Everest
INSTITUTE

2011-2013 CATALOG
http://www.everest.edu

Everest Institute 9100 US Hwy. 290 East, Bldg 1, Ste 100 Austin, TX 78724 (512) 928-1933 (512) 927-8587 (fax) *A branch of Everest Institute, Southfield, MI*	**Everest Institute** 255 Northpoint Drive, Ste 100 Houston, TX 77060 (281) 447-7037 (281) 447-6937 (fax) *A branch of Everest Institute, San Antonio, TX*
Everest Institute 9700 Bissonnet Street, Ste 1400 Houston, TX 77036 (713) 772-4200 (713) 772-4204 (fax) *A branch of Everest College, Renton , WA*	**Everest Institute** 7151 Office City Drive, Ste 100 Houston, TX 77087 (713) 645-7404 (713) 645-7346 *A branch of Everest Institute, San Antonio, TX*
Everest Institute 6550 First Park Ten Blvd San Antonio, Texas 78213 (210) 732-7800 (210) 731-9313 (fax)	

Publishing Date December 1, 2011

Effective December 1, 2011, through December 31, 2013

PRESIDENT'S MESSAGE

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

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

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.
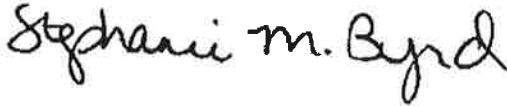
We have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest. We invite all interested parties, therefore, to visit our campus and review our programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

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

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

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

Sincerely,

Kimberly Oppermann	*Anthonie Rich*
Kimberly Oppermann Campus President, Austin Campus	Anthonie Rich Campus President, Greenspoint Campus
Bobby Wilmore	*Sheila Grover*
Bobby Wilmore Campus President, Bissonnet Campus	Sheila Grover Campus President, Hobby Campus
Stephanie M. Byrd	
Stephanie Bryd Campus President, San Antonio Campus	

TABLE OF CONTENTS

iv

ABOUT EVEREST INSTITUTE

CORINTHIAN COLLEGES, INC.

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

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

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

MISSION

The mission of the Institute is to prepare students to enter, prosper in, and meet the needs of the employment community served. To accomplish this purpose, the Institute offers a variety of career-oriented instructional programs and academic counseling services. The Institute believes that preparing students for participation in the working community is an important mission and a service to society. The Institute is dedicated to the ideal that all students should have the opportunity to reach their full potential. The Institute is concerned with developing, in all students, the quest for knowledge and skills necessary for life-long learning in their chosen field.

OBJECTIVES

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

SCHOOL HISTORY AND DESCRIPTION

EVEREST INSTITUTE - AUSTIN

The Austin campus is a branch campus of Everest Institute in Southfield, Michigan. The main campus was originally a member of RETS Electronic School, which was established in 1935. National Education Corporation acquired the school in 1978, and in 1979 it was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In December 1995, Corinthian Schools, Inc. acquired the school. The name of the school was changed to National Institute of Technology in June 1996. In May 2002, the main campus moved to its present location in Southfield, Michigan. The Austin branch opened in September 2002. In October of 2006 the names of both the main and branch campus were changed to Everest Institute.

The Austin campus is conveniently located on U.S. Highway 290 East. The campus has over 50,000 square feet containing classrooms, administrative offices, computer, trades, medical and dental assisting laboratories, lecture rooms, student lounge, restrooms and a library containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction. 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.

EVEREST INSTITUTE – BISSONNET

This campus is a branch of Bryman College, 981 Powell Ave., SW Suite 200, Renton, Washington 98055. The main campus was part of the Bryman Colleges that were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. Bryman College, formerly known as the Career Floral Design Institute, was acquired by Corinthian Colleges, Inc. on June 30, 1996, and the name was changed to Bryman School. In 1996, following a review of the need for trained allied health professionals, the Medical Administrative Assistant program was approved. In February 1997, Bryman College moved its main school to the SeaTac area of Seattle. In response to the demand for trained allied health professionals, Bryman College added the Medical Assistant program to begin upon the opening of the new Seattle facility. The Dental Assistant Program was added in August 1998. From June 2002 through October 2007, a branch campus operated in Lynnwood, WA. The Renton campus moved into a new larger facility at its current location in March of 2002. This additional space allowed for the addition of a fourth program, Pharmacy Technician. In April of 2007 the name of the Renton Campus was changed to Everest College.

The Bissonnet campus is conveniently located in the Westwood Technology Center on Bissonnet Street, just west of U.S. Highway 59. The campus has 60,000 square feet containing classrooms, allied health, trade and technology lecture and lab facilities, administrative offices, student lounge, restrooms and a library containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction. 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.

EVEREST INSTITUTE - GREENSPOINT

The Greenspoint campus, on the north side of Houston, Texas, began classes on January 31, 2000, as a branch campus of Everest Institute in San Antonio, Texas.

The Houston Greenspoint campus is conveniently located at the intersection of Northpoint and Northchase Roads approximately one-half mile south of the Greenspoint Shopping Mall. Major freeways in the immediate area are Beltway 8 and I-45. Bus transportation is available. This facility occupies approximately 27,000 square feet comprised of classrooms, laboratories and administrative offices. 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.

EVEREST INSTITUTE - HOBBY

The Hobby campus is located in Houston, Texas, at 7151 Office City Drive and opened in 2001 as a branch campus of Everest Institute in San Antonio, Texas.

The Houston Hobby campus is conveniently located just north of the intersection of I-45 and the South Loop of 610 and can be reached by taking the Woodridge Drive exit off I-45 and going East one block to Office City Drive and then South approximately one half mile, the campus is on your left. It is the sole occupant of the building and is currently using 30,732 square feet on the first and second floors. This facility includes computer and medical assistant and dental assistant laboratories, lecture rooms, resource center and administrative offices. 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.

EVEREST INSTITUTE - SAN ANTONIO

The San Antonio campus was originally a member of RETS Electronic School which was established in 1935. The school was acquired by National Education Corporation in 1978 and in 1979 was made part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In October 1987, the curriculum was expanded to include a Medical Assistant program. Corinthian Schools Inc. acquired the school in July 1995. The school name was changed to National Institute of Technology in November 1996 and to Everest Institute in October of 2006.

The school is conveniently located along the IH 10 access road at the First Park Ten exit ramp. The school moved to its current location in January 2004. The building has 66,000 square feet containing classrooms, administrative offices, a student lounge, restrooms, and a resource center containing reference and reading materials related to the academic programs. Several of the classrooms are designed and equipped for laboratory instruction. The institution, the facilities it occupies and the equipment it uses comply with all the federal, state, and local ordinances and regulations, including those related to fire safety, building safety and health.

INSTITUTIONAL ACCREDITATION

The campuses of Everest Institute are accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Accrediting Commission of Career Schools and Colleges (ACCSC) is located at 2101 Wilson Blvd. Suite 302, Arlington, Virginia 22201.

APPROVALS AND MEMBERSHIPS
- Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- The Electrical Technician program is approved by the National Center for Construction Education and Research (NCCER), www.nccer.org. (Austin)
- Approved and registered with the Texas Department of Licensing and Regulation for the Texas Electrician Apprenticeship Program, Registration Number 143. (Austin)
- Member, American Academy of Professional Coders (Austin)
- Member, National Association for Health Professionals (Austin)
- Member, Career Colleges and Schools of Texas (San Antonio)
- The Carpentry, Electrical Technician and Plumbing Technology programs are approved by the National Center for Construction Education and Research (NCCER), www.nccer.org. (Bissonnet)

The Institute does not imply, promise, or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students. Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the campus president to review this material.

ADMISSIONS INFORMATION

REQUIREMENTS AND PROCEDURES
- High school diploma or a recognized equivalent such as the GED.

- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Applicants who determine that they would like to apply for admission will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

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

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

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

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

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

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

ATB ADVISING
Everest has an obligation to provide academic support services necessary for ATB students and to ensure that students will be ready for placement upon completion of their programs.
- All ATB students shall receive academic and career advising after each grading/evaluation period

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

DELAYED ADMISSION
Students who do not enter school following passing the ATB exam will not be required to retake the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and

wish to re-enter will not be required to retake the exam prior to re-entry, if the original passing test result is in the students' academic file.

ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS

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

ACADEMIC INFORMATION

EVEREST REGULATIONS

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

Everest reserves the right to modify its tuition and fees; to add or withdraw members from its faculty and staff; to revise its academic programs; and to withdraw subject courses, and programs if registration falls below the required number. The total hours specified in each area of the program total is the minimum requirements for completion.

MAXIMUM CLASS SIZE

To provide instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size is 30 students.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 clock hours of theory or lecture instruction, a minimum of 20 clock hours of supervised laboratory instruction, or a minimum of 30 clock hours of externship/internship practice.

OUT OF CLASS ASSIGNMENTS

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

TRANSFER OF CREDIT - INTO AND OUT OF EVEREST

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

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

MAXIMUM TRANSFER CREDITS ACCEPTED

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

COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

TRANSFER CREDIT FOR LEARNING ASSESSMENT

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

TRANSFER CREDIT FOR PROFESSIONAL CERTIFICATIONS

Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications e.g. CMA, CNE, MCSE, etc.

EXPERIENTIAL LEARNING PORTFOLIO

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

PROFICIENCY EXAMINATION

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. All requests for Proficiency Examinations must be approved by the appropriate Program Director and the Academic Dean/Director of Education.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits students earn at Everest is at the complete discretion of the institution to which students seek to transfer. Acceptance of the degree, diploma or certificate students earn in the program in which students are enrolling is also at the complete discretion of the institution to which students seek to transfer. The credits or degree, diploma or certificate that students earn at Everest will probably not be transferable to any other college or university. For example, if a student entered Everest as a freshman, the student will still be a freshman if he/she enters another college or university at some time in the future even though the student earned units while attending Everest. In addition, if a student earns a degree, diploma or certificate in one of our programs, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another college or university, and the student may be required to repeat some or all of the coursework at that institution. For this reason, a student should make certain that the attendance of Everest will meet his/her educational goals. This may include - before the student's enrollment with Everest - contacting the institution to which the student seeks to transfer after attending Everest to determine if the credits or degree, diploma or certificate will transfer.

EVEREST CONSORTIUM AGREEMENT

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

TRANSFERS TO OTHER EVEREST LOCATIONS

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

TRANSFER CENTER ASSISTANCE

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

GRADING SYSTEM AND PROGRESS REPORTS

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

Grade	Point Value	Meaning	Percentage Scale
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C	2.0	Good	79-70
D*	1.0	Poor	69-60
F** or Fail	0.0	Failing	59-0
P or Pass	Not Calculated	Pass (for externship/internship or thesis classes only)	

L	Not Calculated	Leave of Absence (allowed in modular programs only)
PE	Not Calculated	Pass by Proficiency Exam
W	Not Calculated	Withdrawal
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress
TR	Not Calculated	Transfer Credit

*   Not used in Allied Health and Trades programs.

** For all Allied Health programs, F (failing) is 69-0%.

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

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest.
- The GPA for each term is calculated by dividing the quality point earned that term by the total cumulative credit hour for the GPA.
- The CGPA is calculated by dividing the total cumulative quality point earned by the total cumulative credits attempted for the GPA.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.
- A grade average percentage is calculated for students receiving percentage grades.
- The GPA equivalent of the calculated average is given in the table above.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

EVALUATION PERIODS FOR SAP

Satisfactory academic progress is measured at the end of each academic term (i.e., quarter, module, phase), which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. The academic term for modular programs it is 4 weeks or 6 weeks (NSS program only). Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term. Students in jeopardy of not making SAP may be advised at any point and be placed on probation to be monitored closely.

RATE OF PROGRESS TOWARD COMPLETION

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

MAXIMUM TIME FRAME TO COMPLETE

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

SATISFACTORY ACADEMIC PROGRESS TABLES

48 Quarter Credit Hour Program.
Total credits that may be attempted:
72 (150% of 48).

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	N/A	2.0	N/A	66.66%

55 Quarter Credit Hour Program.
Total credits that may be attempted:
82 (150% of 55).

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-82	N/A	2.0	N/A	66.66%

56 Quarter Credit Hour Program.
Total credits that may be attempted:
84 (150% of 56).

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-84	N/A	2.0	N/A	66.66%

59 Quarter Credit Hour Program.
Total credits that may be attempted:
88 (150% of 59).

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-88	N/A	2.0	N/A	66.66%

APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of P and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.

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

ACADEMIC AND FINANCIAL AID WARNING

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

ACADEMIC AND FINANCIAL AID PROBATION

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

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

NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic and financial aid probation. The following timelines apply for all students:
- For programs with an Add/Drop period;
    - Students must be notified in writing by the end of the add/drop period of the probationary term; and
    - Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
    - Students must be notified in writing by the end of the first week of the probationary term (quarter, module and/or phase); and
    - Must receive academic advising by the end of the second week of the probationary term.

ACADEMIC APPEALS

Students who successfully appeal probation are considered to be making SAP and may remain in school under the following conditions:
- It is mathematically possible for the student to complete the program within the maximum time frame with the required CGPA
- The student must be placed on probation and monitored under an Academic Progress Plan
- The student must demonstrate improvement in their CGPA and/or ROP as stated in their Academic Progress Plan at the end of each subsequent evaluation period

Appeals will only be granted for the following reasons:
1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

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

DISMISSAL

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

RETAKING PASSED COURSEWORK

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

RETAKING FAILED COURSEWORK

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not

jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

ATTENDANCE POLICY

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

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Tardies and leave earlies are recorded in minutes and are calculated as equivalent absences. Students who have been absent from all of their scheduled classes for 14 consecutive calendar days will be dropped from the training program.

Students who miss 15% of the total program hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total program hours will be advised that they will be dropped from the program. Students who have been dropped from the program may apply for reentry. The school is not required to withdraw a student based on lack of attendance if a refund would not be due.

ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT

In Texas, student attendance is monitored on the basis of the percentage of classes missed as a percentage of the total program hours. The student's minutes of attendance in each class are recorded and retained as part of the student record. Whether a student must be dismissed for an attendance violation depends on whether a refund is due. Should a student's absences exceed 20% of the hours in the program, the student shall be dismissed, unless the student is in the last quarter of the program and no refund is due.

The schools will take attendance each class session beginning with the first day of scheduled classes. In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session, or be withdrawn.

MONITORING STUDENT ATTENDANCE

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule").

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 is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education, 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.

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

RE-ENTRY

For any students who apply for reentry, 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

DATE OF WITHDRAWAL

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

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

DATE OF DETERMINATION (DOD)

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

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

ATTENDANCE RECORDS

The computer attendance database is the official record of attendance.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 60 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. A student may have no more than two leaves of absence in a 12-month period. 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.

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

RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

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

EXTENSION OF LOA

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

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 60 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

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

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

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

POSSIBLE EFFECTS OF LEAVE OF ABSENCE

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

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

When a student returns from a LOA 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.

WITHDRAWAL PROCEDURES

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.

- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about reentry.

MAKE-UP WORK

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

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. For some Allied Health programs, externship must be successfully completed within three months from the date students begin their externship. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who do not start their externship for more than 14 calendar days (excluding holidays and regularly scheduled breaks) may be dropped from the program. Students who do not complete their externship training within the required completion period may be dropped from the program.

REQUIREMENTS FOR GRADUATION

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

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

VETERAN'S EDUCATION BENEFITS

PRIOR CREDIT FOR VETERANS' AFFAIRS (VA) BENEFICIARIES

Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly.

RETROACTIVE VETERANS' BENEFITS

Veterans' benefits can be paid for enrollments up to one year before VA receives a student's application. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

ATTENDANCE REQUIREMENTS FOR VETERAN STUDENTS

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.

VETERANS' LEAVE OF ABSENCE (MODULAR PROGRAMS ONLY)

A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. VA will be notified immediately when a veteran student is granted leave.

MAKE-UP ASSIGNMENTS

Make-up work and assignments may not be certified for veteran students for VA pay purposes.

MAXIMUM TIMEFRAME FOR VETERAN STUDENTS

Students funded by the VA must complete their programs within the program's standard timeframe to receive veteran benefits.

SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING VA BENEFITS

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic probation or dismissed for failing to make satisfactory academic progress.
- 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 make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

VETERANS REINSTATEMENT AFTER SUCCESSFUL APPEAL OF TERMINATION

A student who successfully appeals termination 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 VA will determine whether or not to resume payments of education benefits to a reinstated student.

APPEALS POLICY

STUDENT ACADEMIC APPEALS POLICY

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

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

- Notice of final grades:
  - Modular - the date the grade(s) are mailed from the school
  - Linear - first day of the subsequent term
- Notice of SAP violation (FA probation or FA dismissal)
  - Modular - the date of the probation/dismissal letter
  - Linear - first day of the subsequent term

The appeal must include:

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

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

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

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

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

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

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

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

Provided that the student can complete 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 which are not likely to recur

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

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

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

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

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

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

TUITION AND FEES

Tuition and fee information can be found in "Appendix A: Tuition and Fees" in this catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

The Enrollment Agreement obligates the student and the School for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog.

Student may make payments by cash, check, money order, or by the following accepted credit cards: Visa, MasterCard or Discover (if applicable).

ADDITIONAL FEES AND EXPENSES

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

VOLUNTARY PREPAYMENT PLAN

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

BUYER'S RIGHT TO CANCEL

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

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

Applicants who have not visited The School prior to enrollment may also withdraw within three business days following the regularly scheduled orientation procedures and receive a full refund.

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 Enrollment Agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS

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

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

DATE OF WITHDRAWL VERSUS DATE OF DETERMINATION (DOD)

The effective date of withdrawal for refund purposes will be the earliest of the following:

(a) The last day of attendance, if the student is terminated by The School;

(b) The date of receipt of written notice from the student; or

(c) Ten school days following the last date of attendance.

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

FEDERAL FINANCIAL AID RETURN POLICY

RETURN OF TITLE IV FUNDS CALCULATION AND POLICY

The School is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals 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 equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The School must return the lesser of:

1. The amount of Title IV program funds that the student did not earn; or

2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than $50. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student 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) is not satisfied.)

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

1. Unsubsidized Direct Stafford loans (other than PLUS loans)

2. Subsidized Direct Stafford loans

3. Federal Perkins loans

4. Direct PLUS loans

5. Federal Pell Grants for which a return of funds is required

6. Academic Competitiveness Grants for which a return of funds is required

7. National Smart Grants for which a return of funds is required

8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, The School must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

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

1. Pay authorized charges at the institution;

2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);

3. Return to the student.

TIMEFRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS

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

EFFECT OF LEAVES OF ABSENCE ON RETURNS

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

REFUND POLICIES

If a state refund policy can provide a larger refund to the student than The School's refund policy, a refund worksheet using both policies will be included in each student's file, and the student will be given the benefit of the refund policy that results in the larger refund to the student.

INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY

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

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

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

TEXAS REFUND POLICY (TEXAS EDUC. CODE §§ 132.061-132.0611)

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) The last day of attendance, if the student is terminated by The School;
   (b) The date of receipt of written notice from the student; or
   (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by The School for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, The School or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) An enrollee is not accepted by The School;
   (b) If the course of instruction is discontinued by The School and this prevents the student from completing the course; or
   (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of The School, or representations by the owner or representatives of The School.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.
   A student of The School or college who withdraws from The School or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
   (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
   (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
   (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
       (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
       (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

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

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

TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS
Refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by The School, whichever is applicable.

INSTITUTIONAL REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILTARY DUTY

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

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

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

STUDENT FINANCING OPTIONS
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 have the following:
1. Usually, have financial need
2. Be a U.S. citizen or eligible noncitizen
3. Have a social security number
4. If male, be registered with the Selective Service
5. If currently attending school, be making satisfactory academic progress
6. Be enrolled as a regular student in any of the school's eligible programs
7. Not be in default on any federally-guaranteed loan

FEDERAL FINANCIAL AID PROGRAMS

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

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

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

ALTERNATIVE LOAN PROGRAMS

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.
- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

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

GRANTS AND SCHOLARSHIPS

DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

Campus Dream Award: Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:
1. A scholarship worth $2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the Fall CCi Presidents' Meeting. The award will include:
1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the Fall Presidents' Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

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

IMAGINE AMERICA SCHOLARSHIP

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

Under this scholarship program three $1,000 Imagine America scholarships are available at each participating high school and can be awarded to three 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 Student Finance 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.

MILITARY SCHOLARSHIPS

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

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

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

Payment Schedule:

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

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

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

CODE OF STUDENT CONDUCT

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

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

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

The School President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY
Everest reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The School President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:
- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school, or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

OTHER PROHIBITED CONDUCT
Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:
- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
  - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law

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

LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS
Any student with a pending disciplinary matter shall not be allowed to:
- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school;
- Graduate or participate in graduation ceremonies; or
- Engage in any other activities proscribed by the School President.

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

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

CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL
If the School President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL
If the School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written notice of the following:
- The conduct for which the sanction is being imposed;
- The specific sanction being imposed; and
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice.

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

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

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

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

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to $150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

SEXUAL HARASSMENT POLICY

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

SANCTIONS

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

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

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

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

APPEAL PROCESS

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

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:
- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:
- Affirm the finding and sanction imposed by the School President (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

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

RECORD OF DISCIPLINARY MATTER

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

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

STUDENT COMPLAINT PROCEDURE

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accredit Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the School President or online at www.accsc.org. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

If you have followed the above guidelines and still feel that your concern has been improperly addressed, students may also contact and file a complaint with the state's agency and the state's Attorney General's office at the following mailing addresses:

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street
Austin, TX 78778-0001

Office of the Attorney General
P.O. Box 12548
Austin, Texas 78711-2548
Main Phone: 512-463-2100
Consumer Protection Hotline: 800-621-0508
Website: https://www.oag.state.tx.us

DRESS CODE

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

   A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

   From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

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

STUDENT RECORDS

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

TRANSCRIPT AND DIPLOMA RELEASE

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

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

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

Everest encourages all students to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. 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. Everest 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 are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: http://www.fbi.gov/hq/cid/cac/registry.htm.

DRUG 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. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. 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 is subject to successful completion of any prescribed counseling or treatment program.

STATISTICAL INFORMATION

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

CAMPUS COMPLETION RATE REPORTS

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

STUDENT SERVICES

ORIENTATION

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

HEALTH SERVICES

Everest does not provide health services.

HOUSING

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

STUDENT ADVISING

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

EVEREST CARE PROGRAM

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

PLACEMENT ASSISTANCE

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

PROGRAMS BY LOCATION

	Austin	Houston Bissonnet	Houston Greenspoint	Houston Hobby	San Antonio
Carpentry		☑			
Dental Assistant	☑		☑	☑	
Electrical Technician	☑	☑			
Heating, Ventilation and Air Conditioning	☑	☑			☑
Medical Administrative Assistant	☑	☑	☑	☑	☑
Medical Assistant	☑	☑	☑	☑	☑
Medical Insurance Billing and Coding	☑	☑		☑	☑
Plumbing Technology		☑			

Carpentry
Diploma Program
Bissonnet campus
36 weeks – 720 hours – 55 credit units

The construction 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 carpentry principles. The Carpentry program teaches these skills by exploring carpentry history, blueprint reading, framing structures with wood and metal, and interior and exterior finishing, constructing stairs, installing windows and doors and installing cabinets, and countertops. Laboratory experiences are an integral part of the program. Graduates of the program are qualified for entry-level positions as carpenters, door and window installers, cabinet installers, framers, and roofers found in residential new construction settings as well as residential remodeling.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
CON 1010	Basic Construction Core	60/20/00	7.0
CAR 1050	Intro to Carpentry, Tools and Building Materials	40/40/00	6.0
CAR 1100	Reading Plans and Site Layout	40/40/00	6.0
CAR 1150	Framing Floors and Walls	40/40/00	6.0
CAR 1200	Framing Roofs and Roof Coverings	40/40/00	6.0
CAR 2000	Windows and Doors and Exterior Finishes	40/40/00	6.0
CAR 2050	Stairs, Interior Walls and Ceilings	40/40/00	6.0
CAR 2100	Cabinets and Countertops	40/40/00	6.0
CAR 2150	Flooring and Interior Finishes	40/40/00	6.0
Program Total		380/340/00 **720**	**55.0**

CON 1010 Basic Construction Core   **7.0 Quarter Credit Hours**
This course introduces students to the construction field. The student will learn basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 20. Other hours: 0.

CAR 1050 Intro to Carpentry, Tools and Building Materials   **6.0 Quarter Credit Hours**
This course introduces the student to the carpentry trade. The student will learn various aspects of the construction industry, building codes, estimating and scheduling and construction safety and health. The student will also learn how to use the hand and power tools used in the industry. The student will also learn about various building materials including lumber, engineered lumber and paneling. Prerequisite: CON 1010 Basic Construction Core. Lecture hours: 40. Lab hours: 40. Other hours: 0.

CAR 1100 Reading Plans and Site Layout   **6.0 Quarter Credit Hours**
This course covers blueprint reading and interpretation. The student will learn information and techniques relevant to the carpentry trade for reading construction drawings and specifications. The student will also learn the principles, equipment and methods used to perform the site layout tasks of distance measurement and differential leveling. Prerequisite: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 1150 Framing Floors and Walls   **6.0 Quarter Credit Hours**
The student will learn techniques used in framing a house including floors, walls and ceilings. The student will also learn different types of framing and framing materials including wood and steel. Prerequisite: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 1200 Framing Roof and Roof Coverings   **6.0 Quarter Credit Hours**
The student will learn techniques used in framing roofs including layout and construction of rafters. The student will also learn techniques for covering roofs, including shingles. Prerequisites: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 2000 Windows and Doors and Exterior Finishes   **6.0 Quarter Credit Hours**
The student will learn techniques and materials used in the installation of interior and exterior doors, windows. The student will also learn techniques used in finish work for exterior surfaces. Prerequisite: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 2050 Stairs, Interior Walls and Ceilings   **6.0 Quarter Credit Hours**
The student will learn materials and techniques used in the construction of stairs. The student will also learn techniques for construction of interior walls and ceilings, including drywall. Prerequisites: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 2100 Cabinets and Countertops   **6.0 Quarter Credit Hours**
The student will learn techniques and materials used in the construction and installation of cabinets and countertops. Prerequisite: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 2150 Flooring and Interior Finishes   **6.0 Quarter Credit Hours**

The student will learn about materials and techniques used in the installation of flooring, including vinyl sheet, hardwood, and ceramic tile. The student will also learn the installation of various types of door, window, base and ceiling trim. Prerequisites: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

Dental Assistant
Diploma Program
Austin, Greenspoint, and Hobby campuses
33 weeks – 760 hours – 48 credit units

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

The goal of the Dental Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

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

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

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

NOTE: Effective 9/1/06, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: http://www.tsbde.state.tx.us. By law a dental assistant must register with TSBDE in order to take x-rays at a dentist's office.

Module Number	Modular Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
MODULE A	Dental Office Emergencies and Compliance	40/40/00	6.0
MODULE B	Dental Radiography	40/40/00	6.0
MODULE C	Dental Specialties	40/40/00	6.0
MODULE D	Operatory Dentistry	40/40/00	6.0
MODULE E	Laboratory Procedures	40/40/00	6.0
MODULE F	Dental Anatomy and Orthodontics	40/40/00	6.0
MODULE G	Dental Health	40/40/00	6.0
MODULE X	Dental Assistant Externship	00/00/200	6.0
	Program Total:	280/280/200 **760**	**48.0**

Module A – Dental Office Emergencies and Compliance   **6.0 Quarter Credit Hours**
In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to management emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Dental Radiography   **6.0 Quarter Credit Hours**
Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Dental Specialties   **6.0 Quarter Credit Hours**

In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Operatory Dentistry   **6.0 Quarter Credit Hours**

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Laboratory Procedures   **6.0 Quarter Credit Hours**

In this module, the student will learn how to take impressions and construct study and master casts and perform dental procedures. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F – Dental Anatomy and Orthodontics   **6.0 Quarter Credit Hours**

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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

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

Module X – Dental Assistant Externship   **6.0 Quarter Credit Hours**

This module is 200 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.

Electrical Technician
Diploma Program
Austin and Bissonnet campuses
36 weeks – 720 hours – 59 credit units

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets. Graduates need the necessary core and specialty skills to successfully meet electrical standards and be embraced by the marketplace. Through the Electrical Technician diploma program, students will learn skills of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrical Technician diploma program are qualified for entry-level positions such as commercial and residential electrical technicians, preventive maintenance electrical technicians, industrial maintenance electrical technician, maintenance technician, field service technicians, and installation technicians in any manufacturing industry and market sector that has a need for electrical technicians.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
EEV 1030	Electrical Theory	80/00/00	8.0
EEV 1176	NEC/Safety/Hand Tools and Conduit Bending	40/40/00	6.0
EEV 1174	Residential, Commercial and NEC Requirements	40/40/00	6.0
EEV 1271	Transformer Principles and Test Equipment	40/40/00	6.0
EEL 1208	Power Distribution	60/20/00	7.0
EEV 2192	Hazardous Locations and Renewable Energy	60/20/00	7.0
EEV 2033	Motor Concepts	60/20/00	7.0
EEV 2038	Advanced Industrial Controls	40/40/00	6.0
EEV 2039	Solid State Controls and Industrial Automation	40/40/00	6.0
	Program Total:	460/260/00 **720**	**59.0**

EEV 1030 Electrical Theory	**8.0 Quarter Credit Hours**

This course introduces students to fundamentals of electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0. Other hours: 0.

EEV 1176 NEC/Safety/Hand Tools and Conduit Bending	**6.0 Quarter Credit Hours**

This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will learn NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.

EEV 1174 Residential, Commercial and NEC Requirements	**6.0 Quarter Credit Hours**

Students will learn wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.

EEV 1271 Transformer Principles and Test Equipment	**6.0 Quarter Credit Hours**

Students will learn about meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: EEV 1030. Lecture hours: 40. Lab hours: 40. Other hours: 0.

EEL 1208 Power Distribution	**7.0 Quarter Credit Hours**

Students will learn about hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV 1176. Lecture hours: 60. Lab hours: 20. Other hours: 0.

EEV 2192 Hazardous Locations and Renewable Energy   **7.0 Quarter Credit Hours**
Students will learn about power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, rigging and renewable energy. Prerequisite: EEV 1174. Lecture hours: 60. Lab hours: 20. Other hours: 0.

EEV 2033 Motor Concepts   **7.0 Quarter Credit Hours**
Students will learn National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: EEV 1271. Lecture hours: 60. Lab hours: 20. Other hours: 0.

EEV 2038 Advanced Industrial Controls   **6.0 Quarter Credit Hours**
Students will learn solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: EEV 1271. Lecture hours: 40. Lab hours: 40. Other hours: 0.

EEV 2039 Solid State Controls and Industrial Automation   **6.0 Quarter Credit Hours**
Students will learn solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Prerequisite: EEV 1271. Lecture hours: 40. Lab hours: 40. Other hours: 0.

Heating, Ventilation and Air-Conditioning
Diploma Program
Austin, Bissonnet, and San Antonio campuses
36 weeks – 720 hours – 55 credit units

V 3

The Heating, Ventilation and Air-Conditioning (HVAC) program provides students the skills required to specialize in the field of heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic electricity, electronic control mechanisms, air conditioning, refrigeration fundamentals, and heating systems are taught in the program.

The HVAC program consists of nine modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Graduates of the program can seek employment as entry-level technicians in the heating, ventilation and air conditioning field, including Sheet Metal Fabrication, Furnace Installation and Repair, Furnace Cleaner, A/C Mechanic, and A/C Installation/Service. Intermediate and advanced positions include Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, and A/C Mechanic.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
CON 1010	Basic Construction	60/20/00	7.0
ACR 1010	Basic Electricity	40/40/00	6.0
ACR 1060	Air Conditioning	40/40/00	6.0
ACR 1110	Fuel Heating Systems	40/40/00	6.0
ACR 1160	Air Distribution	40/40/00	6.0
ACR 2010	Systems Controls	40/40/00	6.0
ACR 2060	Heat Pumps	40/40/00	6.0
ACR 2110	System Application and Design	40/40/00	6.0
ACR 2160	HVAC Diagnostics	40/40/00	6.0
	Program Total:	380/340/00 **720**	**55.0**

CON 1010 Basic Construction	**7.0 Quarter Credit Hours**

This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

ACR 1010 Basic Electricity	**6.0 Quarter Credit Hours**

This course of instruction will cover basic job safety concepts, history of electricity, electrical theory, electrical power, electrical measuring, applications and electrical components. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 1060 Air Conditioning	**6.0 Quarter Credit Hours**

This course of instruction will cover basic laws of physics and cooling theory, terms, definitions, air conditioning cycles, component operations, mechanical and electrical diagrams, standard and high efficiency air conditioning systems. Pressure/temperature charts, refrigerant piping specifications and installation will also be covered. Usages of various tools are covered. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 1110 Fuel Heating Systems	**6.0 Quarter Credit Hours**

This course of instruction will cover combustion and various hydrocarbon fuels. Appliance heaters and warm air furnaces will be covered. Operation of controls, testing and servicing equipment, installation and operation is also covered. Fuel heating system diagnosis and wiring diagrams are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 1160 Air Distribution	**6.0 Quarter Credit Hours**

Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to service and repair HVAC air distribution systems. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 2010 Systems Controls   **6.0 Quarter Credit Hours**

This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisites: ACR 1010. Lecture hours: 40. Lab hours: 40.

ACR 2060 Heat Pumps   **6.0 Quarter Credit Hours**

Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting are discussed and reinforced with structured lab exercises. Prerequisites: ACR 1010 and ACR 1060. Lecture hours: 40. Lab hours: 40.

ACR 2110 System Application and Design   **6.0 Quarter Credit Hours**

This course introduces students to various HVAC system applications. Various HVAC designs, joining and sizing of various types of piping and tubing, system charging, load calculations, wiring, safety and proper diagnostics procedures, EPA Section 608, refrigerant handling and containment (recovery, recycling and reclaiming) and certification requirements are discussed in this course. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Prerequisites: ACR 1010, ACR 1060, ACR 1160 and ACR 2010. Lecture hours: 40. Lab hours: 40.

ACR 2160 HVAC Diagnostics   **6.0 Quarter Credit Hours**

This course introduces students to HVAC diagnostic fundamentals. Emphasis is placed on testing equipment, gas identifiers, wiring diagrams, refrigerant schematics, systems testing, load distribution and controls operation. Mechanical components, gas pipe sizing, wiring, safety and proper diagnostic procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of HVAC systems. Prerequisite: ACR 1010, ACR 1060, ACR 1160 and ACR 2010. Lecture hours: 40. Lab hours: 40.

Medical Administrative Assistant
Diploma Program
Austin, Bissonnet, Greenspoint, Hobby, and San Antonio campuses
33 weeks – 760 hours – 48 credit units

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 learn 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, students will acquire computer and keyboarding skills which enables them to become work with the computerized technology that is becoming more visible in the 21st century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in various medical facilities i.e.) doctors' offices and medical clinics 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 stands alone as units of study and is 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 200-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Module Number	Module Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
Module A	Office Finance	40/40/00	6.0
Module B	Patient Processing and Assisting	40/40/00	6.0
Module C	Medical Insurance	40/40/00	6.0
Module D	Insurance Plans and Collections	40/40/00	6.0
Module E	Office Procedures	40/40/00	6.0
Module F	Patient Care and Computerized Practice Management	40/40/00	6.0
Module G	Dental Administrative Procedures	40/40/00	6.0
Module X	Medical Administrative Assistant Externship	00/00/200	6.0
	Program Total:	280/280/200 **760**	**48.0**

Module A: Office Finance   **6.0 Quarter Credit Hours**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students learn 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. Students will be able to define essential medical terminology. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting   **6.0 Quarter Credit Hours**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained to take a patient's vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students learn 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

Module C: Medical Insurance   **6.0 Quarter Credit Hours**
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students learn essential medical terminology, build on keyboarding and word processing skills, and know about 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

Module D: Insurance Plans and Collections   **6.0 Quarter Credit Hours**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students learn essential medical terminology, build on keyboarding and word processing skills, and know about 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

Module E: Office Procedures   **6.0 Quarter Credit Hours**

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students learn essential medical terminology, build on keyboarding and word processing skills, and know about 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

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

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assistant Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students learn essential medical terminology, build on keyboarding and word processing skills, and know about 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

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

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, know about essential dental terminology, and know about 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

Module X: Medical Administrative Assistant Externship   **6.0 Quarter Credit Hours**

Upon successful completion of modules A through G, students participate in a 200-hour externship at an approved facility. This course is 200 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 200

Medical Assistant
Diploma Program
Austin, Bissonnet, Greenspoint, Hobby, and San Antonio campuses
33 weeks – 760 hours – 48 credit units

V 1

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

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

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. Upon successful completion of modules A through G and the comprehensive skills examination, students participate in a 200-clock-hour externship.

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

Module Number	Module Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
Module A	Patient Care and Communication	40/40/00	6.0
Module B	Clinical Assisting and Pharmacology	40/40/00	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	40/40/00	6.0
Module D	Cardiopulmonary and Electrocardiography	40/40/00	6.0
Module E	Laboratory Procedures	40/40/00	6.0
Module F	Endocrinology and Reproduction	40/40/00	6.0
Module G	Medical Law, Ethics, and Psychology	40/40/00	6.0
Module X	Externship	00/00/200	6.0
	Program Total:	280/280/200 **760**	**48.0**

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

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students build on keyboarding and word processing skills, and develop the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe, and identifying the strategies it takes to become the best in their new job so that they can advance in their career. (Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

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

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. 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 learn 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 working knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills, and develop the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE C - Medical Insurance, Bookkeeping and Health Sciences	**6.0 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 learn 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 working knowledge of good health nutrition and weight control and strategies in promoting good health in patients. Students gain working knowledge of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills, and develop the self-directed job search process through career networking techniques that will assist them in being successful in the medical field. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE D - Cardiopulmonary and Electrocardiography	**6.0 Quarter Credit Hours**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, 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 learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE E - Laboratory Procedures	**6.0 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 working knowledge in radiology and nuclear medicine, in addition to various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search by learning how to set their own career goals. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE F - Endocrinology and Reproduction	**6.0 Quarter Credit Hours**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain working knowledge of 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 learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE G - Medical Law, Ethics and Psychology	**6.0 Quarter Credit Hours**

Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, 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 learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by learning how to dress for success. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE X - Medical Assistant Diploma Program Externship	**6.0 Quarter Credit Hours**

Upon successful completion of Modules A through G, medical assisting students participate in a 200 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level medical assisting skills in working with patients. Medical Assistant Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lec 00Cl Hrs/Lab 00 Cl Hrs/Extern 200 Cl Hrs) Prerequisite: Module A-G

Medical Insurance Billing and Coding
Diploma Program
Austin, Bissonnet, Hobby, and San Antonio campuses
33 weeks – 760 hours – 48 credit units

V 2

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

The Medical Insurance Billing and Coding program is a 760 clock hour/48.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 200 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Module Number	Module Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	40/40/00	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40/40/00	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	40/40/00	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40/40/00	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40/40/00	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40/40/00	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40/40/00	6.0
MIBP	Practicum –OR–	00/00/200	6.0
MIBXT	Externship		
Program total:		**760**	**48.0**

Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing,   6.0 Quarter Credit Hours 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. Students will learn legal aspects of office procedures including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours 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. Students will learn 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. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. 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: 40 Lab Hrs: 40 Other Hrs: 0

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

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to build this skill set to 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: 40 Lab Hrs: 40 Other Hrs: 0

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

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to 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. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. 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: 40 Lab Hrs: 40 Other Hrs: 0

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

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing is presented in an ongoing approach to 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. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. 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: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours Coding of the Respiratory and Gastrointestinal Systems
This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to 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. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. 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: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural   6.0 Quarter Credit Hours Coding of the Sensory and Nervous Systems, and Psychology
This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to 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. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. 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: 40 Lab Hrs: 40 Other Hrs: 0

Once a student has completed all modules, 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.

Module MIBP – Practicum   6.0 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 200 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 100 and 200 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: 0 Lab Hrs: 0 Other Hrs; 200

Module MIBXT – Externship　　　　　　　　　　　　　　　　　　　　**6.0 Quarter Credit Hours**

Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-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 100 and 200-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: 0　Lab Hrs: 0 Other Hrs; 200

Plumbing Technology

Diploma Program
Bissonnet campus
36 weeks – 720 hours – 56 credit units

The plumbing industry is changing as new technologies and techniques are implemented across the occupation. These new methods must be supported by skilled technicians who understand fundamental plumbing principles. Students will explore plumbing history, uniform plumbing code, plumbing piping systems, blueprint reading, and heating systems. Laboratory experiences are an integral part of the program. Graduates are qualified for entry level positions as plumbers and plumbing service technicians.

Graduates of this program can seek employment as entry level residential or commercial plumbing technicians, entry level pipe fitters, and entry level fire suppression sprinkler fitters. Graduates can also seek employment as entry level residential natural gas installers, and entry level medical gas system installers found in construction and local plumbing companies.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
Module 1: Construction Core	CON 1000 Introduction to Basic Construction	80/00/00	8.0
Module 2: Plumbing I	PLU 1000 Introduction to Plumbing I	60/20/00	7.0
Module 3: Plumbing II	PLU 1050 Introduction to Plumbing II	60/20/00	7.0
Module 4: Plumbing III	PLU 1100 Installing Drain, Waste, Vent, and Water Supply Systems	20/60/00	5.0
Module 5: Plumbing IV	PLU 1150 Installing Valves, Fixtures and Water Heaters	20/60/00	5.0
Module 6: Plumbing V	PLU 2000 Servicing Vent and Waste Systems	40/40/00	6.0
Module 7: Plumbing VI	PLU 2050 Sizing Water Supply Systems and Backflow Prevention	40/40/00	6.0
Module 8: Plumbing VII	PLU 2100 Servicing Piping Systems, Valves, Fixtures & Appliances I	40/40/00	6.0
Module 9: Plumbing VIII	PLU 2150 Servicing Piping Systems, Valves, Fixtures & Appliances II	40/40/00	6.0
Total		400/320/00 **720**	**56.0**

CON 1000 Introduction to Basic Construction   **8.0 Quarter Credit Hours**
This course introduces students to the construction field. Students will learn basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0. Other hours: 0.

PLU 1000 Introduction to Plumbing I   **7.0 Quarter Credit Hours**
This course introduces the student to the plumbing trade. Students will learn the history of plumbing from ancient times to present, tools specific to the trade, basic math for plumbers, basic blueprint reading skills and pipe fittings made from the various materials used in the trade such as copper, plastic and steel. Prerequisite: None. Lecture hours: 60. Lab hours: 20.

PLU 1050 Introduction to Plumbing II   **7.0 Quarter Credit Hours**
This course expands on the knowledge gained in Plumbing I. Students will learn basic installation and servicing of fixtures, faucets and valves. This module will also cover water heater and fuel gas installation. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 60. Lab hours: 20.

PLU 1100 Installing Drain, Waste, Vent and Water Supply Systems   **5.0 Quarter Credit Hours**
This module expands on the knowledge gained in Plumbing II. Students will learn basic Drain Waste and Vent Systems, Storm Drain Systems and basic Water Supply Systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 20. Lab hours: 60.

PLU 1150 Installing Valves, Fixtures and Water Heaters   **5.0 Quarter Credit Hours**
This course introduces various types of valves and installations. Students learn how to install valves, fixtures including water heaters and fuel-gas systems in a lab environment. Valve and fixture servicing and all applicable code requirements are addressed. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 20. Lab hours: 60.

PLU 2000 Servicing Vent and Waste Systems   **6.0 Quarter Credit Hours**
This course expands on the knowledge gained in Plumbing IV. Students will learn applied math, venting, indirect and special wastes. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40.

PLU 2050 Sizing Water Supply Systems and Backflow Prevention   **6.0 Quarter Credit Hours**
This course expands on the knowledge gained in Plumbing V. Students will learn sewage and sump pumps, sizing water supplies, backflow prevention and water pressure boosters and recirculation systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40.

PLU 2100 Servicing Piping Systems, Valves, Fixtures and Appliances I　　　　**6.0 Quarter Credit Hours**
This course expands on the knowledge gained in Plumbing VI. Students will learn servicing piping systems, valves, fixtures, appliances, traps and interceptors. Students will also learn business math for plumbers, drain waste sizing, vent, storm systems sizing, private water supply, private sewage systems and code requirements. This module will also cover estimating job costs and pricing. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40.

PLU 2150 Servicing Piping Systems, Valves, Fixtures and Appliances II　　　　**6.0 Quarter Credit Hours**
This course expands on the knowledge gained in Plumbing VII. Students will learn locating buried water and sewer lines, hydronic and solar heating, water supply treatment, swimming pools and hot tubs, compressed air systems and mobile homes and mobile home parks. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40.

CORINTHIAN COLLEGES, INC.

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

Everest College
Alhambra, CA (main campus)
Anaheim, CA (main campus)
Arlington, TX (additional location of Everest Institute, Rochester, NY)
Arlington, VA (additional location of Everest College, Thornton, CO)
Aurora, CO (additional location of Everest College, Thornton, CO)
Atlanta West, GA (branch of Everest College, Reseda, CA)
Bedford Park, IL (branch of Everest College, Alhambra, CA)
Bremerton, WA (main campus)
Burr Ridge, IL (branch of Everest College, Skokie, IL)
Chesapeake, VA (additional location of Everest College, Newport News, VA)
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 (additional location of Everest College, Portland, OR)
Everett, WA (additional location of Everest College, Bremerton, WA)
Fort Worth, TX (additional location of Everest College, Salt Lake City, UT)
Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)
Gardena, CA (main campus)
Hayward, CA (main campus)
Henderson, NV (main campus)
Kansas City, MO (additional location of Everest University, Pompano Beach, FL)
Los Angeles (Wilshire), CA (main campus)
McLean, VA (additional location of Everest College, Colorado Springs, CO)
Melrose Park, IL (branch of Everest College, Skokie, IL)
Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)
Milwaukee, WI (branch of Everest University, Tampa, FL)
Newport News, VA (main campus)
North Aurora, IL (branch of Everest Institute, Brighton, MA)
Ontario, CA (main campus)
Ontario (Metro), CA (additional location of Everest College, Springfield, MO)
Portland, OR (main campus)
Renton, WA (main campus)
Reseda, CA (main campus)
Salt Lake City, UT (main campus)
San Bernardino, CA (main campus)
San Francisco, CA (main campus)
San Jose, CA (main campus)
Santa Ana, CA (additional location of Everest College, Colorado Springs, CO)
Seattle, WA (main campus)
Skokie, IL (main campus)
Springfield, MO (main campus)
St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA)
Tacoma, WA (additional location of Everest College, Bremerton, WA)
Thornton, CO (main campus)
Torrance, CA (main campus)
Vancouver, WA (additional location of Everest College, Portland, OR)
Vancouver, WA (additional location of Everest College, Seattle, WA)
West Los Angeles, CA (main campus)
Everest College Phoenix
Phoenix, AZ (main campus)
Mesa, AZ (branch of Everest College Phoenix, AZ)
Everest Institute
Austin, TX (branch of Everest Institute, Southfield, MI)
Bensalem, PA (additional location of Everest College, Seattle, WA)
Brighton, MA (main campus)
Chelsea, MA (branch of Everest College, Alhambra, CA)
Cross Lanes, WV (main campus)
Dearborn, MI (branch of Everest Institute, Southfield, MI)

Decatur, GA (branch of Everest Institute, Cross Lanes, WV)
Detroit, MI (branch of Everest Institute, Southfield, MI)
Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
Fort Lauderdale, FL (additional location of Everest Institute, Kendall, FL)
Gahanna, OH (branch of Everest College, Ontario, CA)
Grand Rapids, MI (main campus)
Hialeah, FL (additional location of Everest Institute, Miami, FL)
Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
Jonesboro, GA (branch of Everest College, Ontario, CA)
Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
Marietta, GA (branch of Everest College, Reseda, CA)
Miami (Kendall), FL (main campus)
Miami, FL (main campus)
Norcross, GA (branch of Everest College, Gardena, CA)
Pittsburgh, PA (main campus)
Portland (Tigard), OR (additional location of Everest College, Seattle, WA)
Rochester, NY (main campus)
San Antonio, TX (main campus)
Southfield, MI (main campus)
South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
Silver Spring, MD (additional location of Everest College, Portland, OR)
Everest University
Tampa (Brandon), FL (additional location of Everest University Tampa, FL)
Jacksonville, FL (additional location of Everest University, Largo, FL)
Lakeland, FL (additional location of Everest University, Largo, FL)
Largo, FL (main campus)
Melbourne, FL (additional location of Everest University, North Orlando, FL)
North Orlando, FL (main campus)
Orange Park, FL (additional location of Everest University, Tampa, FL)
Pompano Beach, FL (main campus)
South Orlando, FL (additional location of Everest University, North Orlando, FL)
Tampa, FL (main campus)
WyoTech
Blairsville, PA (branch of WyoTech, Laramie, WY)
Daytona Beach, FL (main campus)
Fremont, CA (main campus)
Laramie, WY (main campus)
Long Beach, CA (main campus)
Sacramento, CA (branch of WyoTech, Laramie, WY)
Heald College
Concord, CA (main campus)
Fresno, CA (main campus)
Hayward, CA (main campus)
Honolulu, HI (branch of Heald College, San Francisco)
Modesto, CA (branch of Heald College, Hayward)
Portland, OR (branch of Heald College, San Francisco)
Rancho Cordova, CA (main campus)
Roseville, CA (main campus)
Salinas, CA (main campus)
San Francisco, CA (main campus)
San Jose, CA (Milpitas) (main campus)
Stockton, CA (main campus)

The following schools in Canada are owned by Corinthian Colleges, Inc.:	

Everest College of Business, Technology, and Healthcare
All Canadian locations listed below are branches of Everest College Canada, Inc.
    Barrie, Ontario
    Brampton, Ontario
    Hamilton City Centre, Ontario
    Hamilton Mountain, Ontario
    Kitchener, Ontario
    London, Ontario
    Mississauga, Ontario
	Nepean, Ontario
	New Market, Ontario
	North York, Ontario
	Ottawa-East, Ontario
	Scarborough, Ontario
	Sudbury, Ontario
	Thunder Bay, Ontario
	Toronto College Park (South), Ontario
	Windsor, Ontario

STATEMENT OF OWNERSHIP

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

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

ADMINISTRATION STAFF

AUSTIN

ADMINISTRATION	
Kimberly Oppermann	President
Roxanne Cooksey	Director of Education
Madellaine Bart	Associate Director of Education
Clover Walker	Finance Director
Janna Graham	Finance Manager
Nobel Craig	Student Accounts Director
Michelle Clark	Admissions Director
Jessica Mendoza	Admissions Manager
Traci Peters	Admissions Manager
Chris Rios	High School Admissions Director
Nick Harris	Career Services Director
Rachel McCown	Student Services Director

BISSONNET

ADMINISTRATION	
Bobby Wilmore	President
Ashia Kayzer	Director of Admissions
Robert Banks	Director of High School Admissions
Ian Avington	Director of Career Services
Michael Visser	Director of Education
Raul Carrillo	Director of Student Finance
Michael Garrett	Director of Student Accounts
Lea A. Hiett	Associate Director of Education
James Holguin	Admissions Manager
Yusheka Garner	Admissions Manager
Patrick Rose	Student Services Coordinator
Tommy Shaw	Evening Manager

GREENSPOINT

ADMINISTRATION	
Anthonie D. Rich	Campus President
Lori Minor	Director of Admissions
Filecha Lucas	Director of Career Services
Gloria Smith	Director of Education
Patrick Francis	Director Student of Finance
Hershell Earnest Jr	Director of High School Admissions
Kimberly Byrd	Admissions Manager

HOBBY

ADMINISTRATION	
Sheila Grover	Campus President
Adebola Hamed	Director of Education
Marilyn Edwards	Director of Admissions
James Gordon	Director of Career Services
Dametria Eagleton	Admissions Manager
Bruce Ware	Director of Finance

SAN ANTONIO

ADMINISTRATION	
Stephanie Byrd	President
David Hernandez	High School Director of Admissions
Yolanda Davis	Admissions Manager
Melissa Rhoades	Director of Career Services
Mack Williams	Director of Education
Annette Castaneda	Director of Finance
Cynthia Garrison	Default Prevention Manager

FACULTY

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

APPENDIX A: TUITION AND FEES

AUSTIN

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,393	$912	$18,305
Medical Administrative Assistant	33 Weeks	48	$15,496	$1,596	$17,092
Medical Assistant	33 Weeks	48	$15,720	$1,224	$16,944
Medical Insurance Billing and Coding	33 Weeks	48	$15,348	$1,986	$17,334
Heating, Ventilation and Air Conditioning	36 Weeks	55	$16,548	$2,035	$18,583
Electrical Technician	36 Weeks	59	$16,548	$2,372	$18,920
Effective for students starting January 1, 2012 or later					

BISSONNET

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Carpentry	36 Weeks	55	$17,003	$1,359	$18,362
Electrical Technician	36 Weeks	59	$16,987	$2,445	$19,432
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,517	$18,215
Medical Assistant	33 Weeks	48	$17,023	$1,506	$18,529
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,007	$18,601
Plumbing Technology	36 Weeks	56	$17,004	$2,075	$19,079
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,004	$2,127	$19,131
Effective for students starting January 1, 2012 or later					

GREENSPOINT

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$933	$18,459
Medical Assistant	33 Weeks	48	$17,023	$1,506	$18,529
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,517	$18,215
Effective for students starting January 1, 2012 or later					

HOBBY

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$931	$18,457
Medical Assistant	33 Weeks	48	$17,023	$1,450	$18,473
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,007	$18,601
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,448	$18,146
Effective for students starting January 1, 2012 or later					

SAN ANTONIO

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Administrative Assistant	33 Weeks	48	$16,229	$1,447	$17,676
Medical Assistant	33 Weeks	48	$16,291	$1,448	$17,739
Medical Insurance Billing and Coding	33 Weeks	48	$15,924	$2,004	$17,928
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,312	$2,043	$19,355
Effective for students starting January 1, 2012 or later					

APPENDIX B: CALENDARS

AUSTIN

Dental Assistant, Electrical Technician, Heating, Ventilation and Air Conditioning, Medical Administrative Assistant, Medical Assistant, Medical Insurance Billing and Coding Weekday Schedule 2011-2013	
Start Dates	**End Dates**
09/19/11	10/14/11
10/17/11	11/11/11
11/14/11	12/13/11
12/15/11	01/23/12
01/25/12	02/22/12
02/24/12	03/23/12
03/26/12	04/20/12
04/23/12	05/18/12
05/21/12	06/18/12
06/20/12	07/20/12
07/23/12	08/17/12
08/20/12	09/17/12
09/19/12	10/16/12
10/18/12	11/14/12
11/15/12	12/14/12
12/17/12	01/24/13
01/25/13	02/22/13
02/25/13	03/25/13
03/27/13	04/23/13
04/25/13	05/22/13
05/23/13	06/20/13
06/24/13	07/22/13
07/23/13	08/19/13
08/21/13	09/18/13
09/20/13	10/17/13
10/21/13	11/15/13
11/18/13	12/17/13
12/18/13	01/27/14

Dental Assistant, Electrical Technician, Heating, Ventilation and Air Conditioning, Medical Administrative Assistant, Medical Assistant, Medical Insurance Billing and Coding Weekend Schedule 2011-2013	
Start Dates	**End Dates**
10/01/11	10/23/11
11/05/11	12/04/11
12/10/11	01/15/12
01/21/12	02/12/12
02/18/12	03/11/12
03/17/12	04/15/12
04/21/12	05/13/12
05/19/12	06/17/12
06/23/12	07/15/12
07/21/12	08/12/12
08/18/12	09/09/12
09/15/12	10/07/12
10/13/12	11/04/12
11/10/12	12/09/12
12/15/12	01/20/13
01/26/13	02/17/13
02/23/13	03/17/13
03/23/13	04/21/13
04/27/13	05/19/13
5/25/13 (Memorial Day weekend)	06/16/13
06/22/13	07/14/13
07/20/13	08/11/13
08/17/13	09/08/13
09/14/13	10/06/13
10/12/13	11/03/13
11/09/13	12/08/13
12/14/13	01/19/14

Medical Assistant Off Cycle Morning Schedule 2011-2012	
Start Dates	**End Dates**
09/29/11	10/26/11
10/27/11	11/23/11
11/28/11	01/04/12
01/05/12	02/02/12
02/06/12	03/05/12
03/07/12	04/04/12
04/09/12	05/04/12
05/07/12	06/04/12
06/06/12	07/03/12
07/09/12	08/03/12
08/06/12	08/31/12

Student Holidays/Breaks 2011-2013	
Fall Holiday	October 29-30, 2011
Thanksgiving	November 24-27,2011
Winter Break	December 23, 2011 – January 2, 2012
Martin Luther King Day	January 16, 2012
President's Day	February 20, 2012
Spring Break	March 16, 2012
Easter Weekend	April 7-8, 2012
Memorial Day	May 26-28, 2012
Independence day	July 4-6, 2012
Labor Day	September 3, 2012
Thanksgiving	November 22-25, 2012
Winter Break	December 24, 2012 – January 6, 2013

HOUSTON BISSONNET

Carpentry, Medical Insurance Billing & Coding, Medical Assistant, Medical Administrative Assistant, Electrical Technician, Plumbing Technology, & Heating, Ventilation and Air Conditioning Weekday Schedule 2011-2013	
Start Dates	End Dates
09/21/11	10/18/11
10/20/11	11/16/11
11/17/11	12/15/11
11/17/11	12/16/11
12/19/11	01/25/12
12/19/11	01/24/12
01/26/12	02/23/12
02/27/12	03/22/12
02/27/12	03/23/12
03/27/12	04/23/12
04/25/12	05/22/12
05/24/12	06/21/12
06/25/12	07/23/12
07/25/12	08/21/12
08/23/12	09/20/12
09/24/12	10/18/12
09/24/12	10/19/12
10/22/12	11/15/12
10/22/12	11/16/12
11/19/12	12/17/12
11/19/12	12/18/12
12/19/12	01/28/13
01/29/13	02/26/13
02/27/13	03/26/13
03/28/13	04/24/13
04/25/13	05/22/13
05/28/13	06/24/13
06/26/19	07/24/13
07/29/13	08/23/13
08/26/13	09/23/13
09/25/13	10/22/13
10/24/13	11/21/13
11/25/13	01/06/14

Carpentry and Plumbing Technology Weekday Schedule – 4 day 2012-2013	
Start Dates	End Dates
12/19/12	01/29/13
01/30/13	02/27/13
02/28/13	03/27/13
03/28/13	04/24/13
04/25/13	05/22/13
05/28/13	06/24/13
06/26/13	07/24/13
07/29/13	08/22/13
08/26/13	09/23/13
09/25/13	10/22/13
10/24/13	11/20/13
11/25/13	01/06/14

Weekday Holidays/Break Schedule 2011- 2013	
Thanksgiving	November 24-25, 2011
Winter Break	December 23, 2011 – January 2, 2012
Martin Luther King Day	January 16, 2012
Presidents Day	February 20, 2012
Mod Break	February 24-26, 2012
Mod Break	March 24-26, 2012
Memorial Day	May 28, 2012
Mod Break	June 22-24, 2012
Independence Day	July 4, 2012
Labor Day	September 3, 2012
Thanksgiving	November 22-25, 2012
Winter Break	December 22 - January 2, 2013
Martin Luther King, Jr. Day	January 21, 2013
Presidents Day	February 18, 2013
Memorial Day	May 27, 2013
Weekend Mod Break	June 29-30, 2013
July 4th	July 4, 2013
Labor Day	August 31-September 2, 2013
Thanksgiving Break	November 28-December 1, 2013
Winter Break	December 23-January 3, 2014

Electrical Technician, Medical Assistant, Medical Insurance Billing and Coding, and Heating, Ventilation and Air Conditioning Weekend Schedule 2011-2013	
Start Dates	**End Dates**
09/24/11	10/16/11
10/22/11	11/13/11
11/19/11	12/18/11
01/07/12	01/29/12
02/04/12	02/26/12
03/03/12	04/01/12
04/07/12	04/29/12
05/05/12	05/27/12
06/02/12	06/24/12
06/30/12	07/22/12
07/28/12	08/19/12
08/25/12	09/23/12
09/29/12	10/21/12
10/27/12	11/18/12
12/01/12	01/06/13
01/12/13	02/03/13
02/09/13	03/03/13
03/09/13	03/31/13
04/06/13	04/28/13
05/04/13	05/26/13
06/01/13	06/23/13
07/06/13	07/28/13
08/03/13	08/25/13
09/07/13	09/29/13
10/05/13	10/27/13
11/02/13	11/24/13
12/07/13	01/05/14

Medical Administrative Assistant 2011	
Start Dates	**End Dates**
09/19/11	10/14/11
10/17/11	11/11/11
11/14/11	12/13/11

Weekend Holidays/Break Schedule 2011 - 2013	
Thanksgiving	November 26-27, 2011
Winter Break	December 24, 2011 – January 1, 2012
Thanksgiving	November 24-25, 2012
Winter Break	December 22-30, 2012
Mod Break	March 24-26, 2012
Labor Day	September 1-3, 2012
Winter Break	December 22-January 2, 2013
Martin Luther King, Jr. Day	January 21, 2013
Presidents Day	February 18, 2013
Memorial Day	May 27, 2013
Weekend Mod Break	June 29-30, 2013
July 4th	July 4, 2013
Labor Day	August 31-September 2, 2013
Thanksgiving Break	November 28-December 1, 2013
Winter Break	December 23-January 3, 2014

HOUSTON GREENSPOINT

Medical Assistant, Medical Administrative Assistant, Dental Assistant Weekday Schedule 2011-2013	
Start Dates	**End Dates**
09/19/11	10/14/11
10/17/11	11/11/11
11/14/11	12/14/11
12/15/11	01/24/12
01/25/12	02/22/12
02/23/12	03/23/12
03/26/12	04/23/12
04/24/12	05/21/12
05/22/12	06/19/12
06/20/12	07/20/12
07/23/12	08/17/12
08/20/12	09/17/12
09/18/12	10/15/12
10/17/12	11/13/12
11/14/12	12/14/12
12/17/12	01/28/13
12/17/13	01/24/13
01/25/13	02/22/13
02/25/13	03/22/13
03/25/13	04/22/13
04/24/13	05/21/13
05/22/13	06/19/13
06/20/13	07/19/13
07/22/13	08/16/13
08/19/13	09/16/13
09/17/13	10/14/13
10/15/13	11/11/13
11/12/13	12/12/13
12/13/13	01/24/14

Weekday Holidays/Break Schedule 2011- 2013	
Thanksgiving	November 23-27, 2011
Winter Break	December 22, 2011 – January 2, 2012
Martin Luther King Day	January 16, 2012
Presidents Day	February 20, 2012
Spring Break	March 15-16, 2012
Good Friday	April 6, 2012
Memorial Day	May 28, 2012
Independence Day	July 4-6, 2012
Labor Day	September 3, 2012
Mod Break	October 16, 2012
Thanksgiving	November 21-23, 2012
Winter Break	December 22, 2012 – January 2, 2013
MLK Holiday	January 21, 2013
President's Day	February 18, 2013
Good Friday	March 29, 2013
Memorial Day	May 27, 2013
Independence Day	July 4-5, 2013
Labor Day	September 2, 2013
Thanksgiving Break	November 27-29, 2013
Winter Break	December 23, 2013 – January 3, 2014

Medical Assistant, Medical Administrative Assistant, Dental Assistant Weekend Schedule 2011-2013	
Start Dates	End Dates
10/08/11	10/30/11
11/05/11	12/04/11
12/10/11	01/15/11
01/21/12	02/12/12
02/18/12	03/11/12
03/17/12	04/15/12
04/21/12	05/13/12
05/19/12	06/17/12
06/23/12	07/15/12
07/21/12	08/12/12
08/18/12	09/09/12
09/15/12	10/07/12
10/13/12	11/04/12
11/10/12	12/09/12
12/15/12	01/13/13
01/05/13	01/27/13
02/02/13	02/24/13
03/02/13	03/24/13
04/06/13	04/28/13
05/04/13	06/02/13
06/08/13	06/30/13
07/13/13	08/03/13
08/10/13	09/01/13
09/07/13	9/29/13
10/05/13	10/27/13
11/02/13	11/23/13
12/07/13	01/05/14
01/11/14	02/02/14

Weekend Holidays/Break Schedule 2011 - 2013	
Thanksgiving Break	November 26-27, 2011
Winter Break	December 24, 2011 – January 1, 2012
Spring Break	April 7-8, 2012
Memorial Break	May 26-27, 2012
Thanksgiving	November 24-25, 2012
Winter Break	December 29-30, 2012
Easter Break	March 30-31, 2013
Memorial Day	May 25-26, 2013
Independence Day	July 6-7, 2013
Thanksgiving Break	November 30 – December 1, 2013
Winter Break	December 28-29, 2013

Medical Assistant Mod Morning/Off Cycle Schedule 2011-2012	
Start Dates	End Dates
10/31/11	11/30/11
12/05/11	01/11/12
01/17/12	02/13/12

Medical Assistant Holiday/Student Break Schedule 2012	
Break	February 14-22, 2012

HOUSTON HOBBY

Dental Assistant, Medical Assistant, Medical Administrative Assistant, and Medical Insurance Billing and Coding Weekday Schedule 2011 - 2013	
Start Dates	**End Dates**
11/16/11	12/16/11
12/19/11	01/25/12
01/26/12	02/23/12
02/24/12	03/27/12
03/28/12	04/25/12
04/26/12	05/23/12
05/29/12	06/25/12
06/26/12	07/26/12
07/27/12	08/23/12
08/27/12	09/24/12
09/25/12	10/22/12
10/24/12	11/20/12
11/26/12	12/21/12
01/07/13	02/04/13
02/05/13	03/05/13
03/18/13	04/15/13
04/06/13	05/13/13
05/14/13	06/11/13
06/12/13	07/11/13
07/15/13	08/09/13
08/12/13	09/09/13
09/10/13	10/07/13
10/08/13	11/04/13
11/05/13	12/05/13
12/09/13	01/17/14

Dental Assistant, Medical Assistant, Medical Administrative Assistant, and Medical Insurance Billing and Coding Weekend Schedule 2011 - 2013	
Start Dates	**End Dates**
12/10/11	01/15/12
01/21/12	02/12/12
02/18/12	03/11/12
03/17/12	04/15/12
04/21/12	05/13/12
05/19/12	06/17/12
06/23/12	07/22/12
07/28/12	08/19/12
08/25/12	09/23/12
09/29/12	10/21/12
10/27/12	11/18/12
12/01/12	12/23/12
01/05/13	01/27/13
02/03/13	02/24/13
03/02/13	03/24/13
04/06/13	04/28/13
05/04/13	06/02/13
06/08/13	06/30/13
07/13/13	08/04/13
08/10/13	09/08/13
09/14/13	10/06/13
10/12/13	11/03/13
11/09/13	12/08/13

Weekday Holidays/ Student Breaks 2011-2013	
Thanksgiving	November 23-27, 2011
Winter Break	December 23, 2011 – January 2, 2012
Martin Luther King Day	January 14-16, 2012
Presidents Day	February 18-20, 2012
Spring Break	March 14-18, 2012
Easter Break	April 6-8, 2012
Memorial Day	May 24-28, 2012
Independence Day	July 4-8, 2012
4th of July	July 4-6, 2012
Module Break	August 24-26, 2012
Labor Day	September 1-3, 2012
Module Break	October 23, 2012
Thanksgiving	November 21-25, 2012
Winter Break	December 22, 2012 – January 6, 2013
MLK	January 19-21, 2012
Presidents' Day	February 16-18, 2013
Good Friday	March 29, 2013
Memorial Day	May 25-27, 2013
4th of July	July 4-7, 2013
Labor Day	August 31 – September 2, 2013
Thanksgiving	November 27 – December 1, 2013
Module Break	December 6-8, 2013
Winter Break	December 21, 2013 – January 5, 2014

Weekend Holidays/ Student Breaks 2011-2013	
Mod Break	October 24, 2011 – November 4, 2011
Thanksgiving	November 21, 2011 – December 2, 2011
Winter Break	December 19, 2011 – January 6, 2012
Easter Break	April 2-13, 2012
Memorial Day	May 21 – June 1, 2012
4th of July	June 25 – July 6, 2012
Module Break	August 27 – September 7, 2012
Thanksgiving	November 19-30, 2012
Winter Break	December 24, 2012 – January 4, 2013
Module Break	March 25 – April 5, 2013
Memorial Day	May 20-31, 2013
4th of July	July 1-12, 2013
Labor Day	August 26 – September 6, 2013
Thanksgiving	November 25 – December 6, 2013

SAN ANTONIO

Medical Assistant, Medical Administrative Assistant, Medical Insurance Billing and Coding, Heating, Ventilation and Air Conditioning Weekday Schedule 2012-2013	
Start Dates	**End Dates**
11/21/11	12/19/11
12/21/11	01/26/12
01/30/12	02/27/12
02/28/12	03/26/12
03/27/12	04/23/12
04/24/12	05/21/12
05/22/12	06/19/12
06/20/12	07/18/12
07/23/12	08/17/12
08/20/12	09/17/12
09/19/12	10/16/12
10/17/12	11/13/12
11/15/12	12/14/12
12/17/12	01/24/13
01/28/13	02/25/13
02/26/13	03/25/13
03/26/13	04/22/13
04/24/13	05/21/13
05/22/13	06/19/13
06/20/13	07/19/13
07/22/13	08/16/13
08/19/13	09/16/13
09/18/13	10/16/13
10/17/13	11/14/13
11/18/13	12/17/13
12/18/13	01/24/14

Weekday Holidays/ Student Breaks 2011-2012	
Labor Day	September 3-5, 2011
Thanksgiving	November 24-27, 2011
Winter Break	December 23, 2011 – January 1, 2012
Martin Luther King Day	January 14-16, 2012
Presidents Day	February 18-20 2012
Memorial Day	May -2628, 2012
Independence Day	July 4, 2012
Labor Day	September 1-3, 2012
Thanksgiving	November 22-25, 2012
Winter Break	December 22, 2012 – January 2, 2013

Heating, Ventilation and Air Conditioning Weekend Schedule 2012-2013	
Start Dates	**End Dates**
11/12/11	12/11/11
12/17/11	01/29/12
02/04/12	02/26/12
03/03/12	03/25/12
03/31/12	04/22/12
04/28/12	05/20/12
06/02/12	06/24/12
06/30/12	07/22/12
07/28/12	08/19/12
08/25/12	09/23/12
09/29/12	10/21/12
10/27/12	11/18/12
12/01/12	01/06/13
01/12/13	02/10/13
02/23/13	03/17/13
03/23/13	04/21/13
04/27/13	05/19/13
06/01/13	06/23/13
06/29/13	07/28/13
08/03/13	08/25/13
09/07/13	09/29/13
10/05/13	10/27/13
11/02/13	11/24/13
12/07/13	01/05/14

Weekend Holidays/ Student Breaks 2011-2012	
Labor Day	September 3-5, 2011
Thanksgiving	November 24-27, 2011
Winter Break	December 24, 2011 – January 1, 2012
Martin Luther King	January 14-15, 2012
Memorial Day	May 26-27, 2012
Labor Day	September 1-2, 2012
Thanksgiving	November 24-25, 2012
Winter Break	December 22-30, 2012

APPENDIX C: OPERATING HOURS

AUSTIN

Office	
8:00AM to 8:00PM	Monday through Thursday
8:00 AM to 5:00PM	Friday
9:00AM to 2:00PM	Saturday

MA, MAA, DA, MIBC, ELEC, HVAC M-F (Early Morning)	MA, MAA, DA, MIBC, ELEC, HVAC M-F (Mid-Morning)	MA, MAA, DA, MIBC, ELEC, HVAC M-F (Afternoon)	MA, MAA, DA, MIBC, ELEC, HVAC M-F (Evening)	ALL PROGRAMS SAT –SUN
6:00 - 6:50	10:00-10:50	2:00-2:50	6:00 – 6:50	8:00 - 8:50
7:00 - 7:50	11:00-11:50	3:00-3:50	7:00-7:50	9:00 - 9:50
8:00 - 8:50	12:00-12:50	4:00-4:50	8:00-8:50	10:00 - 10:50
9:00 - 9:50	1:00-1:50	5:00-5:50	9:00-9:50	11:00-11:50
				12:10-1:00
				1:10 - 2:00
				2:10 - 3:00
				3:10 - 4:00
				4:10 - 5:00
				5:10 - 6:00
Breaks	**Breaks**	**Breaks**	**Breaks**	**Breaks:**
6:50 - 7:00	10:50-11:00	2:50-3:00	6:50 - 7:00	8:50-9:00
7:50 - 8:00	11:50-12:00	3:50-4:00	7:50 - 8:00	9:50-10:00
8:50 - 9:00	12:50-1:00	4:50-5:00	8:50 - 9:00	10:50-11:00
9:50 - 10:00	1:50 - 2:00	5:50 - 6:00	9:50 - 10:00	11:50 – 12:10
				1:00 – 1:10
				2:00 – 2:10
				3:00-3:10
				4:00-4:10
				5:00-5:10

BISSONNET

Office			Classes		
8:00 AM to	7:30 PM	Monday through Thursday	6:00 a.m. to	11:00 p.m.	Monday through Thursday
8:00 AM to	5:00 PM	Friday	6:00 a.m. to	10:00 p.m.	Monday through Friday
9:00 AM to	1:00 PM	Saturday	8:00 a.m. to	6:00 p.m.	Saturday through Sunday

MA,MIBC, HVAC, ELEC, MAA M-Fri	MA, MIBC, MAA M-Fri	PLUMB, ELEC, HVAC, CARP M-Th	MA, MIBC, MAA, ELEC, HVAC, PLUMB,CARP M-Fri	MA M-Th	ALL PROGRAMS M-TH	MA, MIBC, MAA, HVAC, ELEC, PLUMB, CARP M-F	ALL PROGRAMS M-F	MA, MIBC, HVAC,ELEC SAT -SUN
Early Morning	Morning	Morning	Mid-Morning	Mid-Afternoon	Evening	Late Afternoon	Evening	
6:00-6:50	8:00-8:50	8:00-8:50	10:00-10:50	12:30 -1:20	6:00-6:50	2:00-2:50	6:00-6:50	8:00 - 8:50
7:00-7:50	9:00-9:50	9:00-9:50	11:00-11:50	1:30 -2:20	7:00-7:50	3:00-3:50	7:00-7:50	9:00 - 9:50
8:10-9:00	10:10-11:00	10:00-10:50	12:10-1:00	2:40-3:30	8:10-9:00	4:00-4:50	8:10-9:00	10:00 - 10:50
9:10-10:00	11:10-12:00	11:10-12:00	1:10-2:00	3:40-4:30	9:10-10:00	5:00-5:50	9:10-10:00	11:00-11:50
		12:10-1:00		4:40-5:30	10:10-11:00			12:10-1:00
								1:10 - 2:00
								2:10 - 3:00
								3:10 - 4:00
								4:10 - 5:00
								5:10 - 6:00
Breaks:	**Breaks:**	**Breaks:**	**Breaks:**	**Breaks:**	**Breaks:**	**Break**	**Breaks:**	**Breaks:**
6:50-7:00	8:50-9:00	8:50-9:00	10:50-11:00	1:20-1:30	6:50-7:00	2:50-3:00	6:50-7:00	8:50-9:00
7:50-8:10	9:50-10:10	9:50-10:00	11:50-12:10	2:20-2:40	7:50-8:10	3:50-4:00	7:50-8:10	9:50-10:00
9:00-9:10	11:00-11:10	10:50-11:10	1:00-1:10	3:30-3:40	9:00-9:10	4:50-5:00	9:00-9:10	10:50-11:00
		12:12:10		4:30-4:40	10:00-10:10	5:50-6:00		11:50-12:10
								1:00 – 1:10
								2:00 – 2:10
								3:00-3:10
								4:00-4:10
								5:00-5:10

GREENSPOINT

Office	
7:00AM to 8:00PM	Monday through Thursday
8:00 AM to 5:00PM	Friday
9:00AM to 2:00PM	Saturday

MA M-TH	MA, MAA, DA M-TH	MA, MAA, DA M-TH	MA M-TH	MA, MAA, DA M-TH	MA, MAA, DA M-TH	All Programs SAT -SUN
						8:00 - 8:50
(Early Morning)	(Morning)	(Mid-Morning)	(Afternoon)	(Early-Evening)	(Evening)	9:00 - 9:50
6:00 - 6:50	8:00 - 8:50	9:30 - 10:20	12:00 - 12:50	4:00 - 4:50	6:00 - 6:50	10:00 - 10:50
7:00 - 7:50	9:00 - 9:50	10:30 - 11:20	1:00 - 1:50	5:00 - 5:50	7:00 - 7:50	11:00-11:50
8:10 - 9:00	10:10 - 11:00	11:40 - 12:30	2:10 - 3:00	6:10 - 7:00	8:10 - 9:00	12:10-1:00
9:10 - 10:00	11:10 - 12:00	12:40 - 1:30	3:10 - 4:00	7:10 - 8:00	9:10 - 10:00	1:10 - 2:00
10:10 - 11:00	12:10 - 1:00	1:40 - 2:30	4:10 - 5:00	8:10 - 9:00		2:10 - 3:00
						3:10 - 4:00
						4:10 - 5:00
						5:10 - 6:00
Breaks	Breaks	Breaks	Breaks	Breaks	Breaks	Breaks:
6:50 - 7:00	8:50 -9:00	10:20 - 10:30	12:50 - 1:00	4:50 - 5:00	6:50 - 7:00	8:50-9:00
7:50 - 8:10	9:50 -10:10	11:20 - 11:40	1:50 - 2:10	5:50 - 6:10	7:50 - 8:10	9:50-10:00
9:00 - 9:10	11:00 - 11:10	12:30 - 12:40	3:00 - 3:10	7:00 - 7:10	9:00 - 9:10	10:50-11:00
10:00 - 10:10	12:00 - 12:10	1:30 - 1:40	4:00 - 4:10	8:00 - 8:10	10:50 - 11:00	11:50 – 12:10
						1:00 – 1:10
						2:00 – 2:10
						3:00-3:10
						4:00-4:10
						5:00-5:10

HOBBY

Office	
7:30AM to 8:00PM	Monday through Thursday
7:30AM to 5:00PM	Friday
9:00AM to 1:00PM	Saturday

All Programs M-F	All Programs M-F	All Programs M-F	All Programs M-F	All Programs SAT -SUN
Early Morning	Morning	Afternoon	Evening	8:00 - 8:50
6:00 - 6:50	10:00-10:50	2:00-2:50	6:00-6:50	9:00 - 9:50
7:00 - 7:50	11:00-11:50	3:00-3:50	7:00-7:50	10:00 - 10:50
8:10 - 9:00	12:10-1:00	4:10-5:00	8:10-9:00	11:00-11:50
9:10 - 10:00	1:10-2:00	5:10-6:00	9:10-10:00	12:10-1:00
				1:10 - 2:00
				2:10 - 3:00
				3:10 - 4:00
				4:10 - 5:00
				5:10 - 6:00
Breaks	Breaks:	Breaks	Breaks	Breaks:
6:50-7:00	10:50-11:00	2:50-3:00	6:50-7:00	8:50-9:00
7:50-8:10	11:50-12:10	3:50-4:10	7:50-8:10	9:50-10:00
9:00-9:10	1:00-1:10	5:00-5:10	9:00-9:10	10:50-11:00
				11:50 – 12:10
				1:00 – 1:10
				2:00 – 2:10
				3:00-3:10
				4:00-4:10
				5:00-5:10

SAN ANTONIO

Office	
7:30AM to 8:00PM	Monday through Thursday
7:30 AM to 6:00PM	Friday
9:00AM to 1:00PM	Saturday

All Programs	All Programs	All Programs	All Programs	HVAC
(Early Morning)	(Morning)	(Afternoon)	(Evenings)	(Weekend)
6:00 – 6:50	10:00 – 10:50	2:00 – 2:50	6:00 – 6:50	8:00 – 8:50
7:00 – 7:50	11:00 – 11:50	3:00 – 3:50	7:00 – 7:50	9:00 – 9:50
8:00 – 8:50	12:00 – 12:50	4:00 – 4:50	8:00 – 8:50	10:00 – 10:50
9:00 – 9:50	1:00 – 1:50	5:00 – 5:50	9:00 – 9:50	11:00 – 11:50
				12:10 – 1:00
				1:10 – 2:00
				2:10 – 3:00
				3:10 – 4:00
				4:10 – 5:00
				5:10 – 6:00
Breaks:	Breaks:	Breaks:	Breaks:	Breaks:
6:50 – 7:00	10:50 – 11:00	2:50 – 3:00	6:50 – 7:00	8:50 – 9:00
7:50 – 8:00	11:50 – 12:00	3:50 – 4:00	7:50 – 8:00	9:50 – 10:00
8:50 – 9:00	12:50 – 1:00	4:50 – 5:00	8:50 – 9:00	10:50 – 11:00
9:50 – 10:00	1:50 – 2:00	5:50 – 6:00	9:50 – 10:00	11:50 – 12:10
				1:00 – 1:10
				2:00 – 2:10
				3:00 – 3:10
				4:00 – 4:10
				5:00 – 5:10

Everest Institute
Austin, Houston Bissonnet, Houston Greenspoint,
Houston Hobby and San Antonio Campuses
2011-2013 catalog, revision date 01/23/13
Addenda

■ **ADDENDUM, Effective February 25, 2013:** The Austin campus will begin to offer the Medical Assistant V2.0 diploma program.

Please refer to "ADDENDUM, Effective February 26, 2013 Houston Hobby campus" for the program outline, course description and the 51 and 60 credit SAP table.

Campus	Program	Program Length	Credit Units ACCSC	Credit Units TWC	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Austin	Medical Assistant 2.0	41 Weeks	51	60	$17,125	$1,832	$18,957
Effective for students starting February 25, 2013							

Medical Assistant 2.0 Mod All Shifts 2013	
Start Dates	End Dates
1/25/2013	2/22/2013
2/25/2013	3/26/2013
3/24/2013	4/23/2013
4/25/2013	5/22/2013
5/23/2013	6/20/2013
6/21/2013	7/22/2013
7/23/2013	8/19/2013
8/21/2013	9/18/2013
9/20/2013	10/17/2013
10/21/2013	11/15/2013
11/18/2013	12/17/2013
12/18/2013	1/27/2014

Holidays/Student Breaks Mod All Shifts 2013		
Holidays/Student Breaks	Start Date	End Date
Martin Luther King Day	1/21/2013	1/21/2013
Presidents Day	2/18/2013	2/18/2013
Student Break	3/14/2013	3/15/2013
Easter Break	3/30/2013	3/31/2013
Memorial Day	5/25/2013	5/27/2013
Independence Day	7/4/2013	7/7/2013
Labor Day	8/31/2013	9/2/2013
Thanksgiving Holiday	11/28/2013	12/1/2013
Student Break	12/21/2013	1/1/2014
Martin Luther King Day	1/20/2014	1/20/2014

Medical Assistant 2.0 Weekend 2013	
Start Dates	End Dates
1/5/2013	1/27/2013
2/2/2013	2/24/2013
3/2/2013	3/24/2013
4/6/2013	4/28/2013
5/4/2013	6/2/2013
6/8/2013	6/30/2013
7/13/2013	8/4/2013
8/10/2013	9/8/2013
9/14/2013	10/6/2013
10/12/2013	11/3/2013
11/9/2013	12/8/2013
12/14/2013	1/19/2014

■ **ADDENDUM, Effective February 9, 2013:** The Houston Bissonnt campus will begin to offer the Medical Assistant V2.0 diploma program.

Please refer to "ADDENDUM, Effective February 26, 2013 Houston Hobby campus" for the program outline, course description and the 51 and 60 credit SAP table.

Campus	Program	Program Length	Credit Units ACCSC	Credit Units TWC	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Houston Bissonnet	Medical Assistant 2.0	41 Weeks	51	60	$18,125	$1,832	$19,957
Effective for students starting February 9, 2013							

Medical Assistant 2.0 Mod All Shifts 2013	
Start Dates	End Dates
2/26/2013	3/25/2013
3/26/2013	4/23/2013
4/24/2013	5/21/2013
5/22/2013	6/19/2013
6/20/2013	7/19/2013
7/22/2013	8/16/2013
8/19/2013	9/16/2013
9/17/2013	10/14/2013
10/15/2013	11/11/2013
11/12/2013	12/12/2013
12/16/2013	1/23/2014

Holidays/Student Breaks Mod All Shifts 2013		
Holidays/Student Breaks	Start Date	End Date
Martin Luther King Day	1/19/2013	1/21/2013
Presidents Day	2/16/2013	2/18/2013
Good Friday	3/29/2013	3/31/2013
Memorial Day	5/25/2013	5/27/2013
Independence Day	7/4/2013	7/7/2013
Labor Day	8/31/2013	9/2/2013
Thanksgiving Holiday	11/27/2012	12/1/2013
Christmas Break	12/23/2013	1/1/2014

■ **ADDENDUM, Effective February 26, 2013:** The San Antonio campus will begin to offer the Medical Assistant V2.0 diploma program.

Please refer to "ADDENDUM, Effective February 26, 2013 Houston Hobby campus" for the program outline, course description and the 51 and 60 credit SAP table.

Campus	Program	Program Length	Credit Units ACCSC	Credit Units TWC	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
San Antonio	Medical Assistant 2.0	41 Weeks	51	60	$17,775	$1,830	$19,605
Effective for students starting February 26, 2013							

Medical Assistant 2.0 Mod All Shifts 2013	
Start Dates	End Dates
2/26/2013	3/25/2013
3/26/2013	4/22/2013
4/24/2013	5/21/2013
5/22/2013	6/19/2013
6/20/2013	7/19/2013
7/22/2013	8/16/2013
8/19/2013	9/16/2013
9/18/2013	10/16/2013
10/17/2013	11/14/2013
11/18/2013	12/17/2013
12/18/2013	1/24/2014

Holidays/Student Breaks Mod All Shifts 2013		
Holidays/Student Breaks	Start Date	End Date
Presidents Day	2/18/2013	2/18/2013
Memorial Day	5/27/2013	5/27/2013
Independence Day	7/4/2013	7/5/2013
Labor Day	9/2/2013	9/2/2013
Columbus Day	10/14/2013	10/14/2013
Veterans Day	11/11/2013	11/11/2013
Thanksgiving Holiday	11/28/2013	11/29/2013
Christmas Break	12/23/2013	1/1/2014

■ **ADDENDUM, Effective February 25, 2013:** The Houston Greenspoint campus will begin to offer the Medical Assistant V2.0 diploma program.

Please refer to "ADDENDUM, Effective February 26, 2013 Houston Hobby campus" for the program outline, course description and the 51 and 60 credit SAP table.

Campus	Program	Program Length	Credit Units ACCSC	Credit Units TWC	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Houston Greenspoint	Medical Assistant 2.0	41 Weeks	51	60	$18,025	$1,832	$19,857
Effective for students starting February 25, 2013							

Medical Assistant 2.0 Mod All Shifts 2013	
Start Dates	**End Dates**
2/25/2013	3/22/2013
3/25/2013	4/22/2013
4/24/2013	5/21/2013
5/22/2013	6/19/2013
6/20/2013	7/19/2013
7/22/2013	8/16/2013
8/19/2013	9/16/2013
9/17/2013	10/14/2013
10/15/2013	11/11/2013
11/12/2013	12/12/2013
12/13/2013	1/24/2014

Holidays/Student Breaks Mod All Shifts 2013		
Holidays/Student Breaks	**Start Date**	**End Date**
Martin Luther King Day	1/21/2013	1/21/2013
Presidents Day	2/18/2013	2/18/2013
Good Friday	3/29/2013	3/29/2013
Memorial Day	5/27/2013	5/27/2013
Independence Day	7/4/2013	7/5/2013
Labor Day	9/2/2013	9/2/2013
Thanksgiving Holiday	11/27/2013	11/29/2013
Christmas Break	12/23/2013	1/3/2014

■ **ADDENDUM, Effective February 26, 2013:** The Houston Hobby campus will begin to offer the Medical Assistant V2.0 diploma program.

MEDICAL ASSISTANT
Diploma program
41 weeks – 920 hours – 51 credit units/60 credit units

V2.0

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

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

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

	MA (DIP) v2-0 PROGRAM OUTLINE							
Module Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total W/Outside Hours	Total Quarter Credits ACCSC	Total Credits TWC
Module MAINTROZ	Introduction to Medical Assisting	40	40	0	80	100	5.0	6.0
Module AZ	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	40	40	0	80	100	5.0	6.0
Module BZ	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	40	40	0	80	100	5.0	6.0
Module CZ	Digestive System, Nutrition, Financial Management, and First Aid	40	40	0	80	100	5.0	6.0
Module DZ	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	40	40	0	80	100	5.0	6.0
Module EZ	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	40	40	0	80	100	5.0	6.0
Module FZ	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	40	40	0	80	100	5.0	6.0
Module GZ	Medical Law and Ethics, Psychology, and Therapeutic Procedures	40	40	0	80	100	5.0	6.0
Module HZ	Health Insurance Basics, Claims Processing, and Computerized Billing	40	40	0	80	100	5.0	6.0
Module XZ	Medical Assistant Externship	0	0	200	200	0	6.0	6.0
Total Hours:		360	360	200	920	1100	51.0	60.0

MODULE MAINTROZ - Introduction to Medical Assisting

Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections—procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs.
Lab: 40 Hrs.
Outside: 26 Hrs.

Prerequisite: None
ACCSC Credit Hours: 5.0
TWC Credit Hours: 6.0

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

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)	Prerequisite: MAINTROZ
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)	ACCSC Credit Hours: 5.0
Outside: 27 Hrs.	TWC Credit Hours: 6.0

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

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)	Prerequisite: MAINTROZ
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)	ACCSC Credit Hours: 5.0
Outside: 25 Hrs.	TWC Credit Hours: 6.0

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

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)	Prerequisite: MAINTROZ
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)	ACCSC Credit Hours: 5.0
Outside: 27 Hrs.	TWC Credit Hours: 6.0

MODULE DZ - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical

and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: MAINTROZ
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) ACCSC Credit Hours: 5.0
Outside: 28 Hrs. TWC Credit Hours: 6.0

MODULE EZ - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures

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

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: MAINTROZ
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) ACCSC Credit Hours: 5.0
Outside: 25 Hrs. TWC Credit Hours: 6.0

MODULE FZ - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics

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

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: MAINTROZ
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) ACCSC Credit Hours: 5.0
Outside: 28 Hrs. TWC Credit Hours: 6.0

MODULE GZ - Medical Law, and Ethics, Psychology, and Therapeutic Procedures

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

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)	Prerequisite: None
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)	ACCSC Credit Hours: 5.0
Outside: 30 Hrs.	TWC Credit Hours: 6.0

MODULE HZ – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)	Prerequisite: MAINTROZ
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)	ACCSC Credit Hours: 5.0
Outside: 29 Hrs.	TWC Credit Hours: 6.0

MODULE XZ - Medical Assistant Diploma Program Externship

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

Lecture: 00 Hrs.	Prerequisite: MAINTROZ, Modules AZ-HZ
Lab: 00 Hrs.	ACCSC Credit Hours: 6.0
Extern 200	TWC Credit Hours: 6.0

51 Quarter Credit Hour Program
Total credits that may be attempted:
76 (150% of 51)

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1-15	2.0	NA	66.66%	NA
16-20	2.0	1.0	66.66%	NA
21-25	2.0	1.25	66.66%	50%
26-35	2.0	1.5	66.66%	65%
36-50	2.0	1.75	66.66%	65%
51-76	NA	2.0	NA	66.66%

60 Quarter Credit Hour Program.
Total credits that may be attempted:
90 (150% of 60).

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	2.0	1.5	66.66%	65%
73-90	N/A	2.0	N/A	66.66%

Campus	Program	Program Length	Credit Units ACCSC	Credit Units TWC	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Houston Hobby	Medical Assistant 2.0	41 Weeks	51	60	$18,125	$1,832	$19,957
Effective for students starting February 26, 2013							

Medical Assistant 2.0 Mod All Shifts 2013	
Start Dates	End Dates
2/26/2013	3/25/2013
3/26/2013	4/23/2013
4/24/2013	5/21/2013
5/22/2013	6/19/2013
6/20/2013	7/19/2013
7/22/2013	8/16/2013
8/19/2013	9/16/2013
9/17/2013	10/14/2013
10/15/2013	11/11/2013
11/12/2013	12/12/2013
12/16/2013	1/23/2014

Holidays/Student Breaks Mod All Shifts 2013		
Holidays/Student Breaks	Start Date	End Date
Martin Luther King Day	1/19/2013	1/21/2013
Presidents Day	2/16/2013	2/18/2013
Good Friday	3/29/2013	3/31/2013
Memorial Day	5/25/2013	5/27/2013
Independence Day	7/4/2013	7/7/2013
Labor Day	8/31/2013	9/2/2013
Thanksgiving Holiday	11/27/2012	12/1/2013
Christmas Break	12/23/2013	1/1/2014

■ **ADDENDUM, Effective February 1, 2013:** The Attendance Policy on p. 9 of the catalog has been updated.

ATTENDANCE POLICY

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

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Tardies and leave earlies are recorded in minutes and are calculated as equivalent absences. Students who have been absent from all of their scheduled classes for 14 consecutive calendar days OR in excess of 10 consecutive scheduled school days (whichever is earlier) will be dropped from the training program.

Students who miss 15% of the total program hours (including all attempted hours) will be advised that they are at risk of being dropped from the program. Students who miss an excess of 20% of the total program hours (including all attempted hours) will be advised that they will be dropped from the program. Students who have been dropped from the program may apply for reentry. The school is not required to withdraw a student based on lack of attendance if a refund would not be due.

ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT

In Texas, student attendance is monitored on the basis of the percentage of classes missed as a percentage of the total program hours. The student's minutes of attendance in each class are recorded and retained as part of the student record. Whether a student must be dismissed for an attendance violation depends on whether a refund is due. Should a student's absences exceed 20% of the hours in the program (including all attempted hours), the student shall be dismissed, unless the student is in the last quarter/module of the program and no refund is due.

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.

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").

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 is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks OR in excess of 10 consecutive scheduled school days (whichever is earlier), 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).

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 (including all attempted hours) missed	Attendance warning letter sent
Exceeds 20% of the total program hours (including all attempted hours)missed	Dismissed from the program

RE-ENTRY

For any students who apply for reentry, the following rule shall apply:

Percentage	Action Taken
15% of the remaining program hours (including all attempted hours) missed	Attendance warning letter sent
Exceeds 20% of the remaining program hours (including all attempted hours) missed	Dismissed from the program

■ **ADDENDUM, Effective January 1, 2013:** The following tuition and fee tables are updated for the campuses.

Austin					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,393	$970	$18,363
Medical Administrative Assistant	33 Weeks	48	$15,496	$1,694	$17,190
Medical Assistant	33 Weeks	48	$15,720	$1,298	$17,018
Medical Insurance Billing and Coding	33 Weeks	48	$15,348	$2,028	$17,376
Heating, Ventilation and Air Conditioning	36 Weeks	55	$16,548	$1,893	$18,441
Electrical Technician	36 Weeks	59	$16,548	$2,354	$18,902
Information Technology Support Specialist	42 Weeks	76	$15,400	$1,530	$16,930
Effective for students starting January 1, 2013 or later					

Bissonnet					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Carpentry	36 Weeks	55	$17,003	$1,424	$18,427
Electrical Technician	36 Weeks	59	$16,987	$2,427	$19,414
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,715	$18,413
Medical Assistant	33 Weeks	48	$17,023	$1,587	$18,610
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,048	$18,642
Plumbing Technology	36 Weeks	56	$17,004	$2,078	$19,082
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,004	$1,985	$18, 989
Effective for students starting January 1, 2013 or later					

Greenspoint					
Program	**Program Length**	**Credit Units**	**Tuition**	**Textbooks and Equipment (estimated)**	**Total Cost (estimated)**
Dental Assistant	33 Weeks	48	$17,526	$991	$18,517
Medical Assistant	33 Weeks	48	$17,023	$1,587	$18,610
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,715	$18,413
Medical Insurance Billing and Coding	33 Weeks	41	$16,698	$2,048	$18,746
Information Technology Support Specialist	42 Weeks	76	$15,400	$1,530	$16,930
Effective for students starting January 1, 2013 or later					
Hobby					
Program	**Program Length**	**Credit Units**	**Tuition**	**Textbooks and Equipment (estimated)**	**Total Cost (estimated)**
Dental Assistant	33 Weeks	48	$17,526	$989	$18,515
Medical Assistant	33 Weeks	48	$17,023	$1,528	$18,551
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,048	$18,642
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,644	$18,342
Information Technology Support Specialist	42 Weeks	76	$15,400	$1,530	$16,930
Effective for students starting January 1, 2013 or later					
San Antonio					
Program	**Program Length**	**Credit Units**	**Tuition**	**Textbooks and Equipment (estimated)**	**Total Cost (estimated)**
Medical Administrative Assistant	33 Weeks	48	$16,229	$1,642	$17,871
Medical Assistant	33 Weeks	48	$16,291	$1,526	$17,817
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,312	$1,901	$19,213
Effective for students starting January 1, 2013 or later					

■ **ADDENDUM, Effective Decemeber 17, 2012:** The Houston Greenspoint campus will begin to offer the Medical Insurance Billing and Coding diploma program.

MEDICAL INSURANCE BILLING AND CODING
Diploma Program
33 Weeks – 760 hours – 41 credits

V2.0

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

The Medical Insurance Billing and Coding Program is a 760 clock hour/41credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTROZ and continuing in any sequence until all seven modules have been completed. After the MEDINTROZ Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of all modules, students participate in an externship. This consists of 200 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

MIBC (DIP) v2-0 PROGRAM OUTLINE						
Module Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Credits
MEDINTROZ	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	40	40	0	80	5.0
MIBCLZ	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40	40	0	80	5.0
MIBGUZ	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	40	40	0	80	5.0
MIBIEZ	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40	40	0	80	5.0
MIBMSZ	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40	40	0	80	5.0
MIBRGZ	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40	40	0	80	5.0
MIBSNZ	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40	40	0	80	5.0
MIBPCZ	MIBP Practicum -OR-	0	0	200	200	6.0
MIBXTZ	MIBXT Externship	0	0	200	200	6.0
	Program Totals	280	280	200	760	41.0

Module MEDINTROZ-Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel   **Credit Hours 5.0**
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Out-of-class activities will be assigned and assessed as part of this module. **Prerequisite: None**

Module MIBCLZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems   **Credit Hours 5.0**
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. Out-of-class activities will be assigned and assessed as part of this module. **Prerequisite: MEDINTROZ**

Module MIBGUZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System   **Credit Hours 5.0**

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. Out-of-class activities will be assigned and assessed as part of this module. **Prerequisite: MEDINTROZ**

Module MIBIEZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology   **Credit Hours 5.0**

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. Out-of-class activities will be assigned and assessed as part of this module. **Prerequisite: MEDINTROZ**

Module MIBMSZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System   **Credit Hours 5.0**

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. Out-of-class activities will be assigned and assessed as part of this module. **Prerequisite: MEDINTROZ**

Module MIBRGZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems   **Credit Hours 5.0**

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. Out-of-class activities will be assigned and assessed as part of this module. **Prerequisite:** MEDINTROZ

Module MIBSNZ – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology   **Credit Hours 5.0**

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. Out-of-class activities will be assigned and assessed as part of this module. **Prerequisite:** MEDINTROZ

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 MIBPCZ – MIBPZ Practicum
-OR-   **Credit Hours 6.0**
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 200 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 100 and 200 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.

Module MIBXTZ – MIBXTZ Externship   **Credit Hours 6.0**
Upon successful completion of Modules MIBINTRO. MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-hour unpaid 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 100 and 200-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 MIBINTROZ, MIBCLZ, MIBGUZ, MIBIEZ, MIBMSZ, MIBRGZ, and MIBSNZ.

Program	Credit Hours	Tuition	Books and Equipment (estimated)	Total
Medical Insurance Billing and Coding	41	$16,553	$2,048	$18,601
Effective December 17, 2012 and after				

Medical Insurance Billing and Coding Mod All Shifts 2012-2013	
Start Dates	**End Dates**
12/17/2012	1/24/2013
1/25/2013	2/22/2013
2/25/2013	3/22/2013
3/25/2013	4/22/2013
4/24/2013	5/21/2013
5/22/2013	6/19/2013
6/20/2013	7/19/2013
7/22/2013	8/16/2013
8/19/2013	9/16/2013
9/17/2013	10/14/2013
10/15/2013	11/11/2013
11/12/2013	12/12/2013
12/13/2013	1/24/2014

Holidays/Student Breaks 2012 - 2013		
Holidays/Student Breaks	**Start Date**	**End Date**
Christmas Break	12/24/2012	1/2/2013
Martin Luther King Day	1/21/2013	1/21/2013
Presidents Day	2/18/2013	2/18/2013
Good Friday	3/29/2013	3/29/2013
Memorial Day	5/27/2013	5/27/2013
Independence Day	7/4/2013	7/5/2013
Labor Day	9/2/2013	9/2/2013
Thanksgiving Holiday	11/27/2013	11/29/2013
Christmas Break	12/23/2013	1/3/2014

41 Quarter Credit Hour Program Total credits that may be attempted: 61 (150% of 41)					
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1-10	2.0	NA	66.66%	NA
11-20	2.0	1.0	66.66%	NA
21-30	2.0	1.25	66.66%	50%
31-40	2.0	1.5	66.66%	65%
41-50	2.0	1.75	66.66%	65%
51-61	NA	2.0	NA	66.66%

■ **ADDENDUM, Effective December 18, 2012:** The Houston Hobby campus will begin to offer the Information Technology Support Specialist diploma program.

Please refer to "ADDENDUM, Effective November 15, 2012" for the program outline, course description and the 58 and 76 credit SAP table.

Program	ACCSC Credit Hours	TWC Credit Hours	Tuition	Books and Equipment (estimated)	Total
Information Technology Support Specialist	58	76	$15,400	$1,530	$16,930
Effective December 18, 2012 and after					

Information Technology Support Specialist Mod All Shifts 2013	
Start Dates	**End Dates**
12/18/2012	1/25/2013
1/28/2013	2/25/2013
2/26/2013	3/25/2013

Holidays/Student Breaks 2013		
Holidays/Student Breaks	**Start Date**	**End Date**
Martin Luther King Day	1/19/2013	1/21/2013
Presidents Day	2/16/2013	2/18/2013
Good Friday	3/29/2013	3/31/2013

3/26/2013	4/23/2013		Memorial Day	5/25/2013	5/27/2013
4/24/2013	5/21/2013		Independence Day	7/4/2013	7/7/2013
5/22/2013	6/19/2013		Labor Day	8/31/2013	9/2/2013
6/20/2013	7/19/2013		Thanksgiving Holiday	11/27/2013	12/1/2013
7/22/2013	8/16/2013		Christmas Break	12/23/2013	1/1/2014
8/19/2013	9/16/2013				
9/17/2013	10/14/2013				
10/15/2013	11/11/2013				
11/12/2013	12/12/2013				
12/16/2013	1/23/2014				

■ **ADDENDUM, Effective November 26, 2012:** The Houston Greenspoint campus will begin to offer the Information Technology Support Specialist diploma program.

Please refer to "ADDENDUM, Effective November 15, 2012" for the program outline, course description and the 58 and 76 credit SAP table.

Program	ACCSC Credit Hours	TWC Credit Hours	Tuition	Books and Equipment (estimated)	Total
Information Technology Support Specialist	58	76	$15,400	$1,573	$16,973
Effective November 26, 2012 and after					

Information Technology Off Start Mod All Shifts 2012-2013	
Start Dates	**End Dates**
11/26/2012	12/21/2012
1/3/2013	1/31/2013
2/4/2013	3/4/2013
3/5/2013	4/2/2013
4/3/2013	4/30/2013
5/1/2013	5/29/2013
5/30/2013	6/26/2013
6/27/2013	7/26/2013
7/29/2013	8/23/2013
8/26/2013	9/23/2013
9/24/2013	10/21/2013
10/23/2013	11/19/2013
11/20/2013	12/20/2013
1/6/2014	2/3/2014

Holidays/Student Breaks 2012 - 2013		
Holidays/Student Breaks	**Start Date**	**End Date**
Thanksgiving Holiday	11/21/2012	11/23/2012
Christmas Break	12/24/2012	1/2/2013
Martin Luther King Day	1/21/2013	1/21/2013
Presidents Day	2/18/2013	2/18/2013
Good Friday	3/29/2013	3/29/2013
Memorial Day	5/27/2013	5/27/2013
Independence Day	7/4/2013	7/5/2013
Labor Day	9/2/2013	9/2/2013
Thanksgiving Holiday	11/27/2013	11/29/2013
Christmas Break	12/23/2013	1/3/2014

■ **ADDENDUM, Effective November 15, 2012:** The Austin campus will begin to offer the Information Technology Support Specialist diploma program:

INFORMATION TECHNOLOGY SUPPORT SPECIALIST
Diploma Program
42 Weeks – 1,020 hours – 58 credits

V1-0

The IT Support Specialist Program is a uniquely designed "Work-Force Ready" IT training program aimed to deliver what employers are looking for today: 1) Work Experience 2) IT Certifications 3) Soft Skills / Professionals Skills 4) an Education.
The IT Support Specialist Program provides students the basic foundation and technical skill sets required for an entry level IT job. Not only does the curriculum explore the soft and professional skills for the IT professional, it also teaches and prepares students for key certification exams widely recognized in the I.T. field. The program also includes an internship which provides students with valuable real world work experience.

The IT Support Specialist Program helps prepare students for careers such as PC Technician, IT Technician, IT Support Specialist, Desktop Support Technician, Technical Support Representative, and Help Desk Support Technician.

This program consists of eight units of learning called modules plus a certification preparation module and an internship.

Module Id And Title		In-Class Lecture Hours	In-Class Lab Hours	Intern Hours	Total Hours	Total w/outside Hours	Total Weeks	Total Credits ACCSC	Total Credits TWC
ITSS 1001Z	Basic Computing	60	40	0	100	125	4	6.0	8.0
ITSS 1002Z	Operating System Fundamentals - Windows	60	40	0	100	125	4	6.0	8.0
ITSS 1003Z	Operating System Fundamentals – Linux & Mac	60	40	0	100	125	4	6.0	8.0
ITSS 1004Z	CompTIA A+ I	60	40	0	100	125	4	6.0	8.0
ITSS 2001Z	CompTIA A+ II	60	40	0	100	125	4	6.0	8.0
ITSS 2002Z	CompTIA Network+	60	40	0	100	125	4	6.0	8.0
ITSS 2003Z	MTA Windows Server and Security Fundamentals	60	40	0	100	125	4	6.0	8.0
ITSS 2004Z	Help Desk Support and Customer Service	60	40	0	100	125	4	6.0	8.0
ITSS 3001Z	Certification Preparation	60	40	0	100	125	4	6.0	8.0
ITSS 4001Z	Support Desk or PC Technician Internship*	5	0	115	120	0	6	4.0	4.0
Total Hours:		545	360	115	1,020	1245	42	58	76

*The Internship is arranged by the Program Chair or Internship Coordinator. Everest has internship agreements with various locations; each student will be placed at one of these locations. The Internship site agreement is in possession of Campus Administration. The Internship is supervised by the Program Chair & Site Manager (with occasional visits from the assigned faculty member). The Internship is unpaid (occasional extenuating circumstances; see Academic Dean/Director of Education for details).

ITSS 1001Z Basic Computing	**ACCSC: 6.0 Quarter Credit Hours**
	TWC: 8.0 Quarter Credit Hours

Entry-level topics related to the functionality, use, and troubleshooting of personal computer hardware and software will be examined. Out-of-class activities will be assigned and assessed as part of this module.
Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ITSS 1002Z Operating System Fundamentals - Windows	**ACCSC: 6.0 Quarter Credit Hours**
	TWC: 8.0 Quarter Credit Hours

This Module introduces students to the Microsoft Windows operating system. Students will gain working knowledge in a

Windows-based operating system, including practicing essential configuration and administration skills. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

| ITSS 1003Z Operating System Fundamentals – Linux & Mac | ACCSC: 6.0 Quarter Credit Hours |
| | TWC: 8.0 Quarter Credit Hours |

This Module introduces students to the Linux and Mac operating systems. Students will gain working knowledge in each operating system, becoming familiar with the essentials and basic administration skills. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

| ITSS 1004Z CompTIA A+ I | ACCSC: 6.0 Quarter Credit Hours |
| | TWC: 8.0 Quarter Credit Hours |

This Module explores both personal computer hardware and operating systems software to help prepare students for the CompTIA A+ Essentials exam. Students will learn to troubleshoot, repair, maintain, network, and operate various types of computer hardware and at least one mainstream operating system. Various aspects of computer hardware and software security will also be explored. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

| ITSS 2001Z CompTIA A+ II | ACCSC: 6.0 Quarter Credit Hours |
| | TWC: 8.0 Quarter Credit Hours |

This Module builds upon the foundation of the CompTIA A+ I Module to explore the hands-on skills needed to help prepare students for the CompTIA A+ Practical Application exam. Students will practice installing, configuring, maintaining and troubleshooting personal computer hardware components through the use of various real-world scenarios. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

| ITSS 2002Z CompTIA Network+ | ACCSC: 6.0 Quarter Credit Hours |
| | TWC: 8.0 Quarter Credit Hours |

This Module helps prepare students for the CompTIA Network+ exam. Students will be introduced to various network technologies, topologies, protocols, media, and devices. Students will learn the skills needed to effectively manage, configure, secure, and troubleshoot networks while using various tools. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

| ITSS 2003Z MTA Windows Server and Security Fundamentals | ACCSC: 6.0 Quarter Credit Hours |
| | TWC: 8.0 Quarter Credit Hours |

This Module helps prepare students for the Microsoft Windows Server Administration Fundamentals (98-365) and Microsoft Technology Associate (MTA) Security Fundamentals (98-367) exams. Students will be introduced to the fundamentals of managing the Windows Server operating system and associated hardware, users, and essential services including file and print services. Server monitoring and troubleshooting issues will also be detailed. Additionally, client/server network security issues and best-practices will be explored including authenticating users, implementing security policy, and protecting the client and server from various types of attacks. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

| ITSS 2004Z Help Desk Support and Customer Service | ACCSC: 6.0 Quarter Credit Hours |
| | TWC: 8.0 Quarter Credit Hours |

This Module provides students with essential help desk support and customer service skills needed for various information technology (IT) careers. Students will learn the soft skills needed to provide exceptional end-user support for both internal and external customers by practicing essential listening and communication skills to provide efficient responses and ultimately create customer satisfaction. Additionally, students will learn and practice essential customer service skills through real-world IT case studies and scenarios. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

| ITSS 3001Z Certification Preparation | ACCSC: 6.0 Quarter Credit Hours |
| | TWC: 8.0 Quarter Credit Hours |

This Module provides students with a hands-on review of the information technology (IT) certification objectives necessary to help students pass the IT certifications detailed within related certification-centric Modules. The structure and domain matrices of the various certification exams will be reviewed and students will practice taking sample certification exams to help prepare them to get certified. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

| ITSS 4001Z Support Desk or PC Technician Internship | ACCSC: 4.0 Quarter Credit Hours |
| | TWC: 4.0 Quarter Credit Hours |

As part of the preparation for an I.T. career, students are directed to complete an internship in a for-profit, not-for profit, government or private business organization. Preparation and guidance during the internship includes assignment of duties, hours, and monitoring satisfactory working conditions. Lecture Hours: 5.0 Lab Hours: 0.0 Intern Hours: 115.0.

Program	ACCSC Credit Hours	TWC Credit Hours	Tuition	Books and Equipment (estimated)	Total
Information Technology Support Specialist	58	76	$15,400	$1,516	$16,916
Effective November 15, 2012 and after					

Information Technology Mod All Shifts 2012-2013

Start Dates	End Dates
11/15/2012	12/14/2012
12/17/2012	1/24/2013
1/25/2013	2/22/2013
2/25/2013	3/26/2013
3/27/2013	4/23/2013
4/25/2013	5/22/2013
5/23/2013	6/20/2013
6/21/2013	7/22/2013
7/23/2013	8/19/2013
8/21/2013	9/18/2013
9/20/2013	10/17/2013
10/21/2013	11/15/2013
11/18/2013	12/17/2013
12/18/2013	1/27/2014

Holidays/Student Breaks 2012 - 2013

Holidays/Student Breaks	Start Date	End Date
Christmas Break	12/22/2012	1/2/2013
Martin Luther King Day	1/21/2013	1/21/2013
Presidents Day	2/18/2013	2/18/2013
Student Break	3/14/2013	3/15/2013
Easter Break	3/30/2013	3/31/2013
Memorial Day	5/25/2013	5/27/2013
Independence Day	7/4/2013	7/7/2013
Labor Day	8/31/2013	9/2/2013
Thanksgiving Holiday	11/28/2013	12/1/2013
Christmas Break	12/21/2013	1/1/2014
Martin Luther King Day	1/20/2014	1/20/2014

58 Quarter Credit Hour Program
Total credits that may be attempted: 87 (150% of 58)

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1-12	2.0	NA	66.66%	NA
13-24	2.0	1.0	66.66%	NA
25-36	2.0	1.25	66.66%	50%
37-48	2.0	1.5	66.66%	65%
49-60	2.0	1.75	66.66%	65%
61-87	NA	2.0	NA	66.66%

76 Quarter Credit Hour Program.
Total credits that may be attempted: 115 (150% of 76).

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.25	66.66%	50%
49-64	2.0	1.5	66.66%	60%
65-72	2.0	1.75	66.66%	65%
73-114	N/A	2.0	N/A	66.66%

MA, MAA, DA, MIBC, ELEC, HVAC, M-F	ITSS M-F	MA, MAA, DA, MIBC, ELEC, HVAC, ITSS M-F	MA, MAA, DA, MIBC, ELEC, HVAC M-F	MA, MAA, DA, MIBC, ELEC, HVAC, M-F	ITSS M-F	ALL PROGRAMS SAT –SUN
(Early Morning)	(Early Morning)	(Mid-Morning)	(Afternoon)	(Evening)	(Evening)	
6:00 - 6:50	7:00 - 7:50	10:00-10:50	2:00-2:50	6:00 – 6:50	6:00 – 6:50	8:00 - 8:50
7:00 - 7:50	8:00 - 8:50	11:00-11:50	3:00-3:50	7:00-7:50	7:00 -7:50	9:00 - 9:50
8:00 - 8:50	9:00 - 9:50	12:00-12:50	4:00-4:50	8:00-8:50	8:00 - 8:50	10:00 - 10:50
9:00 - 9:50	10:00 -10:50	1:00-1:50	5:00-5:50	9:00-9:50	9:00 - 9:50	11:00-11:50
	10:50 – 11:50				10:00 -10:50	12:10-1:00
						1:10 - 2:00
						2:10 - 3:00
						3:10 - 4:00
						4:10 - 5:00

Breaks	Breaks	Breaks	Breaks	Breaks	Breaks	5:10 - 6:00 Breaks:
6:50 - 7:00	7:50 -8:00	10:50-11:00	2:50-3:00	6:50 - 7:00	6:50 - 7:00	8:50-9:00
7:50 - 8:00	8:50- 9:00	11:50-12:00	3:50-4:00	7:50 - 8:00	7:50 - 8:00	9:50-10:00
8:50 - 9:00	9:50 – 10:00	12:50-1:00	4:50-5:00	8:50 - 9:00	8:50 - 9:00	10:50-11:00
9:50 - 10:00	10:50 – 11:00	1:50 - 2:00	5:50 - 6:00	9:50 - 10:00	9:50 - 10:00	11:50 – 12:10
	11:50 – 12:00				10:50 – 11:00	1:00 – 1:10
						2:00 – 2:10
						3:00-3:10
						4:00-4:10
						5:00-5:10

■ **ADDENDUM, Effective November 12, 2012:** The following calendar has been removed for the Houston Greenspoint campus.

Information Technology Support Specialist Mod All Shifts 2012-2013	
Start Dates	**End Dates**
11/14/2012	12/14/2012
12/17/2012	1/24/2013
1/25/2013	2/22/2013
2/25/2013	3/22/2013
3/25/2013	4/22/2013
4/24/2013	5/21/2013
5/22/2013	6/19/2013
6/20/2013	7/19/2013
7/22/2013	8/16/2013
8/19/2013	9/16/2013
9/17/2013	10/14/2013
10/15/2013	11/11/2013
11/12/2013	12/12/2013
12/13/2013	1/24/2014

■ **ADDENDUM, Effective October 24, 2012:** The following calendars have been updated for the Austin campus.

Dental Assisting, Electrician Technician, Heating, Ventilation and Air Conditioning Mod All Shifts 2012-2013	
Start Dates	**End Dates**
10/30/2012	11/28/2012
11/29/2012	1/7/2013
1/9/2013	2/6/2013
2/7/2013	3/7/2013
3/11/2013	4/9/2013
4/11/2013	5/8/2013
5/9/2013	6/6/2013
6/10/2013	7/9/2013

Holidays/Student Breaks 2012 - 2013		
Holidays/Student Breaks	**Start Date**	**End Date**
Presidents Day	2/18/2013	2/18/2013

■ **ADDENDUM, Effective October 1, 2012.** The highlighted amount has been updated to the Tuition and Fees table.

Austin					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,393	$952	$18,345
Medical Administrative Assistant	33 Weeks	48	$15,496	$1,675	$17,171
Medical Assistant	33 Weeks	48	$15,720	$1,276	$16,996
Medical Insurance Billing and Coding	33 Weeks	48	$15,348	$2,168	$17,516
Heating, Ventilation and Air Conditioning	36 Weeks	55	$16,548	$1,892	$18,440
Electrical Technician	36 Weeks	59	$16,548	$2,389	$18,937
Effective for students starting October 1, 2012 or later					

Bissonnet					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Carpentry	36 Weeks	55	$17,003	$1,423	$18,426
Electrical Technician	36 Weeks	59	$16,987	$2,463	$19,450
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,697	$18,395
Medical Assistant	33 Weeks	48	$17,023	$1,558	$18,581
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,190	$18,784
Plumbing Technology	36 Weeks	56	$17,004	$2,076	$19,080
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,004	$1,984	$18, 988
Effective for students starting October 1, 2012 or later					

Greenspoint					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$973	$18,499
Medical Assistant	33 Weeks	48	$17,023	$1,558	$18,581
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,697	$18,395
Effective for students starting October 1, 2012 or later					

Hobby					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$971	$18,497
Medical Assistant	33 Weeks	48	$17,023	$1,501	$18,524
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,189	$18,783
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,627	$18,325
Effective for students starting October 1, 2012 or later					

San Antonio					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Administrative Assistant	33 Weeks	48	$16,229	$1,626	$17,855

Medical Assistant	33 Weeks	48	$16,291	$1,500	$17,791
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,312	$1,900	$19,212
Effective for students starting October 1, 2012 or later					

■ **ADDENDUM, Effective October 1, 2012.** The following sentence has been added to the end of each course description, except for the Externship course, for these programs: Dental Assistant, Electrical Technician, Heating Ventilation and Air Conditioning, Medical Administrative Assistant, Medical Insurance Billing and Coding and Plumbing Technology.

- "Out-of-class activities will be assigned and assessed as part of this module."

■ **ADDENDUM, Effective October 1, 2012:** The Externship Training language on p. 11 of the catalog has been revised.

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

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

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

■ **ADDENDUM, Effective August 29, 2012:** The following dates has been updated for the Houston Hobby campus:

Medical Assistant & Medical Insurance Billing and Coding Mod Morning 2012	
Start Dates	**End Dates**
8/30/2012	9/27/2012
9/28/2012	10/25/2012
10/29/2012	11/28/2012

Holiday/Student Break 2012-2013	
Labor Day Weekend	September 1-3, 2012
Student Break	September 28 – 30, 2012
Student Break	October 26 – 28, 2012
Thanksgiving Holiday	November 21 – 25, 2012
Student Break	November 29 – December 17, 2012

■ **ADDENDUM, Effective August 29, 2012:** The following dates has been updated for the Austin campus:

Medical Assistant Mod Morning 2012	
Start Dates	**End Dates**
8/30/2012	9/27/2012

Holiday 2012-2013	
Labor Day Weekend	September 1-3, 2012

■ **ADDENDUM, Effective August 23, 2012:** The Attendance Policy on p. 9 of the catalog has been updated.

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

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Tardies and leave earlies are recorded in minutes and are calculated as equivalent absences. Students who have been absent from all of their scheduled classes for 14 consecutive calendar days OR in excess of 10 consecutive scheduled school days (whichever is earlier) will be dropped from the training program.

Students who miss 15% of the total program hours will be advised that they are at risk of being dropped from the program. Students who miss an excess of 20% of the total program hours will be advised that they will be dropped from the program. Students who have been dropped from the program may apply for reentry. The school is not required to withdraw a student based on lack of attendance if a refund would not be due.

ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT

In Texas, student attendance is monitored on the basis of the percentage of classes missed as a percentage of the total program hours. The student's minutes of attendance in each class are recorded and retained as part of the student record. Whether a student must be dismissed for an attendance violation depends on whether a refund is due. Should a student's absences exceed 20% of the hours in the program, the student shall be dismissed, unless the student is in the last quarter/module of the program and no refund is due.

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.

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").

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 is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks OR in excess of 10 consecutive scheduled school days (whichever is earlier), 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).

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
Exceeds 20% of the total program hours missed	Dismissed from the program

RE-ENTRY

For any students who apply for reentry, the following rule shall apply:

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

■ **ADDENDUM, Effective July 16, 2012:** The following highlighted dates have been updated for the Houston Greenspoint campus:

Weekend Holidays/Break Schedule 2011 - 2013	
Thanksgiving Break	November 23-27, 2011
Winter Break	December 24, 2011 – January 1, 2012
Spring Break	April 7-8, 2012
Memorial Break	May 26-27, 2012
Thanksgiving	November 24-25, 2012
Winter Break	December 23, 2012- Jan 02, 2013
Easter Break	March 30-31, 2013
Memorial Day	May 25-26, 2013
Independence Day	July 6-7, 2013
Thanksgiving Break	November 30 – December 1, 2013
Winter Break	December 28-29, 2013

■ **ADDENDUM, Effective June 27, 2012:** The following dates has been updated for the Houston (Hobby) campus:

Dental Assistant, Medical Assistant, Medical Administrative Assistant, Medical Insurance Billing and Coding Mod All Shifts 2012-2013	
Start Dates	**End Dates**
6/26/2012	7/24/2012
7/25/2012	8/21/2012
8/22/2012	9/19/2012
9/20/2012	10/17/2012
10/18/2012	11/14/2012
11/15/2012	12/17/2012
12/18/2012	1/24/2013
1/28/2013	2/25/2013
2/26/2013	3/25/2013
3/26/2013	4/23/2013
4/24/2013	5/21/2013
5/22/2013	6/19/2013
6/20/2013	7/19/2013

Holiday 2012-2013	
Independence Day	July 4, 2012
Labor Day Weekend	September 1-3, 2012
Thanksgiving Holiday	November 21-25, 2012
Christmas Break	December 22, 2012- January 2, 2013
Martin Luther King Day	January 19-21, 2013
Presidents Day	February 26-18, 2013
Good Friday	March 29-31, 2013
Memorial Day	May 25-27, 2013
Independence Day	July 4-7, 2013

■ **ADDENDUM, Effective June 08, 2012:** The following calendars have been updated for the Houston (Bissonnet) campus:

Electrical Technician, Medical Assistant, Medical Insurance Billing and Coding, and Heating Ventilation and Air- Conditioning Weekend Schedule 2013-2013	
Start Dates	**End Dates**
12/1/2012	1/6/2013
1/12/2013	2/3/2013
2/9/2013	3/3/2013
3/9/2013	3/31/2013
4/6/2013	4/28/2013
5/4/2013	5/26/2013

Medical Assistant, Medical Administrative Assistant, Medical Insurance Billing and Coding Mod Morning & Mod Afternoon, Night 2013-2013	
Start Dates	**End Dates**
12/19/2012	1/28/2013
1/29/2013	2/26/2013
2/27/2013	3/26/2013
3/28/2013	4/24/2013
4/25/2013	5/22/2013
5/28/2013	6/24/2013

6/1/2013	6/23/2013
7/6/2013	7/28/2013
8/3/2013	8/25/2013
9/7/2013	9/29/2013
10/5/2013	10/27/2013
11/2/2013	11/24/2013

6/26/2013	7/24/2013
7/29/2013	8/23/2013
8/26/2013	9/23/2013
9/25/2013	10/22/2013
10/24/2013	11/21/2013
11/25/2013	1/6/2014

Carpentry, Plumbing, Electrical & Heating, Ventilation and Air Conditioning Mod Morning & Mod Afternoon, Night 2013-2013	
Start Dates	End Dates
12/19/2012	1/28/2013
1/29/2013	2/26/2013
2/27/2013	3/26/2013
3/28/2013	4/24/2013
4/25/2013	5/22/2013
5/28/2013	6/24/2013
6/26/2013	7/24/2013
7/29/2013	8/22/2013
8/26/2013	9/23/2013
9/25/2013	10/22/2013
10/24/2013	11/20/2013
11/25/2013	1/6/2014

Weekday Holidays/Break Schedule 2011- 2013	
Winter Break	December 22, 2012 – January 2, 2013
MLK Holiday	January 21, 2013
President's Day	February 18, 2013
Memorial Day	May 27, 2013
*Student Break	June 29-30, 2013
Independence Day	July 4, 2013
Labor Day	August 31,2012 – September 2, 2013
Thanksgiving Break	November 28- December 1, 2013
Winter Break	December 23, 2013 – January 3, 2014
*For weekend courses only	

■ **ADDENDUM, Effective August 24, 2012:** Effective July 1, 2012, the school will stop enrolling new Ability to Benefit (ATB) students and all new students must have attained a high school diploma or equivalent for admission. The limited circumstances under which a continuing ATB student may establish eligibility on or after July 1, 2012 are outlined in the grandfathering policy below. Students wishing to establish eligibility may be required to submit documentation evidencing continuing ATB eligibility under the grandfathering provisions. This policy is applicable to all campuses except Bissonnet.

<u>ATB Grandfathering Policy</u>
    Students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:
1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student attained a passing score on an independently administered Department of Education (DOE) approved ATB test subject to the limitations set forth below.

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

<u>Ability to Benefit Passing Test Scores</u>
    ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

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

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

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

Ability to Benefit Advising

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

■ **ADDENDUM, Effective July 1, 2012:** The following tuition and fee tables are updated for the campuses:

AUSTIN

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,393	$952	$18,345
Medical Administrative Assistant	33 Weeks	48	$15,496	$1,574	$17,070
Medical Assistant	33 Weeks	48	$15,720	$1,276	$16,996
Medical Insurance Billing and Coding	33 Weeks	48	$15,348	$2,068	$17,416
Heating, Ventilation and Air Conditioning	36 Weeks	55	$16,548	$1,892	$18,440
Electrical Technician	36 Weeks	59	$16,548	$2,389	$18,937
Effective for students starting July 1, 2012 or later					

BISSONNET

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Carpentry	36 Weeks	55	$17,003	$1,423	$18,426
Electrical Technician	36 Weeks	59	$16,987	$2,463	$19,450
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,595	$18,293
Medical Assistant	33 Weeks	48	$17,023	$1,558	$18,581
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,088	$18,682
Plumbing Technology	36 Weeks	56	$17,004	$2,076	$19,080
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,004	$1,984	$18, 988
Effective for students starting July 1, 2012 or later					

GREENSPOINT

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$973	$18,499
Medical Assistant	33 Weeks	48	$17,023	$1,558	$18,581
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,595	$18,293
Effective for students starting July 1, 2012 or later					

HOBBY

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$971	$18,497
Medical Assistant	33 Weeks	48	$17,023	$1,501	$18,524
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,088	$18,682
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,526	$18,224
Effective for students starting July 1, 2012 or later					

SAN ANTONIO

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Administrative Assistant	33 Weeks	48	$16,229	$1,525	$17,754
Medical Assistant	33 Weeks	48	$16,291	$1,500	$17,791
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,312	$1,900	$19,212
Effective for students starting July 1, 2012 or later					

■ **ADDENDUM, Effective July 1, 2012:** Everest will stop enrolling new Ability to Benefit (ATB) students. The limited circumstances under which an ATB student, who first applied, enrolled and attended by June 30, 2012, may establish eligibility for re-entry on or after July 1, 2012 are outlined in the policy below. No ATB students are eligible to re-enter, under any circumstances, past December 28, 2012.

Ability to Benefit Students Enrolling and Attending by June 30, 2012

Effective for students who first apply, enroll and attend a program of study by June 30, 2012, federal regulations allow individuals who do not possess a high school diploma or its recognized equivalent, and home school students who do not meet certain criteria, to attend post-secondary institutions and qualify for federal financial assistance. Such students must demonstrate an ability to benefit by achieving a minimum passing score on an ATB test. An ATB student applying for admission, enrolling and attending by June 30, 2012, may be conditioning accepted prior to the receipt of an official score report. However, a student's financial aid package may not be submitted and attendance may not be posted until the receipt of an official score report indicating a passing score.

Ability to Benefit Passing Test Scores

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

ATB Test	CPAt	COMPASS	ASSET	Wonderlic
Required Passing scores:	Language: 45 Reading: 45 Numerical: 43	Reading: 65 Writing: 35 Numerical: 27	Reading: 36 Writing: 35 Numerical: 36	Verbal: 205 Quantitative: 215

Re-Entry of ATB Students On or After July 1, 2012

An ATB student, who had applied for, enrolled and attended his or her program of study and had subsequently dropped, is eligible to re-enter within 180 calendar days of his or her Date of Determination (DOD) if all of the following conditions are met:
- The ATB student must have attended his or her program of study by June 30, 2012 in order to be eligible for Title IV funds for the 2012-2013 award year;
- The ATB student must have been packaged and his or her Pell grant and/or any loans originated prior to the student's Date of Determination; and
- An ATB student who requires funding for the 2012-2013 award year must complete both the 2011/2012 and 2012/2013 FAFSA. The 2011/2012 FAFSA must be completed by June 30, 2012.

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

Note: ATB students are not eligible to re-enter under any circumstances past December 28, 2012 when 180 calendar days from July 1, 2012 would have passed. This includes ATB students attempting a first time re-entry and subsequent re-entry attempts of ATB students who had a qualifying re-entry after July 1, 2012 but subsequently dropped.

<u>Ability to Benefit Advising</u>
The school has a regulatory obligation to provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation periods (i.e. term, module, phase, level, or quarter).

■ **ADDENDUM, Effective June 15, 2012:** The Byer's Right to Cancel section has been updated on p. 13 of the catalog.

BUYER'S RIGHT TO CANCEL
The applicant's signature on this Enrollment Agreement (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.

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days.

Applicants who have not visited The School prior to enrollment may also cancel within three business days following The School's regularly scheduled orientation procedures or a tour of The School's facilities and inspection of equipment, where training and services are provided, and receive a full refund. The School is required to provide a tour on or before the first scheduled class day.

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 states that the student no longer wishes to be bound by the Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

■ **ADDENDUM, Effective June 15, 2012:** The Texas Refund Policy has been updated on pages 15-16 of the catalog.

TEXAS REFUND POLICY (TEXAS EDUC. CODE §§ 132.061-132.0611)
1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
   (a)   The last day of attendance, if the student is terminated by the school;
   (b)   The date of receipt of written notice from the student; or
   (c)   Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of

termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
    (a)   An enrollee is not accepted by the school;
    (b)   If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
    (c)   If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**
    A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
    (a)   if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
    (b)   a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
    (c)   the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
            (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
            (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

■ **ADDENDUM, Effective June 1, 2012:** The following policy under the Satisfactory Academic Progress section has been updated on pages 6-8 of the catalog.

ACADEMIC AND FINANCIAL AID WARNING

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

NOTIFICATION OF FINANCIAL AID WARNING

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students not meeting SAP and with a previous SAP Met or SAP Advising status. The following timelines apply to all students receiving an FA Warning:

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

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

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

ACADEMIC AND FINANCIAL AID PROBATION

When students fall below the required academic progress standards (CGPA and/or ROP) for their program for two consecutive evaluation periods, students shall receive written notification that they will be withdrawn unless they successfully appeal by written request within the timeframe stated in the Student Academic Appeals Policy. If a student's appeal is approved, the student will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

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

NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

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

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

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

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

DISMISSAL

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

RETAKING PASSED COURSEWORK

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

RETAKING FAILED COURSEWORK

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

■ **ADDENDUM, Effective April 1, 2012:** The following tuition and fee tables are updated for the campuses:

AUSTIN

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,393	$912	$18,305
Medical Administrative Assistant	33 Weeks	48	$15,496	$1,500	$16,996
Medical Assistant	33 Weeks	48	$15,720	$1,230	$16,950
Medical Insurance Billing and Coding	33 Weeks	48	$15,348	$1,991	$17,339
Heating, Ventilation and Air Conditioning	36 Weeks	55	$16,548	$1,921	$18,469
Electrical Technician	36 Weeks	59	$16,548	$2,360	$18,908
Effective for students starting April 1, 2012 or later					

BISSONNET

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Carpentry	36 Weeks	55	$17,003	$1,365	$18,368
Electrical Technician	36 Weeks	59	$16,987	$2,433	$19,420
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,521	$18,219
Medical Assistant	33 Weeks	48	$17,023	$1,512	$18,535
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,012	$18,606
Plumbing Technology	36 Weeks	56	$17,004	$2,018	$19,022
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,004	$2,013	$19,017
Effective for students starting April 1, 2012 or later					

GREENSPOINT

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$933	$18,459
Medical Assistant	33 Weeks	48	$17,023	$1,512	$18,535
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,521	$18,219
Effective for students starting April 1, 2012 or later					

HOBBY

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$930	$18,456
Medical Assistant	33 Weeks	48	$17,023	$1,456	$18,479
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,012	$18,606
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,452	$18,150
Effective for students starting April 1, 2012 or later					

SAN ANTONIO

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Administrative Assistant	33 Weeks	48	$16,229	$1,450	$17,679
Medical Assistant	33 Weeks	48	$16,291	$1,454	$17,745
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,312	$1,929	$19,241
Effective for students starting April 1, 2012 or later					

■ **ADDENDUM, Effective February 24, 2012:** The following dates have been updated and/or dates deleted for the Houston (Bissonnet) campus:

Electrical Technician, Medical Assistant, Medical Insurance Billing and Coding, and Heating Ventilation and Air- Conditioning Weekend Schedule 2011-2012	
Start Dates	End Dates
02/04/12	02/26/12
3/10/12	04/01/12
04/07/12	04/29/12
05/05/12	05/27/12
06/02/12	06/24/12
06/30/12	07/22/12
07/28/12	08/19/12
08/25/12	09/23/12
09/29/12	10/21/12
10/27/12	11/18/12
12/01/12	01/06/13

Weekday Holidays/Break Schedule 2011- 2013	
Thanksgiving	November 23-27, 2011
Winter Break	December 22, 2011 – January 2, 2012
Martin Luther King Day	January 16, 2012
Presidents Day	February 20, 2012
Spring Break	March 15-16, 2012
Good Friday	April 6, 2012
Memorial Day	May 28, 2012
Independence Day	July 4-6, 2012
Labor Day	September 3, 2012
Mod Break	October 16, 2012
Thanksgiving	November 21-23, 2012
Winter Break	December 22, 2012 – January 2, 2013
MLK Holiday	January 21, 2013
President's Day	February 18, 2013
Good Friday	March 29, 2013
Memorial Day	May 27, 2013
Independence Day	July 4-5, 2013
Labor Day	September 2, 2013
Thanksgiving Break	November 27-29, 2013
Winter Break	December 23, 2013 – January 3, 2014

■ **ADDENDUM, Effective February 16, 2012:** The San Antonio campus is no longer offering the Medical Insurance Billing and Coding program.

■ **ADDENDUM, Effective February 15, 2012:** The Operating Hours for the Austin campus have been updated.

ALL PROGRAMS M-F	MA M-F	ALL PROGRAMS M-F	ALL PROGRAMS M-F	ALL PROGRAMS M-F	All Programs SAT -SUN
					8:00 - 8:50
(Early Morning)	(Morning)	(Mid-Morning)	(Afternoon)	(Evening)	9:00 - 9:50
6:00 - 6:50	8:00 - 8:50	10:00-10:50	2:00 - 2:50	6:00 - 6:50	10:00 - 10:50
7:00 - 7:50	9:00 - 9:50	11:00 - 11:50	3:00 - 3:50	7:00 - 7:50	11:00-11:50
8:10 - 9:00	10:10 - 11:00	12:10 - 1:00	4:10 - 5:00	8:10 - 9:00	12:10-1:00
9:10 - 10:00	11:10 - 12:00	1:10 - 2:00	5:10 - 6:00	9:10 - 10:00	1:10 - 2:00
					2:10 - 3:00
					3:10 - 4:00
					4:10 - 5:00
					5:10 - 6:00
Breaks	Breaks	Breaks	Breaks	Breaks	Breaks:
6:50 - 7:00	8:50 -9:00	10:50 - 11:00	2:50 - 3:00	6:50 - 7:00	8:50-9:00
7:50 - 8:10	9:50 -10:10	11:50 - 12:10	3:50 - 4:10	7:50 - 8:10	9:50-10:00
9:00 - 9:10	11:00 - 11:10	1:00 - 1:10	5:00 - 5:10	9:00 - 9:10	10:50-11:00
					11:50 – 12:10
					1:00 – 1:10
					2:00 – 2:10
					3:00-3:10
					4:00-4:10
					5:00-5:10

■ **ADDENDUM, Effective February 15, 2012:** The following dates have been updated for the San Antonio campus. Refer to the 2011-2013 catalog for the full calendar.

Weekday Holidays/Breaks 2012-2013	
Presidents Day	February 20, 2012
Memorial Day	May 28, 2012
Labor Day	September 3, 2012
Thanksgiving Holiday	November 22-23, 2012

■ **ADDENDUM, Effective January 31, 2012:** The Operating Hours for the Hobby campus have been updated.

Office	
8:00AM to 7:00PM	Monday through Thursday
8:00AM to 5:00PM	Friday
9:00AM to 1:00PM	Saturday

■ **ADDENDUM, Effective December 22, 2011:** The Approvals and Membership section on page 2 is added for the Houston (Bissonnet) and Houston (Greenspoint) campuses:

- The Medical Assistant diploma program is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, 703.917.9503 (Bissonnet and Greenspoint).

■ **ADDENDUM, Effective December 1, 2011:** The following dates have been updated for the Austin campus.

Dental Assistant, Electrical Technician, Heating Ventilation and Air Conditioning, Medical Administrative Assistant, Medical Assistant, Medical Insurance, Billing and Coding Weekday Schedule 2012-2014	
Start Dates	End Dates
02/24/12	03/23/12
03/26/12	04/20/12
04/23/12	05/18/12
05/21/12	06/18/12
06/20/12	07/20/12
07/23/12	08/17/12
08/20/12	09/17/12
09/19/12	10/16/12
10/18/12	11/14/12
11/15/12	12/14/12
12/17/12	1/24/13
1/25/13	2/22/13
2/25/13	3/26/13
3/27/13	4/23/13
4/25/13	5/22/13
5/23/13	6/20/13
6/21/13	7/22/13
7/23/13	8/19/13
8/21/13	9/18/13
9/20/13	10/17/13
10/21/13	11/15/13
11/18/13	12/17/13
12/18/13	1/27/14

Dental Assistant, Electrical Technician, Heating Ventilation and Air Conditioning, Medical Administrative Assistant, Medical Assistant, Medical Insurance, Billing and Coding Weekend Schedule 2012-2014	
Start Dates	End Dates
02/18/12	03/11/12
03/17/12	04/15/12
04/21/12	05/13/12
05/19/12	06/17/12
06/23/12	07/15/12
07/21/12	08/12/12
08/18/12	09/16/12
09/22/12	10/14/12
10/20/12	11/11/12
11/17/12	12/16/12
1/5/13	1/27/13
2/2/13	2/24/13
3/2/13	3/24/13
4/6/13	4/28/13
5/4/13	6/2/13
6/8/13	6/30/13
7/13/13	8/4/13
8/10/13	9/8/13
9/14/13	10/06/13
10/12/13	11/03/13
11/9/13	12/8/13
12/14/13	1/19/14

Student Holidays/Breaks 2011-2013	
Spring Break	March 16, 2012
Easter Weekend	April 7-8, 2012
Memorial Day	May 26-28, 2012
Independence day	July 4-6, 2012
Labor Day	September 1, 2, 3, 2012
Thanksgiving	November 22-25, 2012
Winter Break	December 22, 2012 – January 2, 2013
Martin Luther King Day	January 21, 2013
President's Day	February 18, 2013
Spring Break	March 14-15, 2013
Easter Weekend	March 30-31, 2013
Memorial Day	May 25-27, 2013
Independence day	July 4-7, 2013
Labor Day	August 31 & September 1- 2, 2013
Thanksgiving	November 28-Dec 1, 2013
Winter Break	December 21, 2013 – January 1, 2014
Martin Luther King Day	January 20, 2014

■ **ADDENDUM, Effective March 21, 2012:** The Medical Insurance Billing and Coding Practicum course code has been changed from MIBP to MIBPC for the Austin, Bissonnet, and Hobby Campuses.

■ **ADDENDUM, Effective March 21, 2012:** The following highlighted course codes for the Electrician Technician program have been updated for the Austin and Bissonnet Campuses.

EEV 1031 Electrical Theory	8 Credit Hours

This course introduces students to fundamentals of electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0. Other hours: 0.

EEV 1271 Transformer Principles and Test Equipment	6 Credit Hours

Students will learn about meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: **EEV 1031**. Lecture hours: 40. Lab hours: 40

EEV 1208 Power Distribution	7 Credit Hours

Students will learn about hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV 1176. Lecture hours: 60. Lab hours: 20.

EEV 2193 Hazardous Locations & Renewable Energy	7 Credit Hours

Students will learn about power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, rigging, and renewable energy. Prerequisite: EEV 1174. Lecture hours: 60. Lab hours: 20.

EEV 2034 Motor Concepts	7 Credit Hours

Students will learn National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: EEV 1271. Lecture hours: 60. Lab hours: 20.

Blackwell, Anthony

From:	Ruiz, Guillermo
Sent:	Friday, January 18, 2013 12:11 PM
To:	Blackwell, Anthony
Subject:	she is a graduate from our school, needs refresher training, please call.

CampusVue Student - CampusVue Production

File   Find   View   Lists   Daily   Reports   Window   Setup   Help

Recent Students | Leya, Rose - 1328952679

Contact Manager

Current LDA: Expected Start: Graduation Date: Lead Date: 1/15/2013   Orientation: Program Version:

- Student
- Activities
- Student Groups
- Documents
- Addresses
- Agency Affiliations
- Transcript Request
- Contact Method
- Advisors
- FERPA

Student Master - Leya, Rose

Field	Value
Title	
Last Name	Leya
First Name	Rose
Middle Name	
Suffix	
Nickname	
Maiden Name	
Address	456 E Edmonds ST
City	SAN ANTONIO TX 78214
Country	UNITED STATES ☐ Bad Addres
Telephone	(210)429-0890 ☐ Bad Phone
Work Phone	Ext.
Other Phone	County
Mobile Phone	Gender Female
e-Mail	cyrusjadazra@yahoo.com
Other e-Mail	
SSN/ENR	Military No
Date of Birth	Disabled Unspecified
Marital Status	Nationality
Hispanic/Latino	Ethnic Group
Citizen	Unknown Alien #
Driv. Lic State	DL #

E-Mail   SMS

1

Guillermo Ruiz
Admissions Representative
Everest Institute | 6550 First Park Ten Blvd | San Antonio, Texas 78213
Phone: (210) 732-7800 Ext # 309
Email: gruiz1@cci.edu| www.everest.edu

"You cannot score without a goal"- unknown

Everest Institute
Austin, Houston Bissonnet, Houston Greenspoint, Houston Hobby and San Antonio Campuses
2011-2013 catalog, revision date 07/11/12
Addenda

■ **ADDENDUM effective July 1, 2012**: The following tuition and fee tables are updated for the campuses:

AUSTIN

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,393	$952	$18,345
Medical Administrative Assistant	33 Weeks	48	$15,496	$1,574	$17,070
Medical Assistant	33 Weeks	48	$15,720	$1,276	$16,996
Medical Insurance Billing and Coding	33 Weeks	48	$15,348	$2,068	$17,416
Heating, Ventilation and Air Conditioning	36 Weeks	55	$16,548	$1,892	$18,440
Electrical Technician	36 Weeks	59	$16,548	$2,389	$18,937
Effective for students starting July 1, 2012 or later					

BISSONNET

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Carpentry	36 Weeks	55	$17,003	$1,423	$18,426
Electrical Technician	36 Weeks	59	$16,987	$2,463	$19,450
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,595	$18,293
Medical Assistant	33 Weeks	48	$17,023	$1,558	$18,581
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,088	$18,682
Plumbing Technology	36 Weeks	56	$17,004	$2,076	$19,080
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,004	$1,984	$18, 988
Effective for students starting July 1, 2012 or later					

GREENSPOINT

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$973	$18,499
Medical Assistant	33 Weeks	48	$17,023	$1,558	$18,581
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,595	$18,293
Effective for students starting July 1, 2012 or later					

HOBBY

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$971	$18,497
Medical Assistant	33 Weeks	48	$17,023	$1,501	$18,524
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,088	$18,682
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,526	$18,224
Effective for students starting July 1, 2012 or later					

SAN ANTONIO

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Administrative Assistant	33 Weeks	48	$16,229	$1,525	$17,754
Medical Assistant	33 Weeks	48	$16,291	$1,500	$17,791
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,312	$1,900	$19,212
Effective for students starting July 1, 2012 or later					

■ **ADDENDUM effective July 1, 2012:** Everest will stop enrolling new Ability to Benefit (ATB) students. The limited circumstances under which an ATB student, who first applied, enrolled and attended by June 30, 2012, may establish eligibility for re-entry on or after July 1, 2012 are outlined in the policy below. No ATB students are eligible to re-enter, under any circumstances, past December 28, 2012.

Ability to Benefit Students Enrolling and Attending by June 30, 2012

Effective for students who first apply, enroll and attend a program of study by June 30, 2012, federal regulations allow individuals who do not possess a high school diploma or its recognized equivalent, and home school students who do not meet certain criteria, to attend post-secondary institutions and qualify for federal financial assistance. Such students must demonstrate an ability to benefit by achieving a minimum passing score on an ATB test. An ATB student applying for admission, enrolling and attending by June 30, 2012, may be conditioning accepted prior to the receipt of an official score report. However, a student's financial aid package may not be submitted and attendance may not be posted until the receipt of an official score report indicating a passing score.

Ability to Benefit Passing Test Scores

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

ATB Test	CPAt	COMPASS	ASSET	Wonderlic
Required Passing scores:	Language: 45 Reading: 45 Numerical: 43	Reading: 65 Writing: 35 Numerical: 27	Reading: 36 Writing: 35 Numerical: 36	Verbal: 205 Quantitative: 215

Re-Entry of ATB Students On or After July 1, 2012

An ATB student, who had applied for, enrolled and attended his or her program of study and had subsequently dropped, is eligible to re-enter within 180 calendar days of his or her Date of Determination (DOD) if all of the following conditions are met:
- The ATB student must have attended his or her program of study by June 30, 2012 in order to be eligible for Title IV funds for the 2012-2013 award year;
- The ATB student must have been packaged and his or her Pell grant and/or any loans originated prior to the student's Date of Determination; and
- An ATB student who requires funding for the 2012-2013 award year must complete both the 2011/2012 and 2012/2013 FAFSA. The 2011/2012 FAFSA must be completed by June 30, 2012.

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

Note: ATB students are not eligible to re-enter under any circumstances past December 28, 2012 when 180 calendar days from July 1, 2012 would have passed. This includes ATB students attempting a first time re-entry and subsequent re-entry attempts of ATB students who had a qualifying re-entry after July 1, 2012 but subsequently dropped.

<u>Ability to Benefit Advising</u>
The school has a regulatory obligation to provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation periods (i.e. term, module, phase, level, or quarter).

■ **ADDENDUM effective June 15, 2012:** The Byer's Right to Cancel section has been updated on p. 13 of the catalog.

BUYER'S RIGHT TO CANCEL
The applicant's signature on this Enrollment Agreement (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.

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days.

Applicants who have not visited The School prior to enrollment may also cancel within three business days following The School's regularly scheduled orientation procedures or a tour of The School's facilities and inspection of equipment, where training and services are provided, and receive a full refund. The School is required to provide a tour on or before the first scheduled class day.

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 states that the student no longer wishes to be bound by the Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

■ **ADDENDUM effective June 15, 2012:** The Texas Refund Policy has been updated on pages 15-16 of the catalog.

TEXAS REFUND POLICY (TEXAS EDUC. CODE §§ 132.061-132.0611)
1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) The last day of attendance, if the student is terminated by the school;
   (b) The date of receipt of written notice from the student; or
   (c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

Everest Institute
Austin, Houston Bissonnet, Houston Greenspoint,
Houston Hobby and San Antonio Campuses
2011-2013 catalog, revision date 07/11/12
Addenda

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) An enrollee is not accepted by the school;
   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.
A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
   (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
   (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
   (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
      (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
      (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

■ **ADDENDUM effective June 1, 2012:** The following policy under the Satisfactory Academic Progress section has been updated on pages 6-8 of the catalog.

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

NOTIFICATION OF FINANCIAL AID WARNING
The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students not meeting SAP and with a previous SAP Met or SAP Advising status. The following timelines apply to all students receiving an FA Warning:

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

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

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

ACADEMIC AND FINANCIAL AID PROBATION

When students fall below the required academic progress standards (CGPA and/or ROP) for their program for two consecutive evaluation periods, students shall receive written notification that they will be withdrawn unless they successfully appeal by written request within the timeframe stated in the Student Academic Appeals Policy. If a student's appeal is approved, the student will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

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

NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

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

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

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

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

DISMISSAL

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

RETAKING PASSED COURSEWORK

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

RETAKING FAILED COURSEWORK

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

■ **ADDENDUM effective April 1, 2012:** The following tuition and fee tables are updated for the campuses:

AUSTIN

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,393	$912	$18,305
Medical Administrative Assistant	33 Weeks	48	$15,496	$1,500	$16,996
Medical Assistant	33 Weeks	48	$15,720	$1,230	$16,950
Medical Insurance Billing and Coding	33 Weeks	48	$15,348	$1,991	$17,339
Heating, Ventilation and Air Conditioning	36 Weeks	55	$16,548	$1,921	$18,469
Electrical Technician	36 Weeks	59	$16,548	$2,360	$18,908
Effective for students starting April 1, 2012 or later					

BISSONNET

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Carpentry	36 Weeks	55	$17,003	$1,365	$18,368
Electrical Technician	36 Weeks	59	$16,987	$2,433	$19,420
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,521	$18,219
Medical Assistant	33 Weeks	48	$17,023	$1,512	$18,535
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,012	$18,606
Plumbing Technology	36 Weeks	56	$17,004	$2,018	$19,022
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,004	$2,013	$19,017
Effective for students starting April 1, 2012 or later					

GREENSPOINT

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$933	$18,459
Medical Assistant	33 Weeks	48	$17,023	$1,512	$18,535
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,521	$18,219
Effective for students starting April 1, 2012 or later					

HOBBY

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	33 Weeks	48	$17,526	$930	$18,456
Medical Assistant	33 Weeks	48	$17,023	$1,456	$18,479
Medical Insurance Billing and Coding	33 Weeks	48	$16,594	$2,012	$18,606
Medical Administrative Assistant	33 Weeks	48	$16,698	$1,452	$18,150
Effective for students starting April 1, 2012 or later					

SAN ANTONIO

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Administrative Assistant	33 Weeks	48	$16,229	$1,450	$17,679
Medical Assistant	33 Weeks	48	$16,291	$1,454	$17,745
Heating, Ventilation and Air Conditioning	36 Weeks	55	$17,312	$1,929	$19,241
Effective for students starting April 1, 2012 or later					

■ **ADDENDUM effective February 24, 2012:** The following dates have been updated and/or dates deleted for the Houston (Bissonnet) campus:

Electrical Technician, Medical Assistant, Medical Insurance Billing and Coding, and Heating Ventilation and Air- Conditioning Weekend Schedule 2011-2012	
Start Dates	**End Dates**
02/04/12	02/26/12
3/10/12	04/01/12
04/07/12	04/29/12
05/05/12	05/27/12
06/02/12	06/24/12
06/30/12	07/22/12
07/28/12	08/19/12
08/25/12	09/23/12
09/29/12	10/21/12
10/27/12	11/18/12
12/01/12	01/06/13

Weekday Holidays/Break Schedule 2011- 2013	
Thanksgiving	November 23-27, 2011
Winter Break	December 22, 2011 – January 2, 2012
Martin Luther King Day	January 16, 2012
Presidents Day	February 20, 2012
Spring Break	March 15-16, 2012
Good Friday	April 6, 2012
Memorial Day	May 28, 2012
Independence Day	July 4-6, 2012
Labor Day	September 3, 2012
Mod Break	October 16, 2012
Thanksgiving	November 21-23, 2012
Winter Break	December 22, 2012 – January 2, 2013
MLK Holiday	January 21, 2013
President's Day	February 18, 2013
Good Friday	March 29, 2013
Memorial Day	May 27, 2013
Independence Day	July 4-5, 2013
Labor Day	September 2, 2013
Thanksgiving Break	November 27-29, 2013
Winter Break	December 23, 2013 – January 3, 2014

■ **ADDENDUM effective February 16, 2012:** The San Antonio campus is no longer offering the Medical Insurance Billing and Coding program.

■ **ADDENDUM effective February 15, 2012:** The Operating Hours for the Austin campus have been updated.

ALL PROGRAMS M-F (Early Morning)	MA M-F (Morning)	ALL PROGRAMS M-F (Mid-Morning)	ALL PROGRAMS M-F (Afternoon)	ALL PROGRAMS M-F (Evening)	All Programs SAT -SUN
					8:00 - 8:50
					9:00 - 9:50
6:00 - 6:50	8:00 - 8:50	10:00-10:50	2:00 - 2:50	6:00 - 6:50	10:00 - 10:50
7:00 - 7:50	9:00 - 9:50	11:00 - 11:50	3:00 - 3:50	7:00 - 7:50	11:00-11:50
8:10 - 9:00	10:10 - 11:00	12:10 - 1:00	4:10 - 5:00	8:10 - 9:00	12:10-1:00
9:10 - 10:00	11:10 - 12:00	1:10 - 2:00	5:10 - 6:00	9:10 - 10:00	1:10 - 2:00
					2:10 - 3:00
					3:10 - 4:00
					4:10 - 5:00
					5:10 - 6:00
Breaks	Breaks	Breaks	Breaks	Breaks	Breaks:
6:50 - 7:00	8:50 -9:00	10:50 - 11:00	2:50 - 3:00	6:50 - 7:00	8:50-9:00
7:50 - 8:10	9:50 -10:10	11:50 - 12:10	3:50 - 4:10	7:50 - 8:10	9:50-10:00
9:00 - 9:10	11:00 - 11:10	1:00 - 1:10	5:00 - 5:10	9:00 - 9:10	10:50-11:00
					11:50 – 12:10
					1:00 – 1:10
					2:00 – 2:10
					3:00-3:10
					4:00-4:10
					5:00-5:10

■ **ADDENDUM effective February 15, 2012:** The following dates have been updated for the San Antonio campus. Refer to the 2011-2013 catalog for the full calendar.

Weekday Holidays/Breaks 2012-2013	
Presidents Day	February 20, 2012
Memorial Day	May 28, 2012
Labor Day	September 3, 2012
Thanksgiving Holiday	November 22-23, 2012

■ **ADDENDUM effective January 31, 2012:** The Operating Hours for the Hobby campus have been updated.

Office	
8:00AM to 7:00PM	Monday through Thursday
8:00AM to 5:00PM	Friday
9:00AM to 1:00PM	Saturday

■ **ADDENDUM effective December 22, 2011:** The Approvals and Membership section on page 2 is added for the Houston (Bissonnet) and Houston (Greenspoint) campuses:

- The Medical Assistant diploma program is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, 703.917.9503 (Bissonnet and Greenspoint).

■ **ADDENDUM effective December 1, 2011:** The following dates have been updated for the Austin campus.

Dental Assistant, Electrical Technician, Heating Ventilation and Air Conditioning, Medical Administrative Assistant, Medical Assistant, Medical Insurance, Billing and Coding Weekday Schedule 2012-2014	Dental Assistant, Electrical Technician, Heating Ventilation and Air Conditioning, Medical Administrative Assistant, Medical Assistant, Medical Insurance, Billing and Coding Weekend Schedule 2012-2014

Start Dates	End Dates
02/24/12	03/23/12
03/26/12	04/20/12
04/23/12	05/18/12
05/21/12	06/18/12
06/20/12	07/20/12
07/23/12	08/17/12
08/20/12	09/17/12
09/19/12	10/16/12
10/18/12	11/14/12
11/15/12	12/14/12
12/17/12	1/24/13
1/25/13	2/22/13
2/25/13	3/26/13
3/27/13	4/23/13
4/25/13	5/22/13
5/23/13	6/20/13
6/21/13	7/22/13
7/23/13	8/19/13
8/21/13	9/18/13
9/20/13	10/17/13
10/21/13	11/15/13
11/18/13	12/17/13
12/18/13	1/27/14

Start Dates	End Dates
02/18/12	03/11/12
03/17/12	04/15/12
04/21/12	05/13/12
05/19/12	06/17/12
06/23/12	07/15/12
07/21/12	08/12/12
08/18/12	09/16/12
09/22/12	10/14/12
10/20/12	11/11/12
11/17/12	12/16/12
1/5/13	1/27/13
2/2/13	2/24/13
3/2/13	3/24/13
4/6/13	4/28/13
5/4/13	6/2/13
6/8/13	6/30/13
7/13/13	8/4/13
8/10/13	9/8/13
9/14/13	10/06/13
10/12/13	11/03/13
11/9/13	12/8/13
12/14/13	1/19/14

Student Holidays/Breaks 2011-2013	
Spring Break	March 16, 2012
Easter Weekend	April 7-8, 2012
Memorial Day	May 26-28, 2012
Independence day	July 4-6, 2012
Labor Day	September 1, 2, 3, 2012
Thanksgiving	November 22-25, 2012
Winter Break	December 22, 2012 – January 2, 2013
Martin Luther King Day	January 21, 2013
President's Day	February 18, 2013
Spring Break	March 14-15, 2013
Easter Weekend	March 30-31, 2013
Memorial Day	May 25-27, 2013
Independence day	July 4-7, 2013
Labor Day	August 31 & September 1- 2, 2013
Thanksgiving	November 28-Dec 1, 2013
Winter Break	December 21, 2013 – January 1, 2014
Martin Luther King Day	January 20, 2014

■ **ADDENDUM, effective March 21, 2012:** The Medical Insurance Billing and Coding Practicum course code has been changed from MIBP to MIBPC for the Austin, Bissonnet, and Hobby Campuses.

■ **ADDENDUM effective March 21, 2012:** The following highlighted course codes for the Electrician Technician program have been updated for the Austin and Bissonnet Campuses.

EEV 1031 Electrical Theory   **8 Credit Hours**
This course introduces students to fundamentals of electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and

parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0. Other hours: 0.

EEV 1271 Transformer Principles and Test Equipment   **6 Credit Hours**
Students will learn about meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: **EEV 1031**. Lecture hours: 40. Lab hours: 40

EEV 1208 Power Distribution   **7 Credit Hours**
Students will learn about hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV 1176. Lecture hours: 60. Lab hours: 20.

EEV 2193 Hazardous Locations & Renewable Energy   **7 Credit Hours**
Students will learn about power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, rigging, and renewable energy. Prerequisite: EEV 1174. Lecture hours: 60. Lab hours: 20.

EEV 2034 Motor Concepts   **7 Credit Hours**
Students will learn National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: EEV 1271. Lecture hours: 60. Lab hours: 20.