0</b>	
CDP 206	Advanced Word Processing	3.0	
CDP 110	Data Base	3.0	
CDP 116	Spreadsheet Application	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
MEDD 103	Medical Law and Ethics	2.0	
MEDD 104	Human Relations	2.0	
MEDD 105	Clinical Assisting	3.0	
MEDD 202	Medical Office Procedures II	3.0	
MEDD 205	Laboratory Exams and Specialty Procedures	6.0	
MEDD 206	Laboratory Diagnostic Procedures	6.0	
MED 253	Simulated Medical Practice	6.0	
MKT 103	Sales and Marketing Concepts	4.0	
SECR 203	Business Office Management II	3.0	
SLS 1321	Career Skills	2.0	
<b>Total Major Component Credit Hours</b>			<b>75.0</b>
<b>GENERAL EDUCATION COMPONENT</b>			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
<b>Total General Education Component Credit Hours</b>			<b>16.0</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>106.0</b>

## MEDICAL ASSISTING

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Associate in Applied Science Degree	103	24 months	Day, Evening/Saturday	Rochester	0-0

Graduates of the Medical Assisting Program are prepared, under the direction of a physician, to provide front and back office services within medical offices, ambulatory care providers, clinics, hospitals, nursing homes, home health agencies and private medical supply firms. Graduates of the program are prepared for employment in this large range of health care employers. Graduates complete an in depth externship and are fully qualified upon graduation to be employed in the variety of medical facilities and companies as identified.

Course	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS 2167C	Computer Applications	4
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
<b>Total College Core Requirements</b>		<b>12</b>
<b>MAJOR CORE REQUIREMENTS</b>		
MEA 1231	Anatomy and Physiology I	4
MEA 1233	Anatomy and Physiology II	4
MEA 1250	Diseases of the Human Body	4
MEA 1207	Basic Clinical Procedures	4
MEA 1239	Medical Terminology	4
MEA 1385	Medical Law and Ethics	2
MEA 1226	Exams and Specialty Procedures	4
MEA 2244	Pharmacology	4
MEA 1304C	Medical Office Procedures	4
MEA 2332C	Medical Finance and Insurance	4
MEA 2260	Diagnostic Procedures	4
MEA 2561	Professional Procedures	2

MEA 2802	Medical Assistant Externship	5	
MEA 1207L	Basic Clinical Procedures (lab)	2	
MEA 1226L	Exams and Specialty Procedures (lab)	2	
MEA 1243L	Pharmacology (lab)	2	
MLS 2260L	Diagnostic Procedures (lab)	2	
	<b>Total Major Core Requirements</b>		<b>57</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
SPC 2016	Oral Communications	4	
AML 2000	Introduction to American Literature	4	
SYG 2000	Principles of Sociology	4	
EVS 1001	Environmental Science	4	
SLS 1505	Basic Critical Thinking	2	
	<b>Total General Education Requirements</b>		<b>34</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>103</b>

Rochester Campus: HEGIS Code 5214 Program Code 51.0801

## MEDICAL ASSISTING

Credential	Credit Units	Length	Campus(es)	Version
Diploma	56	10-13 months	Pittsburgh	0-0

The Medical Assisting program is designed to prepare the student for entry-level positions as multi-skilled health professionals who work primarily in ambulatory settings such as medical offices and clinics. Students learn to perform administrative and clinical procedures in accordance with the standards of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Course	Course Title	Quarter Credit Hours
<b>MAJOR COMPONENT</b>		
ENC 1101	Composition I	4.0
MEDD 103	Medical Law and Ethics	2.0
MEDD 104	Human Relations	2.0
TYPP 101	Typewriting I	3.0
TYPP 102	Typewriting II	3.0
MEDD 101	Medical Terminology	4.0
MEDD 105	Clinical Assisting	3.0
MEDD 102	Medical Office Procedures I	4.0
MEDD 201	Anatomy & Physiology	4.0
MEDD 205	Laboratory Exams and Specialty Procedures	6.0
MEDD 202	Medical Office Procedures II	3.0
MEDD 110	Medical Machine Transcription	3.0
MEDD 206	Laboratory Diagnostic Procedures	6.0
CDP 106	Word Processing	3.0
MED 253	Simulated Medical Practice	6.0
	<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>56.0</b>

NOTE: A complete Physical Examination will be required prior to the end of the student's first term of enrollment in the Medical Assistant program to insure the student's physical ability to complete the program requirements.

A student enrolled in the Medical Assistant program must earn a minimum grade of C in all MEDD class requirements in order to successfully complete the program.

## MEDICAL INSURANCE BILLING AND CODING

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Associate in Applied Science Degree	100	24 months	Day, Evening/Saturday	Rochester	2-0

This program is designed to provide comprehensive skills in the administrative, insurance billing and coding area of study. The program will take the student beyond the basic information adding depth in the many specialty areas of the Medical Insurance Billing industry. The hands on practical approach will give the student the experience and confidence needed to succeed in this highly specialized field. The degree prepares the graduate to be an entry-level professional in medical offices, clinics, hospitals, and associated medical facilities.

Course	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS 2167C	Computer Applications	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	<b>Total College Core Requirements</b>	<b>10</b>
<b>MAJOR CORE REQUIREMENTS</b>		
MEA 2326C	Computer Applications for Medical Insurance Billing and Coding	4
MEA 1239	Medical Terminology	4

MEA 1385	Medical Law and Ethics	2	
MEA 1250	Diseases of the Human Body	4	
MEA 2232	Anatomy and Physiology of Body Systems	4	
MEA 2305	Medical Office Management & Compliance	4	
MEA 2348C	Introduction to Hospital Billing	4	
MEA 2332C	Medical Finance and Insurance	4	
MEA 2335	Medical Insurance Billing	4	
MEAP 1301	Introduction to ICD-9 Coding	4	
MEAP 1305	Introduction to CPT Coding	4	
MEA 2346	Advanced CPT Coding	4	
MEAP 2345	Third Party Payers	4	
MEAP 2348	Abstract Coding Cases	2	
MEAP 2246	Pharmacology for MIBC	4	
	<b>Total Major Core Requirements</b>		<b>56</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
SPC 2016	Oral Communications	4	
AML 2000	Introduction to American Literature	4	
SYG 2000	Principles of Sociology	4	
EVS 1001	Environmental Science	4	
SLS 1505	Basic Critical Thinking	2	
	<b>Total General Education Requirements</b>		<b>34</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>100</b>

Rochester Campus: HEGIS Code 5213 Program Code 51.0713

## PARALEGAL

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Associate in Applied Science Degree	98	24 months	Day, Evening/Saturday	Rochester	0-0

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

Course	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS 2167C	Computer Applications	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
OST 1141L	Keyboarding	2
OST 2725	Applied Word Processing	4
	<b>Total College Core Requirements</b>	<b>16</b>
<b>MAJOR CORE REQUIREMENTS</b>		
PLA 1003	Introduction to Legal Assisting	4
PLA 2363	Criminal Procedure and the Constitution	4
PLA 1105	Legal Research and Writing I	4
PLA 2106	Legal Research and Writing II	4
PLA 2273	Torts	4
PLA 2423	Contract Law	4
PLA 2600	Wills, Trusts and Probate	4
PLA 2800	Family Law	4
PLA 2763	Law Office Management	4
PLA 2203	Civil Procedure	4
<b>Select 8 credits from the following list:</b>		
PLA 2460	Bankruptcy	4
PLA 2930	Contemporary Issues and Law	4
PLA 2433	Business Organizations	4
PLA 2483	Introduction to Administrative Law	4
PLA 2610	Real Estate Law	4
PLA 2631	Environmental Law	4
	<b>Total Major Core Requirements</b>	<b>48</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	Composition I	4

ENC 1102	Composition II	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
SPC 2016	Oral Communications	4	
AML 2000	Introduction to American Literature	4	
SYG 2000	Principles of Sociology	4	
EVS 1001	Environmental Science	4	
SLS 1505	Basic Critical Thinking	2	
	<b>Total General Education Requirements</b>		<b>34</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>98</b>

Rochester Campus: HEGIS Code 5099 Program Code 22.0103

## PARALEGAL

Credential	Credit Units	Length	Campus(es)	Version
Associate in Specialized Business Degree	109	24 months	Pittsburgh	0-0

Paralegals, under the direction of a lawyer, use their knowledge of law and legal procedures to assist lawyers, clients, and courts in the areas of interviewing, gathering, reviewing and analyzing fact situations, researching the law and preparation and interpretation of legal documents. Paralegals find employment opportunities in law firms, state and federal government agencies, corporate legal departments, insurance companies, banks, title companies, and legal aid societies.

Course	Course Title	Quarter Credit Hours	
<b>BUSINESS COMPONENT</b>			
APA 1114	Office Accounting	4.0	
ENGG 205	Business Writing	4.0	
BUL 2131	Applied Business Law	4.0	
MAC 1001	Business Mathematics	4.0	
CDP 116	Spreadsheet Application	3.0	
CDP 106	Word Processing	3.0	
SLS 1105	Strategies for Success	4.0	
	<b>Total Business Component Credit Hours</b>		<b>26.0</b>
<b>MAJOR COMPONENT</b>			
LEGG 103	Legal Office Management/Introduction to Legal Studies	4.0	
LEGG 105	Tort Law	4.0	
LEGG 106	Civil Litigation I	4.0	
LEGG 201	Civil Litigation II	4.0	
LEGG 115	Domestic Relations	4.0	
LEGG 110	Legal Research I	3.0	
LEGG 210	Legal Research II	3.0	
LEGG 203	Legal Writing	3.0	
LEGG 205	Criminal Law	4.0	
LEGG 206	Estates, Trusts, and Wills	4.0	
LEGG 215	Bankruptcy	4.0	
LEGG 212	Corporations	4.0	
LEGG 209	Real Estate/Property Law	4.0	
TYPP 101	Typewriting I	3.0	
EXT 250	Externship/Career Planning	15.0	
	<b>Total Major Component Credit Hours</b>		<b>67.0</b>
<b>GENERAL EDUCATION COMPONENT</b>			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	<b>Total General Education Component Credit Hours</b>		<b>16.0</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>109.0</b>

## PROGRAMMING FOR BUSINESS

Credential	Credit Units	Length	Program Offered	Campus(es)	Version
Certificate	32	12 months	Day, Evening/Saturday	Rochester	0-0

Designed primarily for those who desire specialized training to complement their prior college education or who need specific training for immediate application in their present employment situation.

Course	Course Title	Quarter Credit Hours	
<b>COLLEGE CORE REQUIREMENTS</b>			
CGS 2167	Computer Applications	4	
APA 2111	Principles of Accounting I	4	

CGS 2510C	Applied Spreadsheets	4	
	<b>Total College Core Requirements</b>		<b>12</b>
<b>MAJOR CORE REQUIREMENTS</b>			
COP 2010	Programming Concepts	4	
CGS 2461	Fundamental Programming Techniques	4	
CIS 2325	Introduction to the Systems Development Life Cycle	4	
<b>Students will choose 2 of the following 3 courses:</b>			
COP 2170	Computer Programming – Visual Basic I	4	
COP 2250C	Computer Programming – Java I	4	
COP 2224	Computer Programming – C++ I	4	
	<b>Total Major Core Requirements</b>		<b>20</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>32</b>

Rochester Campus: HEGIS Code 5101 Program Code 11.0201

## COURSE NUMBERING SYSTEM

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

## COURSE DESCRIPTIONS

<b>ACG 1105 Application of Accounting Principles</b>	<b>2.0 Quarter Credit Hours</b>
This course will provide an opportunity for the student to apply and expand upon the concepts learned in APA 1114 to the duties he or she might be required to perform in a legal, medical, or business setting. Topics included in the course will include banking procedures, petty cash, standard and special journals, and subsidiary ledgers. Prerequisite: APA 2111. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>ACG 2021 Introduction to Corporate Accounting</b>	<b>4.0 Quarter Credit Hours</b>
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ACG 2178 Financial Statement Analysis</b>	<b>4.0 Quarter Credit Hours</b>
The basics of financial statement analysis in directing a firm's operations are covered in the course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ACG 2551 Non-Profit Accounting</b>	<b>4.0 Quarter Credit Hours</b>
In this course students explore 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	
<b>ACO 1806 Payroll Accounting</b>	<b>4.0 Quarter Credit Hours</b>
This course provides the student with a working knowledge of payroll laws, principles, practices, methods and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>ACTT 101 Principles of Accounting I</b>	<b>9 Quarter Credit Hours</b>
An introduction to accounting stressing the simple proprietorship form of business. Covers accounts payable, cash receipts, and disbursements. Emphasizes recording in books of original entry, posting to ledgers, taking a trial balance and closing books, including preparation of work sheets and financial statements. Prerequisite: None. Lec Hrs:090, Lab Hrs:000, Other Hrs: 000	
<b>ACTT 102 Principles of Accounting II</b>	<b>9 Quarter Credit Hours</b>
A continuation of the study of accounting covering accounting procedures for banking and petty cash, discounting notes, bad debts, inventories and plant assets. Partnerships and corporations are introduced, and the accounting for owner's equity in these two forms of business is covered. Includes the analysis of financial statements. Prerequisite: ACTT 101. Lec Hrs: 090, Lab Hrs:000, Other Hrs: 000	
<b>ACTT 105 Taxes I</b>	<b>4 Quarter Credit Hours</b>
Federal and state laws as they relate to the determination of taxable income for the individual and corporation, preparation of returns and tax planning. Prerequisite: None. Lec Hrs: 040, Lab Hrs:000, Other Hrs: 000	
<b>ACTT 110 Cost Accounting</b>	<b>4 Quarter Credit Hours</b>
This course examines the development and operation of cost accounting systems that provide information to management, and the techniques used to aid management in the use of this information for decision making. Prerequisite: ACTT 101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>ACTT 201 Intermediate Accounting I</b>	<b>9 Quarter Credit Hours</b>
An intensive review of accounting procedures. In depth coverage of financial statements, cash, temporary investments, receivables, and inventories. Balance sheet disclosures are thoroughly studied, and emphasis is placed on analyzing statements. Prerequisite: ACTT 102. Lec Hrs: 090, Lab Hrs: 000, Other Hrs: 000	
<b>ACTT 202 Intermediate Accounting II</b>	<b>9 Quarter Credit Hours</b>
This course covers details in investments, fixed assets, long-term liabilities, and analysis and interpretation of financial statements. Prerequisites: ACTT 102 and ACTT 201. Lec Hrs: 090, Lab Hrs: 000, Other Hrs: 000	
<b>ACTT 207 Computerized Accounting</b>	<b>3 Quarter Credit Hours</b>
This course introduces a realistic approach to integrated automated accounting programs to reinforce the accounting techniques learned in ACTT101. The student gains hands-on experience with microcomputers by entering and retrieving data through the system. Prerequisite: ACTT 101. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
<b>ACTT 209 Payroll Computer Applications</b>	<b>3 Quarter Credit Hours</b>
This course provides an intensive overview of the methods of computing wages and salaries, record keeping and the preparation of government reports. Both manual and computer-aided techniques are focal points for application of payroll accounting. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	

<b>AIP 1110 Language Arts for Information Processors</b>	<b>2.0 Quarter Credit Hours</b>
This course is an intensive study of language art essentials needed to express clearly and correctly all types of correspondence originated for today's information processing systems. Special emphasis is placed on accepted usage of grammar, capitalization punctuation, sentence structure, spelling and vocabulary. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>AIP 1121 Information/Word Processing Transcription I</b>	<b>2.0 Quarter Credit Hours</b>
This course continues the student's development of proficient operation of word processing equipment while introducing and developing the operation of dictation and transcribing equipment commonly found in the modern office. Students are given extensive training in machine transcription techniques and are given frequent opportunity to develop their transcription skills utilizing word processing equipment in improving speed and accuracy. Prerequisite: SSC 1101. Lecture Hrs. 010 Lab. Hrs. 020 Other Hrs. 000	
<b>AIP 1143 Information Processing Systems</b>	<b>4.0 Quarter Credit Hours</b>
As a final course in the information/word processing sequence, the student will complete projects necessitating decision making in the selection of equipment formatting, duplicating, and other areas typically expected of the word processing employee. Procedures relating to electronic filing, graphics, and telecommunications will be covered. Further emphasis upon current skills necessary for the information processor will be covered. Theoretical and procedural training are reinforced through the use of a simulation in which students assume duties of administrative and correspondence personnel at both the entry and supervisory levels. Prerequisite: SSC 1103. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>AIP 2122 Information/Word Processing Transcription II - Executive</b>	<b>2.0 Quarter Credit Hours</b>
This course is for the student taking the Executive option and continues emphasis upon transcription techniques and information processing procedures. The student applies the transcription skills and equipment operation expertise acquired in previous course work. Projects relate to machine transcription, numeric entry of information using the ten-key system, and editing previously transcribed materials. Improved speed and accuracy expectations are reflected in the grading criteria for this course. Prerequisite: AIP 1121. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>AIP 2123 Information/Word Processing Transcription II - Legal</b>	<b>2.0 Quarter Credit Hours</b>
This course is for the student taking the legal or paralegal option and is the same as AIP 1122 except it emphasizes the transcription of legal letters and documents. Legal terminology skills will be strengthened and transcription techniques unique to a legal environment will be studied. Prerequisites: AIP 1121 and LCS 1104. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>AIP 2124 Information/Word Processing Transcription II - Medical</b>	<b>2.0 Quarter Credit Hours</b>
This course is for the student taking the Medical option and is the same as AIP 1122 except it emphasizes the accurate transcription of medical materials. Techniques unique to the medical field will be covered. Medical terminology skills will be enhanced. Prerequisites: AIP 1121 and MEA 1239 Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>AIP 2142 Advanced Information Processing Procedures</b>	<b>2.0 Quarter Credit Hours</b>
An in-depth review of basic word processing functions and a further development and acquisition of the intermediate and more advanced word processing operations. Block operations, columns, and search and replace will be undertaken. Students, through lab training, will apply the procedures learned to fulfill realistic projects. In addition, students will learn the basic supervisory functions in order to be able to maintain and direct the operations of an entire word processing system. Prerequisite: SSC 2103. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>AMH 2030* 20<sup>th</sup> Century American History</b>	<b>4 Quarter Credit Hours</b>
A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20 <sup>th</sup> Century, and covers the political, social, and diplomatic developments including the populist movement, World War I, The Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>AML 2000 Introduction to American Literature</b>	<b>4.0 Quarter Credit Hours</b>
This course concentrates on the major writers of modern American literature. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 1114 Office Accounting</b>	<b>4 Quarter Credit Hours</b>
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	
<b>APA 2111 Principles of Accounting I</b>	<b>4.0 Quarter Credit Hours</b>
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2121 Principles of Accounting II</b>	<b>4.0 Quarter Credit Hours</b>
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2141 Computerized Accounting</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>APA 2161 Introductory Cost/Managerial Accounting</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>BUL 2131 Applied Business Law</b>	<b>4 Quarter Credit Hours</b>
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. Lec Hrs: 040, Lab Hrs:000, Other Hrs: 000	
<b>BUL 2131 Applied Business Law</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>BUL 2261 International Business Law</b>	<b>4.0 Quarter Credit Hours</b>
This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1017 Criminology</b>	<b>4 Quarter Credit Hours</b>
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisites: CCJ1024 and PSY 2012. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	

<b>CCJ 1017 Criminology</b>	<b>4.0 Quarter Credit Hours</b>
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1024 Introduction to Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJ 1024 Introduction to Criminal Justice</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1610 Criminal Investigations</b>	<b>4 Quarter Credit Hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJ 1610 Criminal Investigations</b>	<b>4.0 Quarter Credit Hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1910 Career Choices in Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJ 1910 Career Choices in Criminal Justice</b>	<b>4.0 Quarter Credit Hours</b>
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2250 Constitutional Law for the Criminal Justice Professional</b>	<b>4 Quarter Credit Hours</b>
This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJ 2288 Spanish for the Criminal Justice Professional</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2306 Introduction to Corrections</b>	<b>4 Quarter Credit Hours</b>
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJ 2306 Introduction to Corrections</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2358 Criminal Justice Communications</b>	<b>4 Quarter Credit Hours</b>
This course prepares the student, 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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJ 2358 Criminal Justice Communications</b>	<b>4.0 Quarter Credit Hours</b>
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2501 Juvenile Justice</b>	<b>4 Quarter Credit Hours</b>
Examination of the historical development of concepts of delinquency and modern juvenile justice systems. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJ 2679 Introduction to Victims Advocacy</b>	<b>4.0 Quarter Credit Hours</b>
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). Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2679 Introduction to Victims Advocacy</b>	<b>4 Quarter Credit Hours</b>
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJ 2941 Criminal Justice Externship</b>	<b>15 Quarter Credit Hours</b>
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 390 hours. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have the approval of the Department Chair and Program Coordinator. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 360	
<b>CCJ 2943 Current Issues in Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts concerning law enforcement, the courts, corrections and juvenile justice. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJ 2943 Current Issues in Criminal Justice</b>	<b>4.0 Quarter Credit Hours</b>
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CDP 106 Word Processing</b>	<b>3 Quarter Credit Hours</b>
Students learn basic and intermediate word processing skills with hands-on training on the microcomputer. Students will create, save, edit, print, and retrieve documents, use special textual effects including merging as well as standard business word processing applications. Prerequisite: TYPP 101 or demonstrated ability. Lec Hrs: 010 Lab Hrs: 040, Other Hrs: 000	

<b>CDP 110 Data Base</b>	<b>3 Quarter Credit Hours</b>
The design, creation, modification and query of a database are the bass for this course in microcomputer package software. Also included are interaction via directly entered commands or the pull-down menus of the Assistant; the design of input, update, and output screens; use of display, list, and browse commands for quick interactive access; sorting, indexing, and searches for better access; report format generation; data base organization and command file set up. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
<b>CDP 116 Spreadsheet Application</b>	<b>3 Quarter Credit Hours</b>
In-depth use of electronic spreadsheets for solving a variety of tasks with special emphasis on business problems. Students learn to manage numeric and alphanumeric data such as spreadsheet tables and data bases, use functions, create formulas, design input screens, manipulate display formatting, design report formats, and write simple macro instructions. Prerequisite: None. Lec Hrs: 010 Lab Hrs: 040, Other Hrs: 000	
<b>CDP 206 Advanced Word Processing</b>	<b>3 Quarter Credit Hours</b>
Students continue to learn word processing features, such as merging, mathematical functions, tables, and columns, sorting, and headers and footers. Prerequisite: CDP 106. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
<b>CDP 216 Advanced Spreadsheet Application</b>	<b>3 Quarter Credit Hours</b>
This sequel to CDP 116 includes more than 15 financial, mathematical, and special functions. With the use of spreadsheets, the student will create balance sheets, income statements, and other financial statements on the computer. Also included are database functions along with creating and using macros. Prerequisite: CDP 116. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
<b>CEN 1056 Project Development</b>	<b>2.0 Quarter Credit Hours</b>
This course prepares the student to administer and participate in effective project development. Emphasis will be on planning and processes. Students will work to define project objectives, schedule, budget, and accomplish project objectives on time and on budget. Prerequisites: None. Lecture hours: 20. Lab hours: 0.	
<b>CEN 1509C Computer Networking Fundamentals</b>	<b>4.0 Quarter Credit Hours</b>
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: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
<b>CGS 1280C Computer Hardware Concepts</b>	<b>4.0 Quarter Credit Hours</b>
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: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
<b>CGS 1520 Introduction to Database</b>	<b>2 Quarter Credit Hours</b>
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	
<b>CGS 1522 Introduction to Spreadsheets</b>	<b>2 Quarter Credit Hours</b>
This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>CGS 1550 Introduction to Presentations</b>	<b>2 Quarter Credit Hours</b>
This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>CGS 1763C Computer Operating Systems</b>	<b>4.0 Quarter Credit Hours</b>
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: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
<b>CGS 1800C Web Site Design Methodology</b>	<b>4.0 Quarter Credit Hours</b>
This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: CGS 2110. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
<b>CGS 1821C Web Content Development</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2151 Basic Programming and Applications</b>	<b>4.0 Quarter Credit Hours</b>
An introduction to the BASIC language, its logic commands, and coding. Special emphasis is placed upon business applications as the student has hands-on practice using a microcomputer. Prerequisite: CGS 2167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2160 JAVA Programming and Applications</b>	<b>4.0 Quarter Credit Hours</b>
This course develops the student's ability to do elementary web programming. Basic concepts covered include classes, objects, processes, threads, Applets, and web pages. Prerequisite: CGS 2220 and concurrent with CGS 2240. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2167 Computer Applications</b>	<b>4 Quarter Credit Hours</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000	
<b>CGS 2167C Computer Applications</b>	<b>4.0 Quarter Credit Hours</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2177C E-Commerce Systems Administration</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

<b>CGS 2220 Introduction to Programming in C++</b>	<b>4.0 Quarter Credit Hours</b>
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. Prerequisite: CGS 2167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2240 Advanced Programming in C++</b>	<b>4.0 Quarter Credit Hours</b>
More advanced topics and applications utilizing the programming language C++ are covered in this course, including functions, arrays, pointers, file structures and file processing. Students will use more advanced programming concepts to write, compile, correct and test solutions to business problems of greater complexity. Prerequisite: CGS 2220. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2461C Fundamental Programming Techniques</b>	<b>4.0 Quarter Credit Hours</b>
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.	
<b>CGS 2510C Applied Spreadsheets</b>	<b>4.0 Quarter Credit Hours</b>
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS2110 Lec Hrs 030 Lab Hrs 020	
<b>CGS 2820C Web Authoring</b>	<b>4.0 Quarter Credit Hours</b>
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: CIS 1760. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
<b>CGS 2877C Web Animation</b>	<b>4.0 Quarter Credit Hours</b>
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: CIS 2650. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
<b>CGS 2910C Web Design Portfolio Project</b>	<b>2.0 Quarter Credit Hours</b>
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: CIS 2670 and CIS 2690. Lecture Hrs: 10. Lab Hrs: 20. Other Hrs: 0.	
<b>CIS 2252 Ethics in Computing</b>	<b>4.0 Quarter Credit Hours</b>
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.	
<b>CIS 2325 Introduction to the Systems Development Life Cycle</b>	<b>4.0 Quarter Credit Hours</b>
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: CGS 2167C. Lecture hours: 40. Lab hours: 0.	
<b>CIS 2614 Software Quality Assurance</b>	<b>4.0 Quarter Credit Hours</b>
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.	
<b>CJD 2250 Introduction to Interviews and Interrogations</b>	<b>4 Quarter Credit Hours</b>
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CJD 2250 Introduction to Interviews and Interrogations</b>	<b>4.0 Quarter Credit Hours</b>
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2100 Policing in America</b>	<b>4 Quarter Credit Hours</b>
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CJE 2100 Policing in America</b>	<b>4.0 Quarter Credit Hours</b>
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2670 Introduction to Forensics</b>	<b>4 Quarter Credit Hours</b>
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CJE 2670 Introduction to Forensics</b>	<b>4.0 Quarter Credit Hours</b>
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 2130 Criminal Evidence</b>	<b>4 Quarter Credit Hours</b>
This course considers the rules of evidence and rules of exclusion. In addition, suspects' rights and procedures for gathering evidence are also covered. Prerequisite: CCJ 1024. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>CJL 2130 Criminal Evidence</b>	<b>4 Quarter Credit Hours</b>
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	

<b>CJL 2130 Criminal Evidence</b>	<b>4.0 Quarter Credit Hours</b>
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 2132 Criminal Procedure</b>	<b>4 Quarter Credit Hours</b>
This course focuses on the constitutional provisions affecting the criminal process and the Pennsylvania Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>CJL 2134 Criminal Procedure and the Constitution</b>	<b>4 Quarter Credit Hours</b>
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CJL 2134 Criminal Procedure and the Constitution</b>	<b>4.0 Quarter Credit Hours</b>
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>COP 2010C Programming Concepts</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>COP 2170C Computer Programming – Visual Basic I</b>	<b>4.0 Quarter Credit Hours</b>
This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
<b>COP 2171C Computer Programming – Visual Basic II</b>	<b>4.0 Quarter Credit Hours</b>
This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lecture hours: 30. Lab hours: 20.	
<b>COP 2224C Computer Programming – C++ I</b>	<b>4.0 Quarter Credit Hours</b>
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.	
<b>COP 2228C Computer Programming – C++ II</b>	<b>4.0 Quarter Credit Hours</b>
This course is a continuation of COP 2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lecture hours: 30. Lab hours: 20.	
<b>COP 2250C Computer Programming - JAVA I</b>	<b>4.0 Quarter Credit Hours</b>
This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
<b>COP 2280C Computer Programming - JAVA II</b>	<b>4.0 Quarter Credit Hours</b>
This course is a continuation of COP 2261. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COP 2261. Lecture hours: 30. Lab hours: 20	
<b>COP 2840C Content Generation - Scripting Languages</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CTT1000 Fundamentals of Computer Technology</b>	<b>9 Quarter Credit Hours</b>
This course introduces the students to the personal computer and the Windows desktop environment. It also introduces the students to common types of software, desktop applications, graphics, utilities, and operating systems. Basic computer system architecture and end-user Internet skills will be discussed. Prerequisite: None. Lecture hours: 90. Lab hours: 0.	
<b>CTT1050 Fundamentals of Computer Technology Laboratory</b>	<b>3 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Fundamentals of Computer Technology. Students will construct a computer and install, configure, optimize, uninstall and troubleshoot basic software problems. They will also learn how to create basic documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture hours: 0. Lab hours: 60.	
<b>CTT2000 Computer Hardware and Operating Systems</b>	<b>9 Quarter Credit Hours</b>
This course focuses on the software operating systems and hardware that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components, peripherals, and their related functions. Other topics include installing, troubleshooting, and repairing hardware and operating systems. Prerequisite: CTT1000, CTT1050. Lecture hours: 90. Lab hours: 0.	
<b>CTT2050 Computer Hardware &amp; Operating Systems Laboratory</b>	<b>3 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Computer Hardware and Operating Systems. It provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computers. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.	
<b>DSC 2002 Introduction to Terrorism</b>	<b>4 Quarter Credit Hours</b>
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>DSC 2002 Introduction to Terrorism</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>ECC1000 Direct Current (DC)</b>	<b>6 Quarter Credit Hours</b>
This course introduces students to the field of electronics and the principles and practices of fundamental Direct Current (DC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 0.	
<b>ECC1050 Direct Current (DC) Laboratory</b>	<b>3 Quarter Credit Hours</b>
In this lab course, students will complete a project demonstrating their skills and ability to integrate key concepts related to DC circuits. It introduces proper safety procedures, the use of hand tools, and soldering techniques used in the electronics industry. Students will also construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive circuits while using various test instruments, such as digital multimeters, oscilloscopes and power supplies, to analyze these circuits. Prerequisite: None. Lecture hours: 0. Lab hours: 60.	
<b>ECC1075 Direct Current (DC) Mathematics</b>	<b>3 Quarter Credit Hours</b>
This course introduces the concepts of electrical circuit analysis. Students will learn the arithmetic and algebraic functions required to use Ohm's law, Kirchhoff's laws, and Watt's law for current, voltage, and power. Prerequisite: None. Lecture hours: 30. Lab hours: 0.	
<b>ECC1100 Alternating Current (AC)</b>	<b>6 Quarter Credit Hours</b>
This course introduces students to the field of electronics, sources of electricity, and the principles and practices of fundamental alternating current (AC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. Other topics include the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current. The phase relations among resistive inductive (RL) circuits, resistive capacitive (RC) circuits, and RLC circuits in series and parallel circuits are analyzed. Prerequisite: ECC1000, ECC1050. Lecture hours: 60. Lab hours: 0.	
<b>ECC1150 Alternating Current (AC) Laboratory</b>	<b>3 Quarter Credit Hours</b>
In this lab course, students will demonstrate their skills and abilities to integrate key concepts related to AC circuits. Students will construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive (R), capacitive (C), inductive (L), RC, RL and RCL circuits while using various test instruments, such as digital multimeters, signal generators, oscilloscopes and power supplies, to analyze circuits. Prerequisite: ECC1000, ECC1050. Lecture hours: 0. Lab hours: 60.	
<b>ECC1175 Alternating Current (AC) Mathematics</b>	<b>3 Quarter Credit Hours</b>
This course introduces the principles and techniques for analysis of alternating current (AC) circuits. Students will learn the algebraic and trigonometric functions required to perform analysis of AC electronic circuits using applicable laws of physics and vector analysis. Prerequisite: ECC1000, ECC1050. Lecture hours: 30. Lab hours: 0.	
<b>ECC1200 Electronic Devices</b>	<b>9 Quarter Credit Hours</b>
This course is an introduction to the principles of semiconductors. Students will learn about the operation of circuits containing diodes, transistors, power supplies and thyristors. They will also learn the logical principles of troubleshooting circuits. Applications of common transistor circuits and the basic principles of semiconductor oscillator and amplifier circuits will be discussed. Prerequisite: ECC1100, ECC1150. Lecture hours: 90. Lab hours: 0.	
<b>ECC1250 Electronic Devices Laboratory</b>	<b>3 Quarter Credit Hours</b>
This course provides students with hands-on laboratory experience with the circuits discussed in Electronic Devices. Students will construct, troubleshoot and monitor the building-block circuits of power supplies, amplifiers, regulators, switches and oscillators. Prerequisite: ECC1100, ECC1150. Lecture hours: 0. Lab hours: 60.	
<b>ECC1300 Integrated Circuits</b>	<b>9 Quarter Credit Hours</b>
This course introduces students to the operation of linear and digital integrated circuits. Operational amplifiers will be discussed in depth as well as voltage regulators, waveform generators, function generators, timers, FSK and PLL circuits. Prerequisite: ECC1200, ECC1250. Lecture hours: 90. Lab hours: 0.	
<b>ECC1350 Integrated Circuits Laboratory</b>	<b>3 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Integrated Circuits. Students will construct many of the building block circuits covered in Integrated Circuits and learn step-by-step troubleshooting and repair techniques. Prerequisite: ECC1200, ECC1250. Lecture hours: 0. Lab hours: 60.	
<b>ECC2000 Introduction to Digital Electronics</b>	<b>6 Quarter Credit Hours</b>
This course introduces students to the basic logic circuit operations of digital electronics. Students will learn about the simplification and design of digital circuits containing logic gates, display devices and counters. Prerequisite: ECC1200, ECC1250. Lecture hours: 60. Lab hours: 0.	
<b>ECC2050 Introduction to Digital Electronics Laboratory</b>	<b>3 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Introduction to Digital Electronics. Students will construct and troubleshoot basic digital circuits. Students will also construct and analyze the operation of the laboratory projects using various test instruments, such as logic probes, pulsers, digital multimeters, oscilloscopes and power supplies. Prerequisite: ECC1200, ECC1250. Lecture hours: 0. Lab hours: 60.	
<b>ECC2075 Digital Electronics Mathematics</b>	<b>3 Quarter Credit Hours</b>
This course introduces the binary, octal and hexadecimal numbering systems of a computer. Students will practice addition and subtraction in all numbering systems, and multiplication and division in binary. In addition, students will learn to convert numbers from decimal to binary, hexadecimal, and octal systems. Students will utilize Boolean algebra and computer math in the design and simplification of logic circuits. Prerequisites: ECC1200, ECC1250. Lecture hours: 30. Lab hours: 0.	
<b>ECC2100 Advanced Digital Electronics</b>	<b>9 Quarter Credit Hours</b>
This course expands upon the topics covered in Introduction to Digital Electronics. It enables students to gain knowledge and experience with microprocessors, bus systems, display circuitry, clocks, and LCD displays. Students will also gain an in-depth look at the interfacing of analog devices to digital systems. Prerequisite: ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.	
<b>ECC2150 Advanced Digital Electronics Laboratory</b>	<b>3 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Advanced Digital Electronics. Students will construct projects utilizing medium and large scale digital integrated circuits while using test equipment to analyze and troubleshoot the circuits. Students will also demonstrate their knowledge of basic electrical and electronic circuitry to construct a combined analog and digital system. Prerequisite: ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.	
<b>ECC2200 Electronic Communications</b>	<b>9 Quarter Credit Hours</b>
This course introduces students to the fundamentals of various communication systems. Students will reaffirm their understanding of resonant circuits, voltage, current, power, phase and other electronics principles. Systems studied include modulation, transmitters/receivers, multiplexing, transmission lines, antenna propagation and principles of communications. Circuits emphasized are radio, transmitter/receiver, modulation, and fiber optics. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.	
<b>ECC2250 Electronic Communications Laboratory</b>	<b>3 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Electronic Communications. Students will construct an AM/FM radio, a touchtone telephone, a fiber optic link and more. Students will also learn troubleshooting techniques and schematic reading principles. Circuit prototyping will be stressed and class projects will enhance the learning process. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.	

<b>ECO 1100 Contemporary Economic Issues</b>	<b>4 Quarter Credit Hours</b>
This course considers the overall level of economic activity and the factors affecting the economy. Contemporary events are considered as they relate to the national wealth, components of spending, balance between spending and production, and the impact of technology on economic growth. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>ENC 1101 Composition I</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ENC 1101* Composition I</b>	<b>4 Quarter Credit Hours</b>
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	
<b>ENC 1102 Composition II</b>	<b>4.0 Quarter Credit Hours</b>
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: ENCP 1106. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ENC 1102* Composition II</b>	<b>4 Quarter Credit Hours</b>
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ENGG 205 Business Writing</b>	<b>4 Quarter Credit Hours</b>
This course is designed to develop the ability to write effectively within the context of a business environment. Its emphasis is upon accuracy and clarity in composing business communications. Prerequisite: ENC 1101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>EVS 1001 Environmental Science</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>EXT 250 Externship/Career Planning</b>	<b>15 Quarter Credit Hours</b>
Complete student preparation for successful entry into the work force: achieving a professional attitude, creating a sales-directed resume and preparing for a positive interview. Course includes lectures by business professionals who share their point of view and expertise. Consolidated activities include: seminars defining the externship concept and importance of a strong work ethic; one-on-one advising to select an appropriate work site; pre-externship meetings outlining rules and responsibilities; visitation to the work site by a staff member; and post-externship discussion for evaluation purposes. Supervised, on-the-job training experience utilizing concepts and theories learned in other courses. Prerequisite: Completion of program requirements and/or approval by the Academic Dean or Academic Program Director. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 360	
<b>FIN 1103 Introduction to Finance</b>	<b>4.0 Quarter Credit Hours</b>
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>GEB 2353 International Competitiveness</b>	<b>4.0 Quarter Credit Hours</b>
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>GRA 2225C Graphic Design Using Adobe Photoshop</b>	<b>4.0 Quarter Credit Hours</b>
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: CIS 1760. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
<b>LEGG 100 Legal Terminology</b>	<b>4 Quarter Credit Hours</b>
A comprehensive study of the legal terms encountered in court and legal proceedings. Students learn to recognize, comprehend, spell, and use other legal terminology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>LEGG 103 Legal Office Management / Introduction to Legal Studies</b>	<b>4 Quarter Credit Hours</b>
History and overview of the legal system, the role of the legal secretary and the paralegal, legal ethics, unauthorized practice of law, the code of Professional Responsibility, importance of communications, judgment and analytical ability, terminology, sources and works of law. Law office operations and theories of management, timekeeping and billing, law office equipment, budgeting, key players, preparation of forms and checklists, docket control, personnel problems, and self-management are studied. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>LEGG 105 Tort Law</b>	<b>4 Quarter Credit Hours</b>
Study of intentional torts, defamation, strict liability, product liability, negligence, defenses, and damages. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>LEGG 106 Civil Litigation I</b>	<b>4 Quarter Credit Hours</b>
Analysis of civil procedure from the inception of the lawsuit up to discovery. The Federal and Pennsylvania court systems and client interviewing techniques are also studied. Emphasis is placed on drafting federal and state complaints and answers. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>LEGG 110 Legal Research I</b>	<b>3 Quarter Credit Hours</b>
This course emphasizes the study of the primary sources of law. Topics covered include federal and state case law, federal and state statutes, and constitutions. Also covered are Blue Book citations, digests, ALR's and Shepard's. Prerequisites: LEGG105 and LEGG106. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000	
<b>LEGG 115 Domestic Relations</b>	<b>4 Quarter Credit Hours</b>
An introduction to family law. Topics covered include marriage, annulment, divorce, property distribution, support, custody, and adoption. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>LEGG 201 Civil Litigation II</b>	<b>4 Quarter Credit Hours</b>
A continuation of the study of civil procedures begun in LEGG106. Topics covered in this course are discovery, the trial, appeals, and the settlement process. Emphasis is placed on the drafting of discovery devices. Students participate in a mock trial. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>LEGG 203 Legal Writing</b>	<b>3 Quarter Credit Hours</b>
This course develops the student's ability to express in writing the issues and law researched. Emphasis is placed on the writing of legal memoranda. Prerequisite: LEGG 110. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000	
<b>LEGG 205 Criminal Law</b>	<b>4 Quarter Credit Hours</b>
A course which investigates substantive criminal law. Theories of punishment and sentencing as well criminal procedures are discussed. Emphasis is placed on the study of the Pennsylvania Crimes Code. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	

<b>LEGG 205 Criminal Law</b> A course which investigates substantive criminal law. Theories of punishment and sentencing as well as criminal procedures are discussed. Emphasis placed on the study of the Pennsylvania Crimes Code. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	<b>4 Quarter Credit Hours</b>
<b>LEGG 206 Estates, Trusts and Wills</b> Topics include the essentials of estate planning and trusts, the law of intestacy, and Pennsylvania probate procedures. Students prepare a will and State inheritance tax returns. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	<b>4 Quarter Credit Hours</b>
<b>LEGG 209 Real Estate/Property Law</b> A study of basic theory in real estate and property law. Students prepare agreements of sale, surveys, deeds, mortgages, notes, settlement sheets, leases, a title search, and other closing documents. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	<b>4 Quarter Credit Hours</b>
<b>LEGG 210 Legal Research II</b> A continuation of LEGG110 with emphasis on secondary sources of law. Topics include restatements, legal encyclopedias, law journals, law reviews, treatises and model rules, and a discussion on the use of computerized research tools. A major research project follows. Prerequisite: LEGG 110. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000	<b>3 Quarter Credit Hours</b>
<b>LEGG 212 Corporations</b> Study of the formation and operation of a corporation. Topics covered include articles of incorporation, bylaws, shareholders' meetings, corporate equity and debt securities, and regulation of securities.	<b>4 Quarter Credit Hours</b>
<b>LEGG 215 Bankruptcy</b> This course is a study of personal bankruptcy. Emphasis is placed on Chapter 7 and Chapter 13 bankruptcies. Students prepare forms associated with personal bankruptcy. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	<b>4 Quarter Credit Hours</b>
<b>LIS 2004 Introduction to Internet Research</b> Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	<b>2.0 Quarter Credit Hours</b>
<b>LSC 1104 Legal Terminology</b> This course is designed to assist the student in developing an understanding of the terminology common to the legal profession. While the language of law is primarily English based, words in legal context rarely mean what they seem. The technical definitions of the area of law or business they apply to will be studied. Upon completion of this course, the student will demonstrate an understanding of general legal terms in the areas of contracts, tort laws, and court decisions. The course will also cover the more common legal terms used today derived from Latin, Old French, and Old English. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4.0 Quarter Credit Hours</b>
<b>MAC 1001 Business Mathematics</b> This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	<b>4 Quarter Credit Hours</b>
<b>MAN 1011 Introduction to Business Enterprise</b> 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, Other Hrs: 000	<b>4 Quarter Credit Hours</b>
<b>MAN 1030 Introduction to Business Enterprise</b> 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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4.0 Quarter Credit Hours</b>
<b>MAN 1733 Management Today</b> Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4.0 Quarter Credit Hours</b>
<b>MAN 2021 Principles of Management</b> 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. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	<b>4 Quarter Credit Hours</b>
<b>MAN 2021 Principles of Management</b> The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4.0 Quarter Credit Hours</b>
<b>MAN 2031 Let's Talk Business</b> Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	<b>2.0 Quarter Credit Hours</b>
<b>MAN 2300 Introduction to Human Resources</b> 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	<b>4.0 Quarter Credit Hours</b>
<b>MAN 2604 Introduction to International Management</b> A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4.0 Quarter Credit Hours</b>
<b>MAN 2727 Strategic Planning for Business</b> This course is designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies that integrate and apply what is learned. Prerequisites: APA 2111, MAN 1030 and FIN 1103. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4.0 Quarter Credit Hours</b>
<b>MAR 1011 Introduction to Marketing</b> 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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4.0 Quarter Credit Hours</b>
<b>MAR 2141 Introduction to International Marketing</b> Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4.0 Quarter Credit Hours</b>
<b>MAR 2305 Customer Relations and Servicing</b> This course explores the basic functions relating to customers on a one-to-one basis. It teaches the people skills needed to work with people; to enhance the company and its public image; and satisfy the client or customer. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4.0 Quarter Credit Hours</b>

<b>MAR 2323 Advertising</b>	<b>4.0 Quarter Credit Hours</b>
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 2721 Marketing on the Internet</b>	<b>4.0 Quarter Credit Hours</b>
A study of the use of the Internet as a marketing and advertising medium. Analysis of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>MAT 1033 College Algebra</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>MAT 1033* College Algebra</b>	<b>4 Quarter Credit Hours</b>
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	
<b>MEA 1207 Basic Clinical Procedures</b>	<b>4.0 Quarter Credit Hours</b>
This course focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. To be taken concurrently with MEA 1207LL Prerequisite: MEA 1239. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>MEA 1207L Basic Clinical Procedures Lab</b>	<b>2.0 Quarter Credit Hours</b>
This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. To be taken concurrently with MEA 1207. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
<b>MEA 1226C Exams and Specialty Procedures</b>	<b>4.0 Quarter Credit Hours</b>
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. To be taken concurrently with MEA1226L Prerequisite: MEA1207, MEA1207L. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>MEA 1226L Exams and Specialty Procedures Lab</b>	<b>2.0 Quarter Credit Hours</b>
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. To be taken concurrently with MEA 1226C. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
<b>MEA 1232 Anatomy and Physiology of Body Systems</b>	<b>4.0 Quarter Credit Hours</b>
This course is the study of Human Anatomy and Physiology from a body systems approach. This course is designed to give an overview of all body systems to prepare the student for diagnostic and procedural coding. Prerequisite: MEA 1239 Medical Terminology. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MEA 1233 Anatomy and Physiology II</b>	<b>4.0 Quarter Credit Hours</b>
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. Prerequisites: MEA 1239 and MEA 1263. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MEA 1239 Medical Terminology</b>	<b>4.0 Quarter Credit Hours</b>
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>MEA 1243L Pharmacology Lab</b>	<b>2.0 Quarter Credit Hours</b>
Various aspects of clinical pharmacology will be 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. To be taken concurrently with MEA 2244. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
<b>MEA 1250 Diseases of the Human Body</b>	<b>4.0 Quarter Credit Hours</b>
This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite MEA 2232. Lecture Hours 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
<b>MEA 1263 Anatomy and Physiology I</b>	<b>4.0 Quarter Credit Hours</b>
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: MEA 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MEA 1304C Medical Office Procedures</b>	<b>4.0 Quarter Credit Hours</b>
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: MEA1239 Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000.	
<b>MEA 1385 Medical Law and Ethics</b>	<b>2.0 Quarter Credit Hours</b>
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000.	
<b>MEA 2232 Anatomy and Physiology of Body Systems</b>	<b>4.0 Quarter Credit Hours</b>
This course is the study of basic anatomy and physiology for the student who is preparing for a career in the health sciences. This course will provide the background science information needed for an understanding of anatomy and physiology. The content of this class begins with a description of a single cell and progresses through the various organ systems. Prerequisite: MEA 1239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MEA 2244 Pharmacology</b>	<b>4.0 Quarter Credit Hours</b>
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. To be taken concurrently with MEA 1243LL Prerequisite: MEA1233, MEA1263, MEA1250. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>MEA 2260 Diagnostic Procedures</b>	<b>4.0 Quarter Credit Hours</b>
This course 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. To be taken concurrently with MLS 2260L Prerequisite: MEA1207, MEA1207L, MEA1233, MEA1263, MEA1250. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>MEA 2305 Medical Office Management and Compliance</b>	<b>4.0 Quarter Credit Hours</b>
This course covers a broad area of topics that are essential to the Medical Office Manager. This course will 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 the office manager. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	

<b>MEA 2326C Computer Applications for MIBC</b>	<b>4.0 Quarter Credit Hours</b>
This course is designed to give the student basic computer skills and knowledge in medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment. This course will provide students with guidelines for preparing claims, including the use of medical office management software. Students will be working from source documents to do data entry, code entry and assignment, and produce clean claims. Prerequisite: CGS 2167C and MEA2332C. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
<b>MEA 2332 Medical Finance and Insurance</b>	<b>4.0 Quarter Credit Hours</b>
This course will train the student in the major medical insurances and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements bookkeeping and bank-keeping procedures will 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 2335. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
<b>MEA 2335 Medical Insurance Billing</b>	<b>4.0 Quarter Credit Hours</b>
This course will train the student in the major medical insurance types and claims form processing. It will include information on national and other common insurance plans, as well as, claim form completion with proper ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: MEA 1239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MEA 2346 Advanced CPT Coding</b>	<b>4.0 Quarter Credit Hours</b>
This course will cover advanced guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Prerequisite: MEAP 1305. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MEA 2348C Introduction to Hospital Billing</b>	<b>4.0 Quarter Credit Hours</b>
This course will cover the hospital-billing environment, including the completion of the UB-92 claim form using the Medisoft Just Claims software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-92 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. ICD-9 procedural coding and prospective payment systems are introduced. Prerequisite: MEAP 1301 and MEA 2335. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
<b>MEA 2561 Professional Procedures</b>	<b>2.0 Quarter Credit Hours</b>
This course is designed to assist students 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 the methods of obtaining professional credentials. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000.	
<b>MEA 2802 Medical Assistant Externship</b>	<b>5.0 Quarter Credit Hours</b>
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 prior to enrollment. Lecture Hrs. 000 Lab Hrs. 000 Other Hrs. 160.	
<b>MEAP 1301 Introduction to ICD-9 Coding</b>	<b>4.0 Quarter Credit Hours</b>
This course will cover the basic guidelines and coding conventions in ICD-9-CM. This course will focus on the professional (outpatient) guidelines. The proper diagnostic assignment based on documentation will be discussed, as well as, the proper use of multiple codes, 3 digit, 4 digit and 5 digit specificity. Prerequisite: MEA 1239 and MEA 2232. May be taken with co-requisite of MEA 1250. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MEAP 1305 Introduction to CPT Coding</b>	<b>4.0 Quarter Credit Hours</b>
This course will cover the basic guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of procedure codes and associated modifiers. Prerequisite: MEA 1239, MEA 1250, and MEA 2232. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MEAP 2246 Pharmacology for MIBC</b>	<b>4.0 Quarter Credit Hours</b>
Various aspects of clinical pharmacology are discussed including a study of associated medical terminology, anatomy and physiology and diseases based on a systems method. Various medications currently prescribed for treatment of these will be introduced as they relate to the associated systems and absorption, excretion and distribution of these drugs will be introduced as well. Lecture Hrs 40.0 Lab Hrs 0.0 Other Hrs 0.0	
<b>MEAP 2345 Third Party Payers</b>	<b>4.0 Quarter Credit Hours</b>
This course will cover the third party payers (Managed Care, Medicare, Medicaid, Tricare and Worker's Compensation) and its related terminology. This course will give the billing and coding student an in depth look at how third party payer's bill. It will cover the following information, rule and regulation, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, how to calculate payment, and scenario. Prerequisite: MEA 2335. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MEAP 2348 Abstract Case Coding</b>	<b>2.0 Quarter Credit Hours</b>
This course will cover the abstracting guidelines and coding conventions in ICD-9-CM, CPT and HCPCS coding. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of cross coding diagnoses with procedures. Prerequisite: MEA 2346. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MED 253 Simulated Medical Practice</b>	<b>6 Quarter Credit Hours</b>
Supervised, unpaid on the job training in a medical office or clinic in which the student practices direct application of administrative and clinical functions of the medical assistant. Prerequisite: Completion of Program Requirements. Lec Hrs: 000, Lab Hrs: 000, Other Hrs:180	
<b>MEDD 101 Medical Terminology</b>	<b>4 Quarter Credit Hours</b>
A study of the structure (prefixes, suffixes, roots, forms, and plurals) and meaning of medical words with emphasis on practical application in the medical office setting. This course places emphasis on spelling, pronunciation and definition of medical terms. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>MEDD 102 Medical Office Procedures I</b>	<b>4 Quarter Credit Hours</b>
A course that introduces the student to the basic operations and clerical function of the physician's office or clinic. The course includes appointment scheduling, telephone techniques, records management, obtaining patient history, handling mail, peg board accounting, and the completion of various medical forms. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>MEDD 103 Medical Law and Ethics</b>	<b>2 Quarter Credit Hours</b>
Investigates the use of medical law as it applies to the medical office. The history of ethics, as well as current bioethical issues, are covered. Prerequisite: None. Lec Hrs: 020, Lab Hrs: 000, Other Hrs:000	
<b>MEDD 104 Human Relations</b>	<b>2 Quarter Credit Hours</b>
A practical course in the art of getting along with people in the medical office setting and social contacts. Students are encouraged to express their feelings openly and honestly. Prerequisite: None. Lec Hrs: 020, Lab Hrs: 000, Other Hrs: 000	

<b>MEDD 105 Clinical Assisting</b>	<b>3 Quarter Credit Hours</b>
A study of the basic skills and procedures used when assisting the physician. The student will learn vital signs, physical exams and positions, and aseptic technique. The course will also correlate types of procedures and exams to the medical specialty in which they are practiced. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
<b>MEDD 110 Medical Machine Transcription</b>	<b>3 Quarter Credit Hours</b>
A course in which the student uses the language of their profession to transcribe reports and correspondence. Emphasis is placed on mailability, production, and typing speed. Prerequisite: TYP 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
<b>MEDD 201 Anatomy and Physiology</b>	<b>4 Quarter Credit Hours</b>
This course is a study of the structures and physiological functions of the body systems. The student will gain conceptual understanding of the human body as a functioning unit. Prerequisite: MEDD 101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>MEDD 202 Medical Office Procedures II</b>	<b>3 Quarter Credit Hours</b>
Emphasis on written medical communications, ICD-9 coding, insurances, computerized clerical procedures, and basic word processing. Prerequisite: MEDD 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
<b>MEDD 205 Laboratory Exams and Specialty Procedures</b>	<b>6 Quarter Credit Hours</b>
A basic study of pharmacology, dosage calculations, injection technique, electrocardiography, minor office surgery, radiology, specialty exams, and microbiology. Prerequisite: MEDD 105. Lec Hrs: 020, Lab Hrs: 080, Other Hrs: 000	
<b>MEDD 206 Laboratory Diagnostic Procedures</b>	<b>6 Quarter Credit Hours</b>
A study of laboratory and clinical procedures performed in the medical office that include venipuncture, urinalysis, hematology, first aid, CPR, introduction to the lab, and clinical chemistry testing. Prerequisite: MEDD 105. Lec Hrs: 020, Lab Hrs: 080 Other Hrs: 000	
<b>MKT 103 Sales and Marketing Concepts</b>	<b>4 Quarter Credit Hours</b>
A study of sales, promotion, and marketing practices and their relationship to the free enterprise system by explaining the role of the consumer, manufacturer, and retailer in relationship to management and advertising. It also covers the principles and aspects of media buying and the roles marketing and advertising play in business. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000 Other Hrs: 000	
<b>MLS 2260L Diagnostic Procedures Lab</b>	<b>2.0 Quarter Credit Hours</b>
This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. To be taken concurrently with MEA 2260. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
<b>MSC 1106 Medical Insurance Forms</b>	<b>2.0 Quarter Credit Hours</b>
This course is designed to provide the student with the skills and knowledge necessary to correctly prepare the common insurance forms used in a medical setting. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>MTB 1103 Business Mathematics</b>	<b>4.0 Quarter Credit Hours</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>NCC1000 Introduction to Networking</b>	<b>6 Quarter Credit Hours</b>
Students will be introduced to the terminology, operating systems, hardware, and administration of networking technology. These topics will include network topology, TCP/IP, the OSI reference model, and security. Students will also learn and perform basic end-user functions and entry-level administration operations of a network. Prerequisite: CTT1000, CTT1050. Lecture hours: 60. Lab hours: 0.	
<b>NCC1050 Introduction to Networking Laboratory</b>	<b>3 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Introduction to Networking. Students will plan, design, install, configure, maintain, secure, and troubleshoot a computer network. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.	
<b>OST 1141L Keyboarding</b>	<b>2 Quarter Credit Hours</b>
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 040, Other Hrs: 000	
<b>OST 1141L Keyboarding</b>	<b>2.0 Quarter Credit Hours</b>
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
<b>OST 2335 Business Communications</b>	<b>4.0 Quarter Credit Hours</b>
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1101 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>OST 2705 Introduction to Word Processing</b>	<b>2 Quarter Credit Hours</b>
This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Prerequisite OST1141L Keyboarding or demonstrated typing ability. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
<b>OST 2725 Applied Word Processing</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec Hrs 030 Lab Hrs 020	
<b>PLA 1003 Introduction to Legal Assisting</b>	<b>4.0 Quarter Credit Hours</b>
Professional Ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 1023 Legal Ethics and Social Responsibility</b>	<b>4 Quarter Credit Hours</b>
This course concerns the area of ethics as that term is used in the criminal justice professions. The course includes a survey of the law relating to the regulation of lawyers, legal assistants, probation officers, police officers and corrections officers. Prerequisite: CCJ 1024. Lecture Hrs: 0 40 Lab Hrs: 000 Other Hrs: 000	
<b>PLA 1105 Legal Research and Writing I</b>	<b>4.0 Quarter Credit Hours</b>
The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>PLA 2106 Legal Research and Writing II</b>	<b>4.0 Quarter Credit Hours</b>
This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA 1106. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2203 Civil Procedure</b>	<b>4.0 Quarter Credit Hours</b>
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	
<b>PLA 2273 Torts</b>	<b>4.0 Quarter Credit Hours</b>
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2363 Criminal Procedure and the Constitution</b>	<b>4.0 Quarter Credit Hours</b>
This course provides an overview of the major principles and functions of our legal system and introduces students to various legal fields and special topics. Legal aspects of current topics are discussed to assist students in acquiring an appreciation of the dynamic role and impact of law in our changing society. Legal vocabulary is emphasized. Lecture Hrs: 40	
<b>PLA 2423 Contract Law</b>	<b>4.0 Quarter Credit Hours</b>
Principles of contract law are addressed and discussed in this course, including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2433 Business Organizations</b>	<b>4.0 Quarter Credit Hours</b>
This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2460 Bankruptcy</b>	<b>4.0 Quarter Credit Hours</b>
This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2483 Introduction to Administrative Law</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs: 040	
<b>PLA 2600 Wills, Trusts and Probate</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the field of probate, the drafting of wills, the creation and administration of trusts and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2610 Real Estate Law</b>	<b>4.0 Quarter Credit Hours</b>
In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes and closing statements. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2631 Environmental Law</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs: 40	
<b>PLA 2763 Law Office Management</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lecture Hrs: 040	
<b>PLA 2800 Family Law</b>	<b>4.0 Quarter Credit Hours</b>
In this course, students are instructed in the law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2930 Contemporary Issues and Law</b>	<b>4.0 Quarter Credit Hours</b>
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hrs: 40	
<b>PSY 2012 General Psychology</b>	<b>4.0 Quarter Credit Hours</b>
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PSY 2012* General Psychology</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
<b>SBM 2000 Small Business Management</b>	<b>4.0 Quarter Credit Hours</b>
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: APA 2111. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SECR 103 Business Office Management I</b>	<b>4 Quarter Credit Hours</b>
This course provides the prospective secretary with the knowledge and skills needed to be successful in the office of today. Job simulations are used to develop these skills and replicate situations that a secretary faces in the workplace. Prerequisite: None. Lec Hrs:040, Lab Hrs:000, Other Hrs: 000	
<b>SECR 105 Machine Transcription</b>	<b>3 Quarter Credit Hours</b>
This course develops skill in formatting and typewriting dictated material in final draft form directly from tapes. A good knowledge of spelling, punctuation, and word usage will be demonstrated as well as good organizational skills and time management. Prerequisite: TYPP 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	

<b>SECR 203 Business Office Management II</b>	<b>3 Quarter Credit Hours</b>
This is a hands-on course involving job simulations that include the student in such activities as setting priorities, editing, and proofreading; using a tickler file and references; preparing tables and graphs; and composing and typewriting correspondence. Prerequisite: SECR 103. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
<b>SLS 1105 Strategies for Success</b>	<b>4 Quarter Credit Hours</b>
This course is designed to equip students for transitions in their education and life. The course includes introduction to the School and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SLS 1105 Strategies for Success</b>	<b>4.0 Quarter Credit Hours</b>
This course is designed to equip students for transitions in their education and life. Includes introduction to the School and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SLS 1321 Career Skills</b>	<b>2 Quarter Credit Hours</b>
This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000	
<b>SLS 1321 Career Skills</b>	<b>2.0 Quarter Credit Hours</b>
A course designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lecture Hrs. 020 Lab. Hrs. 000 Other Hrs. 000	
<b>SLS 1505 Basic Critical Thinking</b>	<b>2.0 Quarter Credit Hours</b>
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. Lecture Hrs 020 Lab Hrs 000 Other Hrs 000	
<b>SLS 1505* Basic Critical Thinking</b>	<b>2 Quarter Credit Hours</b>
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000	
<b>SLS1335 Strategies for Professionals</b>	<b>3 Quarter Credit Hours</b>
This course is designed to help the student prepare for program specific work after completing their respective course requirements. Upon completion the student will be prepared to create and present forms of job correspondence such as: a resume, cover letters, thank you notes, and follow-up letters. Along with job correspondence the student will also be able to organize and carry out a job search. Prerequisite: None. Lecture hours: 30. Lab hours: 0.	
<b>SPC 2016 Oral Communications</b>	<b>4.0 Quarter Credit Hours</b>
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SPC 2016* Oral Communications</b>	<b>4 Quarter Credit Hours</b>
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	
<b>SSC 1101 Principles of Keyboarding/WP I</b>	<b>4.0 Quarter Credit Hours</b>
This is a course offered for beginners in keyboarding. The keyboard is mastered by learning correct stroking techniques. The student builds basic skills using sentence and paragraph writings to achieve speed and control. The expected minimum speed is 23 WPM. In addition to keyboarding, an introductory course in Microsoft Word is presented. The student will develop an awareness of word processing and develop the ability to achieve perfection in business documents through its use. Lecture Hrs. 020. Lab Hrs. 040. Other Hrs. 000.	
<b>SSC 1102 Intermediate Keyboarding/WP II</b>	<b>4.0 Quarter Credit Hours</b>
This is an intermediate course in keyboarding. The emphasis is on letter styles, punctuation styles, interoffice memos, rough drafts, technical manuscripts, and special tabulations with the development of speed and accuracy. The expected minimum speed to be attained is 33 wpm. With more hands-on operations, the students are further exposed to word processing techniques such as formatting, revisions, and editing. Prerequisite: SSC1101 Lecture Hrs. 020. Lab Hrs. 040. Other Hrs. 000.	
<b>SSC 1136 Legal Secretarial Office Procedures</b>	<b>4.0 Quarter Credit Hours</b>
A course simulating the day-to-day procedures of a law office including preparation of client and court documents, public contact, and control of records. Ethical procedures are stressed. When practical, students will be given a tour of the court. Prerequisite: SSC 1102. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>SSC 1138 Executive Secretarial Office Procedures</b>	<b>4.0 Quarter Credit Hours</b>
A course designed to provide experience in routine matters in the business office. Emphasis is placed on business letters, memos, news releases, incoming mail, postal and shipping services, use of telephone, filing, duplicating equipment, planning meetings and conferences, preparing resumes and letters of application, planning and making travel arrangements. Prerequisite: SSC 1102. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>SSC 2103 Advanced Keyboarding/WP III</b>	<b>4.0 Quarter Credit Hours</b>
This course has a heavy emphasis on speed development in both timed writings and production keyboarding. Production topics include ruled tables, two-page and form letters, memos, letters with tabulations, composing letters, agendas, etc. Expected minimum speed is 41 WPM. Prerequisite: SSC 1102. Lecture Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
<b>SYG 2000 Principles of Sociology</b>	<b>4 Quarter Credit Hours</b>
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>SYG 2000 Principles of Sociology</b>	<b>4.0 Quarter Credit Hours</b>
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>TAX 2000 Tax Accounting</b>	<b>4.0 Quarter Credit Hours</b>
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>TWE1000 Writing for Technicians</b>	<b>4 Credit Hours</b>
This course provides instruction and practice in technical writing and communication. Emphasis is placed on listening, speaking, and study skills, writing clear sentences and paragraphs, and using technical literature. Prerequisite: None. Lecture hours: 40. Lab hours: 0.	
<b>TYP 101 Typewriting I</b>	<b>3 Quarter Credit Hours</b>
This course stresses keyboard mastery and use of correct technique, which form the foundation for all keyboard activities. Basic formatting, such as centering, setting margins, and personal/business letters, is introduced. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	

<b>TYPP 102 Typewriting II</b>	<b>3 Quarter Credit Hours</b>
A course that continues to increase the student's speed and improve accuracy. Basic skills are used in typewriting simple business tables, letters, and memorandums. Prerequisite: TYPP 101. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
<b>TYPP 201 Typewriting III</b>	<b>3 Quarter Credit Hours</b>
Emphasis on producing mailable business letters in various styles, memorandum, manuscript writing, bibliography and footnotes. Care of equipment and memory typewriter features are also emphasized. Prerequisite: TYPP 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
<b>TYPP 202 Typewriting IV</b>	<b>3 Quarter Credit Hours</b>
Emphasis is placed on advanced typewriting activities simulating the office environment. Prerequisite: TYPP 201. Lec Hrs: 010, Lab Hrs: 040, 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)  
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 Aurora, CO (branch of Everest College, Thornton, CO)  
 Bremerton, WA (main campus)  
 Burr Ridge, IL (branch of Everest College, Skokie, IL)  
 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)  
 Los Angeles (Wilshire), CA (main campus)  
 McLean, VA (branch of Everest College, Colorado Springs, CO)  
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)  
 Merrionette Park, IL (branch of Everest University, Pompano Beach, FL)  
 Mesa, AZ (branch of Everest College, Phoenix, AZ)  
 North Aurora, IL (branch of Everest Institute, Brighton, MA)  
 Ontario, CA (main campus)  
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
 Phoenix, AZ (main campus)  
 Portland, OR (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 Salt Lake City, UT (main campus)  
 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Seattle, WA (main campus)  
 Skokie, IL (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)  
 Tacoma, WA (branch of Everest College, Bremerton, WA)  
 Thornton, CO (main campus)  
 Torrance, CA (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)  
 Vancouver, WA (branch of Everest College, Seattle, WA)  
 West Los Angeles, CA (main campus)

### **Everest Institute**

Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)  
 Atlanta (Downtown), GA (main campus)  
 Austin, TX (branch of Everest Institute, Southfield, MI)  
 Brighton, MA (main campus)  
 Chelsea, MA (branch of Everest College, Alhambra, CA)  
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)

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

### **Everest University**

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

### **Las Vegas College**

Henderson, NV (main campus)

### **National School of Technology**

Fort Lauderdale, FL (branch of NST, Kendall, FL)  
 Hialeah, FL (branch of NST, Miami, FL)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)

### **WyoTech**

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

## STATEMENT OF OWNERSHIP

The Cross Lanes campus is owned and operated by Titan Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

The Egan, Gahanna and South Plainfield campuses are owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation

The Pittsburgh and Rochester campuses are owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

The Rochester 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 of Corinthian College, Inc., are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

<b>CORINTHIAN COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Terry Hartshorn Paul R. St. Pierre Jack D. Massimino Linda Arey Skladany Hank Adler Alice T. Kane Robert Lee	Jack D. Massimino Peter Waller Kenneth S. Ord Beth A. Wilson Mark L. Pelesh William Buchanan William Murtagh, Jr. David Poldoian Janis Schoonmaker Frank Stryjewski Stan A. Mortensen Paul T. Dimeo Robert C. Owen Anna Marie Dunlap Fardad Fateri Carmella Cassetta Jim Wade	Chief Executive Officer President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President, Operations Executive Vice President, Legislative and Regulatory Affairs Executive Vice President, Marketing President, CSI Division President, Pegasus Division President, FMU Division President, WyoTech Division Senior Vice President, General Counsel and Corporate Secretary Senior Vice President, Real Estate Senior Vice President, Chief Accounting Officer and Assistant Secretary Senior Vice President, Investor Relations & Corporate Communications Senior Vice President, Academic Affairs & Chief Academic Officer Senior Vice President and Chief Information Officer Senior Vice President, Human Resources
<b>TITAN SCHOOLS, INC. (formerly known as WyoTech Acquisition Corp.)</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino Peter Waller Beth A. Wilson	Jack D. Massimino Frank Stryjewski Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen	Chief Executive Officer President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President, Operations Senior Vice President, General Counsel and Corporate Secretary Treasurer and Assistant Secretary
<b>RHODES COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino Beth A. Wilson	Jack D. Massimino Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen	President and Chief Executive Officer Executive Vice President and Chief Financial Officer Executive Vice President, Operations Senior Vice President, General Counsel and Corporate Secretary Treasurer and Assistant Secretary
<b>CORINTHIAN SCHOOLS, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino Peter Waller Beth A. Wilson	Jack D. Massimino William Murtagh Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen	Chief Executive Officer President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President, Operations Senior Vice President, General Counsel and Corporate Secretary Treasurer and Assistant Secretary

## APPENDIX A: ADMINISTRATION AND FACULTY

### CROSS LANES

ADMINISTRATION		
Aimee Switzer	President	BS, M.Ed., University of Rio Grande
Richard Rhodes	Director of Education	BS, West Virginia Institute of Technology
William (Matt) Lane	Director of Student Finance	BS, West Virginia State University
Karen Wilkinson	Director of Admissions	
Jennifer Bennett	Director of Career Services	BA, West Virginia University
Anthony Parrish	Director of Student Accounts	AA,BA, West Virginia State University
DEPARTMENT CHAIRS		
Melesa Haynes	Massage Therapy	BA, Marshall University MBA, University of Charleston LMT, Mountain State School of Massage National Certification
Richard Hite	Medical Assisting/Medical Administrative Assistant	AS, California College for Health Sciences BS, Alameda College & University
David Woodruff	Electronic, Computer & Communications Technology	AAS, National Institute of Technology
MASSAGE THERAPY INSTRUCTORS		
Danett Erlewine	LMT, Virginia School of Massage National Certification	
Lindsay Roberts	LMT, Diploma, National Institute of Technology, National Certification	
Kathy Johnson	BA, Ohio State University, LMT	
Elaine Perkins	BS, Fairmont State College, LMT	
MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTOR		
Teresa Hughes	Diploma, National Institute of Technology, CMA,RHE	
MEDICAL ASSISTING INSTRUCTORS		
Debbie Blake	Diploma, National Institute of Technology, NRCMA	
Becki Chambless	Diploma, National Institute of Technology, NRCMA	
Denise Clegg	AS, University of Charleston, RN	
Kathryn Cremeans	BS, Florida Metropolitan University, AS, WV Junior College, RHE,CCMA	
Rosa Stapleton	AS, Roche Ville University (online), NRCMA,CMA	
Grace Swisher	BS, Salem College, RN	
ELECTRONIC, COMPUTER AND COMMUNICATIONS TECHNOLOGY INSTRUCTORS		
Alan Currence	BS, Kennedy Western Univ., AS Univ. of Virginia, Diploma, National Technical Schools	
Abraham Falsafi	MS, Kennedy Western University	
Joseph Green	AAS, National Institute of Technology	
Paul Kiser	BS, Southern Illinois University	
Phillip Mangus	AAS, National Institute of Technology	
Richard McCormick	AAS, National Institute of Technology	
ADMISSIONS DEPARTMENT		
Vicki Arthur	Admissions Representative	
Kellie Booth	Admissions Representative	
John Good	Admissions Representative	
Wanda Nelson	Admissions Representative	
Kim Hill	High School Presenter	
Rodney Harden	High School Coordinator	
CAREER SERVICES DEPARTMENT		
Gina Ford	Career Services Representative	
Melanie Vickers	Medical Externship Coordinator	
EDUCATION DEPARTMENT		
Melissa Casto	Registrar	
Rodney Evans	Bookstore Manager	
Terrie McCann	Student Success Coordinator	
STUDENT FINANCE DEPARTMENT		
Scott Jarrell	Student Finance Representative	
Joyce Kirkendall	Student Finance Planner	
Julie Miller	Student Finance Planner	
GENERAL ADMINISTRATION		
Joyce Lytton	Senior Administrative Assistant	
Judy Thomas	Receptionist – Evening	
Sandra Tinsley	Receptionist – Day	

**EAGAN****ADMINISTRATION**

Mary Ellen Schmidt	School President
Deborah Svien	Director of Education
James Decker	Director of Admissions
Pamela McNamara	Director of Career Services
Brian O'Hara	Director of Finance
April Schneider	Extern Coordinator
Karla Swanson	Career Services Representative
Amanda Obenaur	Career Services Representative
Patricia Lopez	Extern Coordinator
Tremaine Brown	Registrar
Heather Athey	Admissions Representative
Nancy J. Whitmore	Admissions Representative
Matt Vogl	Admissions Representative
Ryan Hughes	Admissions Representative
Matt Caselius	Admissions Representative
Mandy Lesteberg	Admissions Representative
Chad Oppelt	Admissions Representative
John Seaman	Admissions Representative
Rachell Barker	Admissions Representative
Crystal Lauren-Johnson	Finance Planner
Crystal Kubat	Finance Planner
Kari Kile	Finance Planner
John Kurkoski	Finance Representative

**FACULTY**

Daniel Peterson, CMA	Medical Assisting Program Chair	Certificate, NorthWest Technical College
Sharon Deavy	Medical Assisting Instructor	Certificate, Western Career College
Antonio Watterson, LPN	Medical Assisting Instructor	PN Certification, Ivy Tech State College – School of Nursing
Stacy Burks-Bradley	Medical Assisting /MIBC Instructor	Diploma, Minnesota Institute of Medical and Dental Careers
Lorraine Holmes	Medical Assisting Instructor	MA, Stratford School
Mehnaz Parvez	Medical Assisting Instructor	Master of Surgery, Gauhati Medical College
Tanjya Thomas	Medical Assisting Instructor	Diploma, Minnesota Institute of Medical and Dental Careers
Samantha Pree-Stinson	Medical Assisting Instructor	Diploma, Minneapolis Business College
Lena Powell	Medical Assisting Instructor	Certificate, Heritage College
Jaclyn Weyraugh	Pharmacy Technician Instructor and Program Chair	Certificate, Northwest Technical College
Rebecca Smith, CMT	Massage Therapy Instructor	Certificate, Minneapolis School of Massage and Bodywork
Rebecca Guthrie, CMT	Massage Therapy Instructor	AAS, Minnesota School of Business
Julie Monette, CMT	Massage Therapy Program , Chair	Certificate, Minneapolis School of Massage and Bodywork
Genessa Clement, CMT	Massage Therapy Instructor	Certificate, Aveda Institute
Patty Becky, CMT	Massage Therapy Instructor	Certificate, Minneapolis School of Massage and Bodywork
Jessica Hoffman	Massage Therapy Instructor	Certificate, Aveda Institute
Dee Foss	Medical Insurance Billing and Coding Instructor	Certificate, Bryman Institute
Barbara LaMotte	Medical Insurance Billing and Coding Instructor	AAS, Brown College
Carol Nightingale	Medical Insurance Billing and Coding Instructor	AAHS, Nassau Community College

**GAHANNA****Administration**

William DeFusco	President	
Barbara Morgan	Director of Education	
Renee Fall	Director of Admissions	
Deneene Merchant	Director of Finance	
Deetra Dennis	Director of Career Services	
Nancy Ferron	Director of Student Accounts	
Lynn Baskin	Registrar	
Shawn Banks	Career Services Representative	
Sharon Rena Payton	Externship Coordinator	
Paula Bearnis Keller	Career Services Representative	
Jennifer Davis	Externship Coordinator	
Sandra Marshall	Director of First Impressions	
Kristena Butler	Director of First Impressions	

Kimberly Baker	Admissions Representative	
Billie Jo Barz	Admissions Representative	
Sharen Bigham	Admissions Representative	
Sue Boucher	Admissions Representative	
Jennifer Brown	Admissions Representative	
Christy Davis	Admissions Representative	
Heather Graham	Admissions Representative	
Ariel Guzman	Admissions Representative	
Jerome Kelley	Admissions Representative	
Pamela Lemaster	Admissions Representative	
Peter Richter	Admissions Representative	
Lawanna Shipley	Admissions Representative	
Aziza White	Admissions Representative	
Myshanna Wilson	Admissions Representative	
Evelyn Carlos	Student Finance Representative	
Monet Warfield	Student Finance Representative	
Christopher Camera	Student Finance Planner	
Monica Hooper	Student Finance Planner	
Kelly Vorweck	Student Finance Planner	
Nicole bates	Student Finance Planner	
Kirk Granger	Student Accounts Representative	
Janet Merry	Student Services Coordinator	
Stephanie Blackmon	Administrative Assistant	
Tara Maestle	Administrative Assistant	

#### **FACULTY**

Dr. Rodney Tomczak	Medical Assisting Program Chair	DPM, Ohio College of Podiatric Medicine
Tracy Abernathy	Medical Assisting Instructor	LPN, Ivy Technical College
Wendy Burney	Medical Assisting Instructor	AAS, Technology Education College
Barbara Gibson	Medical Assisting Instructor	Diploma, Scott Vocational Institute
Pamela King	Medical Assisting Instructor	OR Tech, US Army
Peggy Luptak	Medical Assisting Instructor	Diploma, Columbus Paraprofessional Institute
Roseann Pratt	Medical Assisting Instructor	Diploma, Akron Medical Institute
Carrie Rings	Medical Assisting Instructor	Diploma, Columbus Paraprofessional Institute
Gail Lashley	Medical Assisting Instructor	AAS, North Central State College
Edmund Brown	MIBC Program Chair	BS, The Ohio State University
Jeanette Kinser	MIBC Instructor	AAS, Bliss College
Terri Obert	MIBC Instructor	CPC
Audrey Choice-Wilson	MIBC Instructor	AAS, Columbus State Community College
Marcie Littlejohn	MIBC Instructor	BS, Franklin College
Caryn Cooney	Massage Therapy Program Chair	Diploma, National Institute of Massage Therapy, LMT
Dr Stephen Aurand	Massage Therapy Instructor	Doctorate, Chiropractic, Palmer College of Chiropractic
Leslie Broucker	Massage Therapy Instructor	BS, Ohio University, LMT
Steven Dever	Massage Therapy Instructor	BS, Xavier University, LMT
Karen Hobson	Massage Therapy Instructor	BA, Virginia Commonwealth University, LMT
Richard Reed	Massage Therapy Instructor	BS, Heidelberg College, LMT
Sarah Scheiber	Massage Therapy Instructor	BS, University of Charleston, LMT
Dr Debra Schroeder	Massage Therapy Instructor	Doctorate, Chiropractic, Palmer College of Chiropractic, LMT
Kathy Petty	Massage Therapy Instructor	AAS, Columbus State Community College, LMT
Linda Hensley	Business Instructor	M.Ed, University of Phoenix
Cheryl Stagg	Business Instructor	MBA, Franklin University

#### **PITTSBURGH**

##### **ADMINISTRATIVE STAFF**

James P. Callahan	President
Linda Malchano	Vice President
Mary Pavlovich, J.D.	Academic Dean
Jason Krall, MBA	Associate Dean/Student Services Coordinator
Lynn Fischer	Director of Admissions
Denise Ritchie, MBA	Director of Career Services
Annette Vose	Director of Student Finance
Amy Ferree	Student Accounts Manager
Michele Janeda	Executive Administrative Assistant
Donna Sperl	Receptionist

<b>ACADEMIC AFFAIRS</b>	
Edward Brizzi	Student Success Coordinator
Debbie Holmes	Administrative Assistant
Val Simonetti	Registrar
Michael Tripka	Librarian
<b>CAREER SERVICES</b>	
Darlene Perrotta	Externship Coordinator
Lindsey Rymarowicz	Career Services Representative
<b>ADMISSIONS</b>	
Shawn Swaney	Admission Representative
Jordan Babinsack	Admissions Representative
Andrea Erkard	Admissions Representative
John Maloney	Admissions Representative
Michele Kletz	Admissions Representative
Darlene Koman	Admissions Representative
Mark Daugherty	Admissions Representative
Norma Mongeluzzo	Admissions Representative
Helen Raschiatore	Admissions Representative
Geraldine Zarko	Admissions Representative
Walter Hnatow	High School Enroller
Matthew Jensen	Admissions Support Specialist
<b>STUDENT FINANCE</b>	
Sara Perdue	Student Accounts Representative
Marijana Relja	Student Accounts Coordinator
Jennifer Nelson	Student Finance Planner
Barb McMonagle	Student Finance Representative
Angela Racko	Student Finance Representative
Shawna Ribich	Student Finance Planner
Candice Pennybaker	Student Finance Planner

<b>Faculty</b>		
Rita Baranowski	Business	BS Ed, Duquesne University
Lisa Bartel	Pharmacy Technician	AS, Mount Aloysius College BS, LaRoche College
Patrick Sullivan	Business and English	BA, Duquesne University MA, University of Rochester
Beverly W. Broman, JD	Department Chair Legal Department	JD, Duquesne University MA, Duquesne University BS, Clarion State College
Nicole Carlson	Medical Insurance Billing & Coding	Diploma, Median School AS, Point Park University BS, Point Park University
Joann Carraway	Medical Insurance Billing & Coding	LPN, St. Francis Alvernia School
James Fulton	Department Chair Business Department	BS, Pennsylvania State University
Elizabeth Hartwell, MLT	Medical	ASB, Western School of Allied Health Careers
Emily Czapko	Pharmacy Technician	
Anita Jones	Medical Insurance Billing and Coding	
Peggy Populo	Department Chair Medical Department	Diploma, Duff's Business Institute AS, Point Park College BS, Point Park College
Betsy Sillers	Computers	BS, Grove City College
Joyce Kijowski	Administrative Support	BS, Indiana University of Pennsylvania MS, Indiana University of Pennsylvania
Denise Thomas	Computers	BS, Carlow College MA, Point Park University
Heather Solomon	Patient Care Technician	AS, Western School BA, Point Park University
Chris Serratore	Patient Care Technician	LPN, Mercy Hospital
Ashly Sarver	Business and Computers	BA, University of Pittsburgh
Joe Schramm, JD	Legal	BA, Duquesne University JD, Cumberland Law School
Jarrod Caruso, JD	Lead Criminal Justice Faculty	BA, University of Pittsburgh JD, Duquesne University
Lee Ann O'Hara	Medical Insurance Billing and Coding	Diploma, Median School
April Muckler	Pharmacy Technician	ASB, Western School

**ROCHESTER****EXECUTIVE COMMITTEE**

Carl A. Silvio	President	B.A., SUNY Fredonia
Sandra Gargano	Vice President	M.S., SUNY College at Buffalo
Daryl Smith	Academic Dean	M.S., Ed., SUNY, Brockport
Deanna Pfluke	Director of Admissions	B.A., University of Pittsburgh
Kandace Reid	Director of Student Finance	B.S., Rochester Institute of Technology
Tonee Brown	Director of Student Accounts	B.S., Roberts Wesleyan College
Kate O'Brien	Director of Career Services	M.S., Rochester Institute of Technology

**ACADEMIC STAFF**

James Teal	Associate Academic Dean	M.S., Ed., SUNY, Brockport
Eva Wilcox	Student Services Coordinator	B.S., Florida Metropolitan University
Kyle Daniels	Librarian	M.L.S., SUNY Geneseo
Barbara Travis	Student Success Coordinator	M.S., SUNY College at Buffalo
Heidi Kranz	Student Success Coordinator	M.S., Nazareth College
Tiffany Hicks	Tutor/Lab Assistant	A.A.S., Rochester Business Institute
Sandra Lutrario	Department Chair, Accounting	
Linda Gliottone	Department Chair, Administrative Office Technology	
Sam Ruggieri	Department Chair, Business Administration	
Shirley A. Nagg	Department Chair, Computer Information Science	
Dawn Mulcock	Department Chair, General Education	
Mary Hodges	Department Chair, Medical Assisting	
Christine Enz	Department Chair, Medical Insurance Billing & Coding	
Frank Ovejero	Department Chair, Paralegal & Criminal Justice	

**ADMINISTRATIVE STAFF**

Karen Bafford	Administrative Assistant to the President	A.O.S., Rochester Business Institute
Christina Cornejo	Night Receptionist	A.A.S., Rochester Business Institute
Michelle Teal	Director of First Impressions	A.A.S., Genesee Community College
Kimberly Toland	Director of First Impressions	A.O.S., Rochester Business Institute

**ADMISSIONS STAFF**

Joe Bellave	Admissions Representative	A.O.S., Rochester Business Institute
Yvette Cooper	Admissions Support Specialist	
Gene Fiordeliso	Admissions Representative	
Keely Forbes	Admissions Manager	B.S., St. John Fisher College
Mikhail Fridman	Admissions Representative	A.O.S., Rochester Business Institute
Lindsay Fuller	Admissions Representative	B.S., University of Pittsburgh
Valerie McCarthy	Admissions Representative	
Brandon Mills	Admissions Representative	B.S., SUNY Brockport
Todd Nesbitt	Admissions Representative	M.S., Rochester Institute of Technology
Amanda Pawley	Admissions Representative	B.S., Rochester Institute of Technology
Art Robinson	Admissions Representative	B.S., Excelsior College
Jim Rodriguez	Admissions Representative	
Aida Ruíz	Admissions Representative	B.S., SUNY Brockport
Gabrielle Morrison	Admissions Representative	B.S., SUNY Brockport

**CAREER SERVICES STAFF**

Stephanie Brown	Career Services Representative	B.A., Syracuse University
Susan Peter	Career Services Representative	A.S., Monroe Community College
Nancy Perez	Externship Coordinator	B.S., St. John Fisher College
Sharon Seccombe-Coia	Career Services Representative	

**FINANCE STAFF**

Della Cooper	Student Finance Representative	A.O.S., Rochester Business Institute
Shawn Denman	State Grant Coordinator	B.S., Roberts Wesleyan College
Elaine DeRomanis	Student Accounts Representative	A.O.S., Rochester Business Institute
Ryan Fantigrossi	Student Finance Planner	A.O.S., Bryant and Stratton
Maureen Gilmore	Bookkeeper	A.A.S., Rochester Business Institute
Judy Hollingsworth	Student Finance Planner	B.S., SUNY Brockport
Eydie Ramos	Student Finance Planner	A.O.S., Rochester Business Institute
Herbert Smith	Student Finance Representative	A.O.S., Rochester Business Institute
Mark Z. Stoll	Student Finance Planner	B.S., Nazareth College
Katharina Wheeler	Student Finance Representative	B.S., Columbia College of Missouri

**STUDENT SERVICES STAFF**

Dave Biehler	Student Services Representative	B.S., SUNY Empire State
Monique Brooks	Student Services Representative	A.A.S., Everest Institute
Gail Brueningsen	Senior Registrar	B.A., SUNY Albany
Dawn Lovejoy	Student Advisor	A.O.S., Rochester Business Institute
Yvette Martinez	Student Services Representative	A.O.S., Rochester Business Institute
Debra Ogden-Cramer	Student Services Representative	A.O.S., Rochester Business Institute

<b>FACULTY</b>			
Sherry Allen	Instructor	General Education	B.S., SUNY Brockport
Nancy Burdulis	Instructor	General Education	M.S., SUNY Brockport
Peggy Burrows, R.T.	Instructor	Medical Assisting	B.S., Toledo, M.S. Ohio State
Julie Chiridon	Instructor	Medical Assisting	M.S., Rochester Institute of Technology
Sally Donahue	Instructor	Accounting	M.S. Ed., Nazareth College
Patricia Dussett	Instructor	Medical Assisting	B.S., SUNY Institute of Technology
Christine Enz	Department Chair	Medical Insurance Billing & Coding	M.S. Ed., University of Missouri
Mary Finley	Instructor	General Education	M.S., Nazareth College
Linda Gliottone	Department Chair	Administrative Office Technology	B.S., Nazareth College
Mary Hodges, R.N.	Department Chair	Medical Assisting	B.S., St. Bonaventure
Christine Lockhart	Instructor	General Education	M.S.W., Roberts Wesleyan College
Sandra Lutrario	Department Chair	Accounting	M.B.A., University of Rochester
Dawn Mulcock	Department Chair	General Education	B.S., SUNY Brockport
Shirley Nagg	Department Chair	Computer Information Science	B.S., SUNY Empire State College
Frank Ovejero	Department Chair	Paralegal & Criminal Justice	J.D., SUNY Buffalo, School of Law
Samuel Ruggeri	Department Chair	Business	B.B.A., St. John Fisher College

## **SOUTH PLAINFIELD**

<b>ADMINISTRATION</b>		
Wes Leibig	President	BA, Alvernia College
Dr. Edlynn Casals	Director of Education	Doctor of Medicine, University of Perpetual Help Rizal BS, De LaSalle University
Adrienne Turner	Director of Admissions	MA, Rider University BS, Brooklyn College
James Peelman	Director of Finance	BS, Rutgers University
Open	Director of Career Services	
Luz Rosario	Externship Coordinator	Everest Institute
<b>DEPARTMENT CHAIRS</b>		
Open		
<b>MEDICAL ASSISTING INSTRUCTORS</b>		
Ahmed Gharib, M.D.	Medical Assisting	MBBCH, Faculty of Medicine, Cairo, Egypt
Janine Fuertes, M.D.	Medical Assisting	MD, University of Santo Tomas, Manila, Philippines BA, Bryn Mawr College, PA
Angela Payumo, M.D.	Medical Assisting	MD, University of Santo Tomas, Manila, Philippines BA, Boston University, MA
Muhammad Hassan Khan, M.D.	Medical Assisting	MD, Taj Medical University, Tajikistan
<b>MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS</b>		
Jerrod Watson	MIBC	BS, Hampton Institute, VA
Douglas Palmer, CCS-P	MIBC	CCS-P, American Health Information Management Association
<b>PHARMACY TECHNICIAN INSTRUCTORS</b>		
Tijuana Dixon, CPhT	Pharmacy Tech	MBA, American Intercontinental University Diploma, The Cittone Institute, NJ
Kimberly Pruetz, CPhT	Pharmacy Tech	Certified Pharmacy Technician

## APPENDIX B: TUITION AND FEES

### CROSS LANES

Program	Program Length	Credit Hours	Tuition
Electronics & Computer Communication Technology	19 Months	124	\$25,620
Medical Administrative Assistant	8 Months	47	\$12,590
Medical Assisting	8 Months	47	\$12,590
Massage Therapy	9 Months	55	\$12,590
Effective Date: July 1, 2007 Tuition includes all program-related supplies.			

Other Fees	
Diploma Reprint	\$15

### EAGAN

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3
Massage Therapy	9 Months	54	\$1,200	\$12,000	\$4,000	\$4,000	\$4,000
Medical Assisting	8 Months	47	\$1,100	\$11,400	\$4,275	\$4,275	\$2,850
Medical Insurance Billing & Coding	8 Months	47	\$1,500	\$11,400	\$4,275	\$4,275	\$2,850
Pharmacy Technician	8 Months	47	\$ 800	\$11,400	\$4,275	\$4,275	\$2,850
Effective date: November 1, 2007							

### GAHANNA

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3
Business Accounting	9 Modules	54	\$1,595	\$11,995	\$3,998	\$3,998	\$3,999
Medical Administrative Assistant	8 Modules	47	\$1,255	\$11,750	\$4,406	\$4,406	\$2,938
Medical Assisting	8 Modules	47	\$995	\$11,995	\$4,498	\$4,498	\$2,999
Medical Insurance Billing and Coding	8 Modules	47	\$1,555	\$11,995	\$4,498	\$4,498	\$2,999
Massage Therapy	9 Modules	55	\$1,088	\$12,900	\$4,300	\$4,300	\$4,300

### PITTSBURGH

Quarter-Based Programs	
Program	Tuition per Credit Hour
Accounting	\$270
Administrative Secretary	\$270
Business Administration	\$270
Criminal Justice	\$270
Legal Administrative Secretary	\$270
Medical Administrative Secretary	\$270
Paralegal	\$270
Tuition costs include all standard fees.	
Effective date January 14, 2008	
Diploma Programs	
Program	Tuition per Credit Hour
Career Access	\$278
Criminal Justice	\$185
Medical Assistant	\$270
Tuition costs include all standard fees.	
Effective date July 16, 2007	

<b>Modular Programs</b>						
<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Estimated Books</b>	<b>Tuition 1<sup>st</sup> Quarter</b>	<b>Tuition 2<sup>nd</sup> Quarter</b>	<b>Tuition 3<sup>rd</sup> Quarter</b>
Medical Insurance Billing & Coding	6 Modules	35.0	\$600	\$4,462.50	\$4,462.50	
Patient Care Technician	9 Modules	51.2	\$650	\$4,050.33	\$4,050.33	\$4,050.34
Pharmacy Technician	8 Modules	58.0	\$600	\$4,432.50	\$4,432.50	\$2,955.00
Tuition costs include all standard fees.						
Effective date July 1, 2007						

\*Mid-quarter programs may vary in length due to scheduling.

<b>Fees and Penalties</b>		
Proficiency Examination Testing Fee	\$20 per credit hour	Non-refundable fee assessed for each proficiency examination (cannot be paid from Title IV financial aid funds.)

**ROCHESTER**

**Credits registered for per term**

	<b>Tuition per Credit Hour *</b>
All Programs	\$300

**Mini-Term Start Tuition per Credit Hour (Mini-Term start quarter only)**

	<b>Tuition per Credit Hour*</b>
All Programs	per credit \$300

\*Tuition includes all standard fees.

Tuition will be charged on a quarterly basis.

Effective date: January 14, 2008

**Other Fees and Expenses**

Average estimated cost of books .....\$300/quarter

Other estimated educational expenses considered in determining the cost of attendance for an academic year include:

Room and Board ..... \$2,700 - \$5,400

Transportation.....\$945

Personal ..... \$1,710

**SOUTH PLAINFIELD**

<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>Estimated Books &amp; Equipment</b>
Massage Therapy	9 Modules	54	\$10,893	\$1,241.84
Medical Assisting	8 Modules	47	\$11,891	\$1,044.00
Medical Insurance/Billing Coding	6 Modules	35	\$8,715	\$660.00
Pharmacy Technician	8 Modules	47	\$11,655	\$573.00
Effective December 19, 2007				

## APPENDIX C: CALENDARS

### All campuses, quarter-based programs

FY 2008 Academic Calendar				
Summer Term Starts		July	16	2007
Summer Term Drop/Add Deadline		July	28	2007
Mini-Term Starts		August	27	2007
Mini-Term Drop/Add Deadline		September	1	2007
Labor Day Holiday		September	3	2007
Summer Term Ends		October	6	2007
Fall Break	From:	October	8	2007
	To:	October	13	2007
Fall Term Start		October	15	2007
Fall Term Drop/Add Deadline		October	27	2007
Thanksgiving Day Holiday	From:	November	22	2007
	To:	November	24	2007
Mini-Term Starts		November	26	2007
Mini-Term Drop/Add Deadline		December	1	2007
Winter Holiday	From:	December	24	2007
	To:	January	1	2008
Classes Resume		January	2	2008
Fall Term Ends		January	12	2008
Winter Term Starts		January	14	2008
M.L. King Jr. Birthday Holiday		January	21	2008
Winter Term Drop/Add Deadline		January	26	2008
Presidents' Day		February	18	2008
Mini-Term Starts		February	25	2008
Mini Term Drop/Add Deadline		March	1	2008
Winter Term Ends		April	5	2008
Spring Vacation	From:	April	7	2008
	To:	April	12	2008
Spring Term Starts		April	14	2008
Spring Term Drop/Add Deadline		April	26	2008
Memorial Day Holiday		May	26	2008
Mini-Term Starts		May	27	2008
Mini Term Drop/Add Deadline		May	31	2008
Independence Day Holiday		July	4	2008
Spring Term Ends		July	5	2008
Summer Vacation	From:	July	7	2008
	To:	July	12	2008

FY 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Drop/Add Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Drop/Add Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Summer Term Ends		October	4	2008
Fall Break	From:	October	6	2008
	To:	October	11	2008
Fall Term Start		October	13	2008
Fall Term Drop/Add Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Drop/Add Deadline		December	2	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	10	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Drop/Add Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Drop/Add Deadline		February	28	2009
Winter Term Ends		April	4	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Drop/Add Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Drop/Add Deadline		June	1	2009
Spring Term Ends		July	2	2009
Independence Day Holiday		July	3	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009

**CROSS LANES**

Electronics, Computer and Communications Technology Day and Evening Schedule Four- Day Week (Monday through Thursday) 2008			
Start Dates		End Dates	
Jan 2	Wed	Feb 26	Tues
Jan 3	Thurs	Jan 17	Thurs (11 <sup>th</sup> Module)
Feb 28	Thurs	April 21	Mon Break 4/22, 4/23, 4/24
Mar 3	Mon	Mar 13	Thurs (11 <sup>th</sup> Module)
April 30	Wed	June 23	Mon
May 1	Thurs	May 14	Wed (11 <sup>th</sup> Module)
June 25	Wed	Aug 14	Thurs Break 8/18, 8/19, 8/20, 8/21
June 26	Thurs	July 9	Wed (11 <sup>th</sup> Module)
Aug 25	Mon	Oct 15	Wed
Aug 26	Tues	Sept 9	Tues (11 <sup>th</sup> Module)
Oct 20	Mon	Dec 10	Wed
Oct 21	Tues	Nov 3	Mon (11 <sup>th</sup> Module)

Electronics, Computer and Communications Technology Day and Evening Schedule – Four-Day Week (Monday through Thursday) 2009			
Start Dates		End Dates	
Jan 5	Mon	Feb 26	Thurs
Jan 6	Tues	Jan 20	Tues (11 <sup>th</sup> Module)
Mar 2	Mon	Apr 21	Tues Break 4/22 – 4/30/09
Mar 3	Tues	Mar 16	Mon (11 <sup>th</sup> Module)
May 4	Mon	June 24	Wed
May 5	Tues	May 18	Mon (11 <sup>th</sup> Module)
June 29	Mon	Aug 19	Wed Break 8/20 – 8/27/09
June 30	Tues	July 14	Tues (11 <sup>th</sup> Module)
Aug 31	Mon	Oct 21	Wed
Sept 1	Tues	Sept 15	Tues (11 <sup>th</sup> Module)
Oct 26	Mon	Dec 16	Wed Break 12/21 – 1/1/10 (Return 1/4/10)
Oct 27	Tues	Nov 9	Mon (11 <sup>th</sup> Module)

Massage Therapy, Medical Assisting And Medical Administrative Assistant Day and Evening Schedule Four-Day Week (Monday through Thursday) 2007			
Start Dates		End Dates	
Nov 19	Mon	Dec 13	Thanksgiving holiday - Thurs 11/22
Dec 17	Mon	Jan 24, '08	Thurs Break 12/24/07 – 1/3/08 (return 1/7/08) Make up day 1/18 for Martin Luther King Day

Massage Therapy, Medical Assisting and Medical Administrative Assistant Day & Evening Schedule Four-Day Week (Monday through Thursday) 2009			
Start Dates		End Dates	
Jan 26	Mon	Feb 19	Thurs Make up day 2/13 for President's Day
Feb 23	Mon	Mar 19	Thurs
Mar 23	Mon	Apr 16	Thurs Break 4/20 – 4/24/09
Apr 27	Mon	May 21	Thurs
May 26	Tues	June 18	Thurs Make up day 6/12 for Memorial Day
June 22	Mon	July 16	Thurs
July 20	Mon	Aug 13	Thurs Break 8/17 – 8/21/09
Aug 24	Mon	Sept 17	Thurs Make up day 9/11 for Labor Day
Sept 21	Mon	Oct 15	Thurs
Oct 19	Mon	Nov 12	Thurs
Nov 16	Mon	Dec 10	Thurs Make up day 12/4 for Thanksgiving
Dec 14	Mon	Jan 21 '10	Thurs Break 12/21 – 12/31 (return 1/4/10) Make up day 1/8 for Martin Luther King Jr.'s Day

Massage Therapy, Medical Assisting And Medical Administrative Assistant Day and Evening Schedule Four-Day Week (Monday through Thursday) 2008			
Start Dates		End Dates	
Jan 28	Mon	Feb 21	Thurs Make up day 2/8 for Presidents Day
Feb 25	Mon	Mar 20	Thurs
Mar 24	Mon	April 17	Thurs Break 4/21, 4/22, 4/23, 4/24
April 28	Mon	May 22	Thurs
May 27	Tues	June 19	Thurs Make up day 5/30 for Memorial Day
June 23	Mon	July 17	Thurs Break 7/21, 7/22, 7/23, 7/24
July 28	Mon	Aug 21	Thurs
Aug 25	Mon	Sept 18	Thurs Make up day 9/05 for Labor Day
Sept 22	Mon	Oct 16	Thurs
Oct 20	Mon	Nov 13	Thurs
Nov 17	Mon	Dec 11	Thurs Make up day 11/21 for Thanksgiving Day
Dec 15	Mon	Jan 22, '09	Thurs Break 12/22/08 – 1/1/09 (return 1/5/09) Make up day 1/16 for Martin Luther King Day

Student Holidays 2008	
New Year's Day	January 1
Martin Luther King, Jr. Day	January 21
President's Day (observed)	February 18
Memorial Day (observed)	May 26
Independence Day	July 4
Labor Day	September 1
Thanksgiving	November 27
Winter Holiday	December 24 & 25

Student Holidays 2009	
New Year's Day	January 1
Martin Luther King, Jr. Day	January 19
President's Day	February 16
Memorial Day	May 25
Independence Day	July 6
Labor Day	September 7
Thanksgiving	November 26
Winter Holiday	December 24 & 25

Morning Mod Dates, Medical Billing & Coding, Medical Assisting, Massage Therapy & Pharmacy Tech		
Start	End	Holidays
12/19/07	1/25/08	Winter Break 12/24 - 01/01/08
1/28/08	2/25/08	President's Day 2/18/08
2/27/08	3/27/08	Spring Break 3/21 - 3/25/08
3/31/08	4/25/08	
4/28/08	5/23/08	
5/27/08	6/23/08	Memorial Day 5/26/08
6/25/08	7/24/08	Summer Break 7/04-7/07/08
7/28/08	8/22/08	
8/25/08	9/22/08	Labor Day 9/1/08
9/24/08	10/21/08	
10/23/08	11/19/09	
11/21/08	12/22/08	Thanksgiving Break 11/27-11/28/08
		Winter Break 12/24/08 - 01/01/09

Morning and 10:00 a.m. - 2:00 p.m. Mod Dates, Medical Billing & Coding		
Start	End	Holiday
12/10/07	1/15/08	Winter Break 12/24/07 - 1/08/08
1/17/08	2/14/08	Martin Luther King Day 1/21/08
2/19/08	3/17/08	
3/19/08	4/18/08	Spring Break 3/21-3/25/08
4/21/08	5/16/08	
5/19/08	6/16/08	Memorial Day 5/26/08
6/18/08	7/17/08	Summer Break 07/04 - 07/07/08
7/21/08	8/15/08	
8/18/08	9/15/08	Labor Day 9/1/2008
9/17/08	10/14/08	
10/16/08	11/13/08	
11/17/08	12/16/08	Thanksgiving 11/27 - 11/28/08
12/18/08	01/26/09	Winter Break 12/24/08 - 1/01/09

10 a.m. - 2:00 p.m. and 1:00 p.m. - 5:00 p.m. Mod Dates Medical Assisting		
Start	End	Holidays
1/10/08	2/7/08	Martin Luther King Day 1/21/08
2/11/08	3/10/08	<b>President's Day 2/18/08</b>
3/12/08	4/11/08	Spring Break 3/21 - 3/25/08
4/14/08	5/9/08	
5/12/08	6/9/08	Memorial Day 5/26/08
6/11/08	7/10/08	Summer Break 7/04 - 7/07/08
7/14/08	8/08/08	
8/11/08	9/08/08	Labor Day 9/1/08
9/10/08	10/07/08	
10/09/08	11/05/08	
11/07/08	12/08/08	Thanksgiving Break 11/27-11/28/08
12/10/08	1/16/09	Winter Break 12/24/08 - 1/01/09

11:00 a.m. - 3:00 p.m. Mod Dates Medical Assisting		
Start	End	Holidays
01/07/08	2/04/08	Martin Luther King Day 1/21/08
2/6/08	3/6/08	President's Day 2/18/08
3/10/08	4/8/08	Spring Break 3/21 - 3/25/08
4/10/08	5/7/08	
5/12/08	6/9/08	Memorial Day 5/26/08
6/11/08	7/10/08	Summer Break 7/04 - 7/07/08
7/14/08	8/08/08	
8/11/08	9/08/08	Labor Day 9/1/08
9/10/08	10/07/08	
10/09/08	11/05/08	
11/07/08	12/08/08	Thanksgiving Break 11/27-11/28/08
12/10/08	1/16/09	Winter Break 12/24/08 - 1/01/09

Evening Mod Dates, Medical Billing & Coding, Message Therapy and Medical Assistant		
Start	End	Holidays
1/9/08	2/13/08	Martin Luther King Day 1/21/08
2/14/08	3/19/08	Presidents Day 2/18/08
3/20/08	4/24/08	Spring Break 3/21-3/25/08
4/28/08	6/2/08	Memorial Day 5/26/08
6/3/08	7/8/08	Summer Break 7/04 - 7/07/08
7/9/08	8/12/08	
8/13/08	9/17/08	Labor Day 9/1/08
9/18/08	10/22/08	
10/23/08	11/26/08	
12/1/08	1/13/09	Winter Break 12/23/08 - 01/01/09

Modular Calendar Schedule	
Start Date	End Date
12/17/2007	1/22/2008
1/23/2008	2/20/2008
2/21/2008	3/19/2008
3/20/2008	4/16/2008
4/21/2008	5/15/2008 Eves - 5/16/08 Days
5/19/2008	6/16/2008
6/17/2008	7/14/2008 Eves - 7/15/08 Days
7/17/2008	8/13/2008
8/14/2008	9/11/2008
9/15/2008	10/9/08 Eves - 10/10/2008 Days
10/13/2008	11/6/2008 - Eves 11/7/08 Days
11/10/2008	12/8/08 Eves - 12/9/08- Days
12/11/2008	1/19/2009

Student Holidays	
Winter Recess	12/24/07-1/1/08
President's Day	2/18/2008
Instructor In-Service	4/17/08-4/18/08
Memorial Day	5/26/2008
Independence Day	7/4/2008
Instructor In-Service	7/16/2008
Labor Day	9/1/2008
Instructor In-Service	9/12/2008
Thanksgiving	11/27/2008
Day after Thanksgiving	11/28/2008
Instructor In-Service	12/10/2008
Winter Recess	12/24/08-1/4/09

**PITTSBURGH**

Modular Calendar Schedule On-cycle 2007 - 2008	
Start Date	End Date
1/14/08	2/11/08
2/12/08	3/10/08
3/11/08	4/3/08
4/14/08	5/8/08
5/12/08	6/9/08
6/10/08	7/3/08

Modular Calendar Schedule Off-cycle 2007-2008	
Start Date	End Date
1/2/08	1/28/08
1/29/08	2/25/08
2/26/08	3/20/08
3/24/08	4/24/08
4/28/08	5/22/08
5/27/08	6/20/08
6/23/08	7/24/08

Modular On -Cycle Day Schedule - Four-Day Week (Monday through Thursday) 2008	
Start Dates	End Dates
01/14/08	02/11/08
02/12/08	03/10/08
03/11/08	04/03/08
04/14/08	05/08/08
05/12/08	06/09/08
06/10/08	07/03/08
07/14/08	08/07/08
08/11/08	09/04/08
09/08/08	10/02/08
10/13/08	11/06/08
11/10/08	12/04/08
12/08/08	01/12/09

Modular Off Cycle Day Schedule - Four-Day Week (Monday through Thursday) 2008	
Start Dates	End Dates
01/02/08	01/28/08
01/29/08	02/25/08
02/26/08	03/20/08
03/24/08	04/24/08
04/28/08	05/22/08
05/27/08	06/20/08
06/23/08	07/24/08
07/28/08	08/21/08
08/25/08	09/18/08
09/22/08	10/23/08
10/27/08	11/20/08
11/24/08	12/19/08

**SOUTH PLAINFIELD**

**Holiday Calendar**

Wed	10/17/2007
Thu	11/15/2007
Thu	11/22/2007
Fri	11/23/2007
Tue	12/18/2007

Mon	12/24/2007
Tue	12/25/2007
Wed	12/26/2007
Thu	12/27/2007
Fri	12/28/2007

Sat	12/29/2007
Sun	12/30/2007
Mon	12/31/2007
Tue	1/1/2008
Wed	1/2/2008

Mon	1/28/2008
Mon	2/18/2008
Wed	2/27/2008
Thu	3/27/2008

Medical Assisting AM Class Start/End Schedule	
Mod Start Date	Mod End Date
3/27/2008	4/23/2008
4/25/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/23/2008
7/25/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/17/2008

Medical Assisting PM Class Start/End Schedule	
Mod Start Date	Mod End Date
3/27/2008	4/23/2008
4/25/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/23/2008
7/25/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/17/2008

Medical Assisting EVE Class Start/End Schedule	
Mod Start Date	Mod End Date
3/27/2008	4/23/2008
4/28/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/22/2008
7/28/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/16/2008

New Year's Day		Summer Recess	7/4/2008
Martin Luther King Day		Labor Day	9/1/2008
Mardi Gras		Thanksgiving	11/27-28/2008
Spring Break		Winter Break	12/25/2008-1/2/2009
Memorial Day	5/28/2008		

MIBC AM Class Start/End Schedule	
Mod Start Date	Mod End Date
3/27/2008	4/23/2008
4/25/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/23/2008
7/25/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/17/2008

MIBC PM Class Start/End Schedule	
Mod Start Date	Mod End Date
3/27/2008	4/23/2008
4/25/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/23/2008
7/25/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/17/2008

MIBC EVE Class Start/End Schedule	
Mod Start Date	Mod End Date
3/27/2008	4/23/2008
4/28/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/22/2008
7/28/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/16/2008

New Year's Day		Summer Recess	7/4/2008
Martin Luther King Day		Labor Day	9/1/2008
Mardi Gras		Thanksgiving	11/27-28/2008
Spring Break		Winter Break	12/25/2008-1/2/2009
Memorial Day	5/28/2008		

Pharmacy Technician AM Class Start/End Schedule	
Mod Start Date	Mod End Date
3/27/2008	4/23/2008
4/25/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/23/2008
7/25/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/17/2008

Pharmacy Technician PM Class Start/End Schedule	
Mod Start Date	Mod End Date
3/27/2008	4/23/2008
4/25/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/23/2008
7/25/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/17/2008

Pharmacy Technician EVE Class Start/End Schedule	
Mod Start Date	Mod End Date
3/27/2008	4/23/2008
4/28/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/22/2008
7/28/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008
11/18/2008	12/16/2008

New Year's Day		Summer Recess	7/4/2008
Martin Luther King Day		Labor Day	9/1/2008
Mardi Gras		Thanksgiving	11/27-28/2008
Spring Break		Winter Break	12/25/2008-1/2/2009
Memorial Day	5/28/2008		

Massage Therapy AM Class Start/End Schedule	
Mod Start Date	Mod End Date
11/16/2007	12/17/2007
12/19/2007	1/25/2008
1/29/2008	2/26/2008
2/28/2008	3/26/2007
3/27/2008	4/23/2008
4/25/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/23/2008
7/25/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008

Massage Therapy PM Class Start/End Schedule	
Mod Start Date	Mod End Date
11/16/2007	12/17/2007
12/19/2007	1/25/2008
1/29/2008	2/26/2008
2/28/2008	3/26/2007
3/27/2008	4/23/2008
4/25/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/23/2008
7/25/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008

Massage Therapy EVE Class Start/End Schedule	
Mod Start Date	Mod End Date
11/21/2007	12/19/2007
12/20/2007	1/28/2008
1/29/2008	2/27/2008
2/28/2008	3/27/2008
3/27/2008	4/23/2008
4/28/2008	5/22/2008
5/27/2008	6/23/2008
6/25/2008	7/22/2008
7/28/2008	8/21/2008
8/25/2008	9/22/2008
9/23/2008	10/20/2008
10/21/2008	11/17/2008

New Year's Day		Summer Recess	7/4/2008
No Class	1/28/2008	Labor Day	9/1/2008
No Class	2/18/2008	Thanksgiving	11/22-23/2007
No Class	4/24/2008	Thanksgiving	11/27-28/2008
Memorial Day	5/28/2008	Winter Break	12/24/2007-1/2/2008

## APPENDIX D: OPERATING HOURS

### CROSS LANES

<b>Office:</b>			
8:00 AM to	8:00 PM	Monday through Thursday	
8:00 AM to	4:00 PM	Friday	
<b>School:</b>			
7:30 AM to	12:30 PM	Monday through Thursday	Morning
10:00 AM to	3:00 PM	Monday through Thursday	Morning/Afternoon
12:45 PM to	5:45 PM	Monday through Thursday	Afternoon
5:30 PM to	10:30 PM	Monday through Thursday	Evening – Medical
6:00 PM to	10:50 PM	Monday through Thursday	Evening – Electronics and Massage Therapy

### EAGAN

<b>Hours of Operation - Office</b>		
7:30 am to 8:00 pm Monday through Thursday		
7:30 am to 5:00 pm Friday		
<b>Allied Health Classes*</b>		
<b>Morning</b>	<b>Afternoon</b>	<b>Evening</b>
8:00 – 11:50	12:00 – 4:00	6:00 – 9:50
*All day classes meet Monday through Friday. Evening classes meet Monday through Thursday.		

**GAHANNA**

Office Hours			
Monday - Thursday	8:00AM - 8:00 PM		
Friday	8:00AM - 5:00 PM		
Saturday	10:00AM - 4:00 PM		
Class Hours			
MEDICAL AND BUSINESS CLASSES		MASSAGE THERAPY CLASSES	
Monday - Friday		Monday - Friday	
8:00 AM - 12:00 PM	Morning Session	9:00AM - 1:00 PM	Morning Session
10:00 AM - 2:00 PM	Mid-Morning Session	1:00 PM - 5:00 PM	Afternoon Session
12:00 PM - 4:00 PM	Afternoon Session		
		Monday - Thursday	
Monday - Thursday		5:30PM - 10:30 PM	Evening Session
5:30PM - 10:30 PM	Evening Session		

**PITTSBURGH****ACADEMIC SESSION**

The academic session for degree and diploma programs at Everest Institute is based upon a 12-week quarter. There are four main class starts and four mid-quarter class starts each calendar year. Main starts begin in January, April, July, and October. Mid-quarter starts begin in February, May, August, and November.

Day classes for quarter-based programs are scheduled between 8:30 a.m. and 4:50 p.m. Monday through Thursday. Evening classes are held on Monday, Tuesday, Wednesday, and Thursday from 5:30 to 9:30 p.m.

Day classes for modular programs are scheduled between 9:00 a.m. and 2:00 p.m. and 10:30 a.m. and 3:30 p.m. Monday through Thursday. Evening classes are scheduled between 5:30 p.m. and 10:30 p.m. Monday through Thursday.

**Mid-Quarter Starts**

Six weeks into each academic quarter, a student may enroll in courses that meet four days or four nights per week for six weeks. This helps many students phase into their return to school with a smaller course load. It also enables students to start their classes earlier than if they waited until the next full quarter. At the end of the six-week mid-quarter, the student is registered for a full course load for the following quarter.

**Evening Classes**

The evening classes offered by the Institute are an integral part of the majority of programs presented. The instructors, some of whom teach courses during the day, provide a quality experience for the evening students. Classes are organized for individuals to broaden their personal background, improve their present employment situation, or retrain for new occupational opportunities. Applicants should apply to Everest's Admission Department. Additionally, the Institute serves the business community or private groups by providing courses when need and interest are indicated.

**ROCHESTER****SCHOOL HOURS**

Day school classes are scheduled between 8:00 a.m. and 4:00 p.m. Monday through Friday.

Evening/Saturday classes are scheduled Monday through Thursday between 5:15 p.m. and 10:00 p.m. and on Saturdays between 8:00 a.m. and 4:00 p.m. Some courses meet only one evening per week or on Saturday only.

**SOUTH PLAINFIELD**

Office:				
7:30 a.m.	to	7:30 PM	Monday through Thursday	
7:30 a.m.	to	5:30 PM	Friday	
8:00 a.m.	to	2:00 PM	Some Saturdays	
School:				
8:00 a.m.	to	12:00 p.m.	Monday through Friday	Morning
1:00 p.m.	to	5:00 p.m.	Monday through Friday	Afternoon
6:00 p.m.	to	11:00 p.m.	Monday through Thursday	Evening
10:00 a.m.	to	2:00 p.m.	Monday through Friday	Medical Assisting, MIBC and Pharmacy Tech programs
6:00 a.m.	to	10:00 a.m.	Monday through Friday	Medical Assisting, MIBC and Pharmacy Tech programs