Everest
COLLEGE

TEXAS CATALOG
2015 – 2017

www.Everest.edu

Everest College
300 Six Flags Drive, Suite 100
Arlington, Texas 76011
(817) 652-7790
(817) 649-6033 (fax)

Everest College
6080 North Central Expressway
Dallas, Texas 75206
(214) 234-4850
(214) 696-6208 (fax)

An Additional Location of Everest College
425 S.W. Washington Street
Portland, Oregon 97204
(503) 222-3225

Everest College
La Gran Plaza de Fort Worth
4200 South Freeway Ste. 1940
Fort Worth, TX 76115
(817) 566-7700
(817) 927-0409 (fax)

An Additional Location of Everest College
1815 Jet Wing Drive
Colorado Springs, CO 80916
(719) 638-6580

Volume I

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PRESIDENT'S MESSAGE

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

Obtaining a postsecondary education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of 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,

Nicole M. Smith

Nicole Smith, President

Chris Peters, President
Dallas Campus

Natalie Williams, President
Fort Worth South Campus
Sincerely,

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ABOUT EVEREST COLLEGE

ZENITH EDUCATION GROUP
Everest College is part of the Zenith Education Group, a nonprofit provider of career school training. Above all, we are driven to promote the long-term success of our graduates—measured in strong program completion and job placement rates. As the largest nonprofit career college system in America, we are working to help our students access the high-quality education necessary to enter into prosperous and fulfilling careers.

THE ZENITH COMMITMENT TO STUDENTS
At Zenith Education Group, we are committed to operating with integrity and complying with laws, regulations, accreditation standards, polices and our company values. Upholding these commitments is essential to fulfilling our mission to help students succeed in their pursuit of an educational experience that prepares them for the workforce.

We commit to:
- Tell the truth about
    - Educational program content
    - Instructor qualifications
    - Program enrollment requirements
    - Cost of education
    - Educational program financing options and obligations
    - Program completion rates
    - Verifiable and accessible job placement and salary information
    - Projected lifetime earnings versus the cost of the student's education
- Be transparent with our students, each other, our regulators and the public regarding our
    - Ethical standards
    - Commitment to students
    - Program objectives and outcomes
    - Marketing and student recruiting initiatives and materials
    - Ongoing support for students' educational goals
    - Accreditation and regulatory compliance
- Provide marketing and recruiting information and materials that are
    - Clearly written and understandable
    - Focused on the prospective student's career goals
    - Presented to suitable student prospects
    - Honest about the student's responsibilities that lead to completion and placement
    - Respectful of competing schools' programs
- Be innovative through
    - Fostering an environment that supports creative educational approaches in support of program objectives and outcomes
    - Engaging our students and faculty in creating "learning laboratories" to test dynamic career education concepts
    - Continually learning and improving upon our innovative approaches
    - Reinvesting materially in enhancing student programs
    - Providing the student an affordable education
- Develop transformative education models based on meaningful collaboration with
    - Students
    - Employees
    - Employers
    - Educators
    - Program Advisory Committees
    - Thought Leaders, Foundations and other Engaged Communities

MISSION
The mission of the College is to prepare students to enter, prosper in, and meet the needs of the employment community served. To accomplish this purpose, the College offers a variety of career-oriented instructional programs and academic counseling services. The College believes that preparing students for participation in the working community is an important mission and a service to society. The College is dedicated to the ideal that all students should have the opportunity to reach their full potential. The College 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;
- To provide career-long placement assistance.

SCHOOL HISTORY AND DESCRIPTION

EVEREST COLLEGE – ARLINGTON

The Arlington, Texas, campus of Everest College is conveniently located near the Six Flags, at the Division Street exit from U.S. Highway 360. The campus has over 51,500 square feet containing 22 classrooms, Medical Assistant laboratories, Electrical Technician and Heating, Ventilation and Air Conditioning (HVAC) laboratories, lecture rooms, administrative offices, student lounge, restrooms and a library containing computers, reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction. Equipment used for training includes: personal computers, Smart Boards, printers, and medical laboratory equipment such as autoclave, microscopes, manikins, sphygmomanometers, and EKG machines. Equipment for the Pharmacy Technician program also includes two Laminar Flo Hoods. Equipment for the HVAC program includes welding equipment, AC units and other materials used to teach the HVAC material. The Electrical Technician program includes wiring and pipe bending equipment.

Everest College was opened in Arlington, Texas, in June 2003, as an additional location of Everest Institute in Rochester, New York. In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

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 COLLEGE – DALLAS

The Dallas, Texas, campus of Everest College is conveniently located on the east frontage road of North Central Expressway. The campus has over 43,000 square feet containing 25 classrooms, medical assisting laboratories, lecture rooms, administrative offices, student lounge, restrooms and a library containing computers and reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction. Equipment used for training includes: personal computers, Smart Boards, printers, and medical laboratory equipment such as autoclave, microscopes, manikins, sphygmomanometers, and EKG machines.

Everest Institute was opened in Dallas, Texas, in January, 2003. The name of the institution was changed to Everest College in April 2003. Dallas campus is an additional location of Everest College in Portland, Oregon. In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

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 COLLEGE – FORT WORTH SOUTH

The Fort Worth South campus of Everest College is located at La Gran Plaza de Fort Worth at 4200 South Freeway, Suite 1940 in Fort Worth, Texas. The facility has 39,271 square feet containing classrooms, administrative offices, student lounge, restrooms and a resource center containing computers and reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Everest College was opened in Fort Worth, Texas, in May 2010 as an additional location of Everest College in Colorado Springs, Colorado. In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

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.

INSTITUTIONAL ACCREDITATION

Everest College is accredited by the Accrediting Council for Independent Colleges and Schools to award academic associates degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780 (http://www.acics.org).

APPROVALS AND MEMBERSHIPS

- Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas
- Received Certificates of Authorization to grant degrees from the Texas Higher Education Coordinating Board, Austin, Texas
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code
- Approved and regulated by the Department of Homeland Security to accept international students (Fort Worth)
- 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 (Arlington).
- The Pharmacy Technician program at the Arlington (Mid-Cities) campus is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 657-3000, www.ashp.org.
- The school is voluntarily withdrawing the ABHES accreditation for its Medical Assistant Program.
- Member, Career Colleges and Schools of Texas

The College 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

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language.

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

PHARMACY TECHNICIAN PROGRAM (ARLINGTON CAMPUS ONLY)

All applicants for the Pharmacy Technician program must have be a High School graduate or have a GED; must reach 18 years of age on or prior to the expected date of graduation; and students must meet with the Program Director during their first module. In addition, all applicants will be required to complete a student disclosure form and undergo a background check appropriate for a license in the field which includes fingerprinting. Pharmacy Technician students will also need to meet the Texas State Board of Pharmacy requirements in order to work as a pharmacy technician following graduation.

As a service to better support our graduates, Everest College will assume the cost of the application ($47) and the fingerprinting fee ($42) for students to register as a pharmacy technician trainee.

Students are encouraged to seek registration or licensure as required by State Law. Failure to comply will result in being determined ineligible from the process, which will have a negative impact on career placement assistance and employment eligibility.

Texas Registration/Certification Requirements
- Graduates from the Pharmacy Technician program are required to register with the Texas State Board of Pharmacy as a pharmacy technician trainee. As a service to better support our graduates, Everest College will assume the cost of the application ($47) and the fingerprinting fee ($42).
- Within two years of obtaining the pharmacy technician trainee license, graduates are required to register with the Texas State Board of Pharmacy as a pharmacy technician.
  - Registration Fee: $80-82 depending on applicant birth month. Please contact the Texas State Board of Pharmacy at (512) 305-8000 to confirm payment amount.
  - Fingerprinting Fee: $42 unless previous fingerprinting fee was submitted
  - National Examination Fee through the Pharmacy Technician Certification Board: $129

NURSING, ASSOCIATE OF APPLIED SCIENCE PROGRAM (FORT WORTH SOUTH ONLY)

ADMISSIONS REQUIREMENTS
   a. High School graduate or have a GED.
   b. Attend a Nursing Information Session.
   c. Pass the Wonderlic entrance test with a 290 or greater on the verbal and math sections.
   d. Pass the HESI A2 entrance test with a 75% or better on the four required sections of Math, Reading, Vocabulary and Grammar.
   e. Pass the Written Essay on selected topic. Essay will be graded.
   f. Complete a personal interview with the Campus Nursing Director or designee.
   g. Complete and Pass a level II criminal background check that which includes fingerprinting-must meet all criteria of this level II background check.
   h. Complete and pass a drug screening which shows no evidence of illegal drug usage.

RANKING/SELECTION OF STUDENTS
   All candidates must submit one of the following:
   1. Official high school transcript that reflects graduation from a US high school.
   2. Transcript from a foreign high school which has been translated, evaluated and notarized.
   3. Official GED.

ADDITIONAL INFORMATION AND EXPLANATIONS OF ABOVE
   1. **HESI Admission Assessment (A^2) TEST** is designed to assess the academic and personal readiness of prospective students for higher education. It is particularly well suited for prospective students in the health science fields, though it is applicable for basic skills for all potential students. Applicants are required to take **ALL** sections of the HESI test, regardless of their academic history, or whether they want to transfer in certain courses. These sections include reading, math, grammar, vocabulary **and** anatomy and physiology, chemistry, biology, critical thinking and learning styles.

   HESI Admission Assessment consists of four (4) academic exams, as well as a personality profile that gives hints on how to be successful in school, a learning style inventory that helps identify the strategies for learning, and a critical thinking test that evaluates problem solving in common situations. The following tests (personality profile, learning style inventory, and critical thinking) are required, but do not influence admissions status. **However, an applicant must score a minimum of 75% in each of the following four (4) academic categories in order to pass HESI: Vocabulary and General Knowledge, Grammar, Reading Comprehension, and Math.** If an applicant does not pass the HESI Admission Assessment, the applicant may retest and take the HESI (Version 2) Assessment during the same Nursing Start period if an earned score of 50% to 69 % was achieved in only one (1) or two (2) of the academic categories. If the score in an academic category falls below the minimum required of 75% in HESI (Version 2), the applicant can reapply and retest HESI (Version 1) for the next available Nursing Start.

   Applicants are notified of their scores by a Nursing Program Representative upon completion of the HESI Assessment. The HESI (Version 1) Admissions Assessment shall not exceed five (5) hours. HESI scores are valid for only one (1) year for admission to the Nursing Program.

   There is no required score for admission for anatomy and physiology*, chemistry*, biology*; and critical thinking; the scores are used to track areas to improve student outcomes and to assist in evaluating transfer credits.

   For transfer purposes, the following applies:
   Anatomy and Physiology I & II *If an applicant has taken Anatomy and Physiology I and received a grade of 'C' or better but scores under 80% on the HESI admission test, they can transfer in A&P I; however, they will have to re-take A&P II.

   Chemistry/Biology *If applicant has an 80% or above on both Chemistry and Biology sections of the HESI test and received a grade of 'C' or better these courses can be transferred.

   Science courses, including General Psychology and Developmental Psychology, must have been taken within the last five (5) years.

   2. **Wonderlic Test** - The Wonderlic Basic Skills Test Level 3 is a short-form basic skills test used in educational testing. Designed for adults, the WBST is part of many career school admissions testing programs. Scores on the math test and English test can be directly compared to the levels of basic skills

required for success in entry-level jobs. As admissions testing, administered prior to enrollment, the WBST math and English test helps schools verify that the candidate has the necessary job-related verbal and math skills. This basic skills test is also ideal for determining training program eligibility and outcomes. **Students must score greater than 290 to be considered for admission to the program.**

3. **Admission Essay:** The applicant will need to schedule an appointment with the nursing department administrative assistant to write an essay which is written at the campus. A 150 word doubled spaced typed essay entitled "Why I want to be a Registered Nurse." (Or topic chosen by the Campus Nursing Director) is required and will be graded. Points will be awarded for the essay according to the grading rubric. The applicant may request a copy of the rubric prior to the writing appointment.

4. **A personal interview** with the Campus Nursing Director (CND) is also part of the admission process. The interview with the CND is scheduled and takes place after the essay is written and graded. All documents must be placed in the applicant's file prior to the interview with the CND.

5. **Ranking:**
   o Ranking for admission is based on the point system (see point weight at top of the table unless otherwise indicated in the category).
   o Candidates may achieve a maximum of 50 points.
   o Candidates will be ranked by the number of points received.
   o Students will be selected from ranked list until approved class size is achieved.

   In good standing = Attendance is within class requirements; teacher recommendation; no outstanding financial aid obligations.

   Point Ranking: Candidates are ranked and selected for admission according to their scores.

NOTIFICATION OF SELECTED APPLICANTS

A. Selected applicants will be sent notification of their acceptance and asked to return written acceptance or non-acceptance of the position by a specified postmark date.

B. The applicants who were not selected will be placed on an alternate list if they accept their place on the alternate list.
   o In the event of cancellations, eligible applicants will be moved up the list and these candidates will be notified.
   o The alternate list will be maintained until two weeks before the beginning of each quarter. At that time, all those applicants not selected will have their application packets returned to them via regular mail.
   o **Applicants who are not selected and those who decline a position must re-apply the next application period in order to be considered in the next year's selection process.**

C. Students who are selected for the ADN program will be required to attend an orientation session at the Fort Worth campus. **Failure to attend will result in forfeiture of space in the program.**

D. The selections procedure may change as the situation warrants. Because of the way the selections process works, it cannot be estimated or guaranteed how long it will take to be selected.

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.

GAINFUL EMPLOYMENT DISCLOSURES

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.everest.edu/disclosures.

ACADEMIC POLICIES

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.

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.
- 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 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).

Academic Time Limits

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

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

Note: Due to certain programmatic accreditation criteria, health science core courses are eligible for transfer within five (5) years of completion.

Required Grades

For diploma, associate, and bachelor degree programs, a letter grade of C (70%) or better is required for transfer credit to be awarded.

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) or a member of the Association of International Credentials Evaluators (AICE). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Undergraduate Admissions Requirements for International Students

- Evidence of High School diploma or recognized equivalent.
- Proof of financial ability to meet expenses. Such evidence may be one of the following:

a. Bank letter verifying student's available funds (self-sponsoring).
   b. Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
   c. Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
   d. If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Evidence of English Proficiency if the student's first language is not English. Such evidence may be one of the following:
   a. TOEFL score of 450 (paper-based) or 133 (computer-based) or 45 (Internet-based);
   b. Completion of Level 107 from a designated English Language School Center (ELS);
   c. Score of 5.0 on the International English Language Testing System exam (IELTS);
   d. Score of 60 on Michigan English Language Assessment Battery (MELAB);
   e. A certificate of completion of Intensive English;
   f. Graduation from high school in the United States or an official copy of a GED;
   g. Graduation from an American high school abroad where curriculum is delivered in English.
- International students must meet the same programmatic entrance requirements as domestic students.

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. CNE, MCSE, etc.

Transfer Credit for Proficiency Examination

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

Experiential Learning Portfolio

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits 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.

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.

Everest Consortium Agreement

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% 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.

Articulation Agreements

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

Transfer Center Assistance

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

ONLINE PROGRAMS AND COURSE REQUIREMENTS (LINEAR PROGRAMS ONLY)

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

Windows Systems
Windows 7, 8, XP, or Vista
56K modem or higher
Sound Cards & Speakers
Firefox, Chrome, or Microsoft Internet Explorer 10 and 11

Mac Systems
Mac OS X 10.7 or higher (in classic mode)
56K modem or higher
Sound Cards & Speakers
Safari, Chrome or Firefox

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

DIRECTED STUDY
- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study
- Please see the Academic Dean/Director of Education for further information.

GRADING SYSTEM AND PROGRESS REPORTS

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

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4.0	Excellent	100-92	100-90
B	3.0	Very Good	91-84	89-80
C	2.0	Good	83-76*	79-70
D**	1.0	Poor	75-68	69-60
F***	0.0	Failing	67-0	59-0
Fail	Not Calculated	Fail (for externship/internship classes)		
Pass	Not Calculated	Pass (for externship/internship classes only)		
PF	Not Calculated	Preparatory Fail		
PP	Not Calculated	Preparatory Pass		
IP****	Not Calculated	In Progress (for linear externship/internship or thesis courses only)		
L	Not Calculated	Leave of Absence (allowed in modular programs only)		
EL	Not Calculated	Experiential Learning Credit		
PE	Not Calculated	Proficiency Exam		
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		

*The Nursing Board requires a score of 76% to pass with a "C." Nursing courses below 76% is a Failing.
**Not used in Allied Health and Trades programs.
***For all Allied Health programs, F (Failing) is 69-0%.
**** If the required externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in both courses.

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation

Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
PF	N	N	N
PP	N	N	N
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

GPA AND CGPA CALCULATIONS

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- 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 quarterly programs is 6 weeks (mini) or 12 weeks and for modular programs it is 4 weeks. Should the 25% point or 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%

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%

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%

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%

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%

96 Quarter Credit Hour Quarter-Based Program Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.10	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

107 Quarter Credit Hour Program. Total credits that may be attempted: 160 (150% of 108).				
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%	20%
49-64	2.0	1.5	66.66%	25%
65-80	2.0	1.75	66.66%	40%
81-96	2.0	2.0	66.66%	50%
97-112	2.0	2.0	66.66%	57%
113-128	2.0	2.0	66.66%	65%
129-144	2.0	2.0	66.66%	66.66%
145-160	N/A	2.0	N/A	66.66%

Application of Grades and Credits to SAP

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

SAP Advising

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

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

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

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

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

Financial Aid Warning

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

Notification of Financial Aid Warning

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

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

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

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

Financial Aid Probation

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

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

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

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

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

Notification of Financial Aid Probation

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

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

Academic Progress Plan

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

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

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

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

Evaluation of Progress

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

SAP Advising or SAP Met Status

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

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

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

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

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

SAP Not Met Status and/or Dismissal

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

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

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

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

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

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

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

SAP Re-Entry

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

Retaking Passed Coursework

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

Retaking Failed Coursework

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

ADD/DROP POLICY (LINEAR PROGRAMS ONLY)

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

Full Term Courses

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

Mini-Term Courses

The registration period for six-week 2 mini-term courses occurs well in advance prior to the start of the six-week 2 mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming second mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming six-week 2 mini-term courses.

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

Effects of Add/Drop on Financial Aid Calculation

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

In order for six-week 2 mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the six-week 2 mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

ATTENDANCE POLICY

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.

For students in attendance prior to July 1, 2010 the following policy applies:

Whether a student must be dismissed for an attendance violation depends on whether a refund is due as calculated using the Texas Refund Policy Sec. 132.061. 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 of the program and no refund is due according to the Texas Refund Policy.

All students, regardless of attendance prior to or after July 1, 2010 will be subject to the refund policies contained in this catalog. Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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

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).
- All students who state they will return must attend their next scheduled class session;
- 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.

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

Percentage Absence Rule (Modular Programs)

For students who **have not** previously 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 scheduled hours in a single module missed	Attendance warning letter sent
20% of the total program hours missed	Withdrawn from the module and dismissed from school

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

Percentage Absence Rule (Quarter-Based Programs)
For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
15% of the total hours (including all attempted hours) for all courses in the term missed	Attendance warning letter sent
Exceeds 20% of the total hours (including all attempted hours) for all courses in the term missed	Attendance probation in the following term
Exceeds 20% of the total hours (including all attempted hours) for all courses in the term missed during the probationary term	Dismissed from program
Exceeds 20% of the total program hours (including all attempted hours) for all courses in the program	Dismissed from program

Note: For linear programs, the consecutive absence rule is applied to days missed in the term.

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 and published holidays are excluded when calculating the DOD.

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

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)
Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) or temporary disability. Students requesting an LOA must submit a completed **Leave of Absence Request Form** prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:
a. the school documents the unforeseen circumstances, and
b. the student submits a completed **Leave of Absence Request Form** by the tenth (10th) calendar day of the leave.

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

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 Leave of Absence
A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Academic Dean/Director of Education provided:
- The student submits a <u>completed</u> LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

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

Return from Leave of Absence
A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

Failure to Return From a Leave of Absence
A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.
The "L" grade in the LOA beginning module shall be changed to "W" (withdraw). The module with a grade of "W" shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

Possible Effects of 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.

EXTERNSHIP TRAINING
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.

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.

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 180 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:
  - o Modular - the date the grade(s) are mailed from the school
  - o Linear - first day of the subsequent term
- Notice of SAP violation (FA probation or FA dismissal)
  - o Modular - the date of the probation/dismissal letter
  - o 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. In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

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

Satisfactory Academic Progress (SAP) Appeals Policy

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

Provided that the student can complete 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 the "Tuition and Fees" section 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.

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. The minimum full-time course load is 12 credits per quarter. All part-time students must receive a written approval from the President prior to registration. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rate, including any courses being repeated. The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Add/Drop period by the then current tuition rate for that number of credit hours.

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 or by the following accepted credit cards: Visa, MasterCard or Discover (if applicable).

TEXTBOOKS AND EQUIPMENT

Textbooks and workbooks are sold through the bookstore in accordance with Everest policies. At the time of issuance, textbooks become the responsibility of the students. Everest is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges. In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned equipment will be charged for its replacement. (Official transcripts will be withheld from any student who has not returned school property or who has not made restitution.

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.

CANCELLATION POLICY: You may withdraw your enrollment agreement at any time within five business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided on the first page of the agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to withdrawals@zenith.org, or providing an oral withdrawal notice to phone number (888) 236-9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

    a. The student applicant will also be returned all monies paid if:
        1. The school rejects the applicant;

2. The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
3. The school cancels the student's program.

OFFICIAL WITHDRAWALS

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

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

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

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

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

The School will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e., students who receive a final grade of "W" or "WZ"). Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. 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 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:
      i. satisfactorily completed at least 90 percent of the required coursework for the program; and
      ii. 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
8. Have a high school diploma or its equivalent, have completed homeschooling at the secondary level as defined by state law.

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

Zenith Student Grant

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to $10,000 per academic year, may vary by student based on:
- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover any confirmed unmet financial need in excess of the student's EFC once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

Eligibility

To be eligible, the student must:
- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Renewing the grant

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:
- Determined financial need
- Enrollment
- Timeliness of his/her financial aid application
- Institutional grant funding availability

Zenith Graduation Scholarship

The Zenith Graduation Scholarship is a multimillion-dollar, non-need-based institutional scholarship program awarded to students who graduate from Everest schools owned by Zenith Education Group and were actively enrolled in their current course of study prior to February 2, 2015. The amount of the scholarship, which could be up to $10,000 per current and future academic period, may vary by student based on the number of modules, courses or credits remaining in order for the student to complete his/her program of study, and the time frame of application submission.

The scholarship provides a 20 percent tuition reduction, prorated for the student's remaining time in the program in which he/she was actively enrolled as of February 2, 2015 through his/her expected graduation date at the time he/she applies for the scholarship. For students who apply on or before May 2, 2015, the tuition reduction effective date is February 2, 2015. For students who apply after May 2, 2015, the tuition reduction effective date is the date the application is submitted.

Students who withdrew prior to February 2, 2015, but reenter prior to August 2, 2015, may also apply upon reentry and be eligible upon graduation for a supplemental graduation scholarship of up to $5,000 for the purpose of covering any prior academic year balances incurred for the program that they reenter.

Eligibility

To be eligible, the student must:

- Apply for the scholarship
- Meet all application deadlines
- Maintain satisfactory academic progress throughout the remainder of his/her program
- Graduate from the program for which he/she is enrolled at the time of applying for the scholarship

Obtaining scholarship funds

The scholarship amount will be applied to the student's account as a non-cash payment at the time of graduation to cover any outstanding tuition or fee expenses, and any credit balance that results will be resolved by:
- A payment to the government as reimbursement for payments received by Everest from the student's federal student loans to reduce his/her loan obligation.
- A payment to the lender as reimbursement for the payments from a private student loan that the lender directly disbursed to Everest.
- A payment to the student for any tuition he/she previously paid directly to Everest.

The scholarship is non-transferable.

Zenith American Dream Scholarship

The Zenith American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Everest or WyoTech institution. New students who first enroll in an Everest or WyoTech institution on or after **August 24, 2015** and were referred by a leader in the local community are eligible to apply for the **Zenith American Dream Scholarship of $5,000 per academic year.**

To be eligible a student must:
- Obtain a written reference from a leader in the student's community
- Complete an essay or video answering the question "How will Everest (or WyoTech) Help Me Fulfill My American Dream" – see guidelines
- Meet application guidelines and deadlines

The Zenith American Dream Scholarship may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

Scholarship winners

The Zenith American Dream Scholarship winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded based on selection criteria outlined in the guidelines on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus President or other campus official.

Selection criteria will include:
- Written reference from a leader in the community
  - Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
- Review of the Written or Video Essay submitted
  - Logical interpretation of the subject and adherence to topic
  - Originality, Innovation and Creativity
  - Adherence to overall guidelines and deadlines applicable

Obtaining scholarship funds

The scholarship will be credited on a student's account upon award of the scholarship. The scholarship is non-transferable and cannot be exchanged for cash. The scholarship can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

Career Colleges and Schools of Texas Scholarship

The College participates in the Career Colleges and Schools of Texas (CCST) Scholarship Program, operated by the Career Colleges and Schools of Texas.

Under this scholarship program up to 10 $1,000 CCST scholarships are available at each Texas high school and can be awarded to 10 graduating high school seniors from that school.

Unique scholarship certificates are generated by the high school through the CCST Scholarship website. The high school administration selects the students 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 CCST scholarship.

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

Everest Step Scholarship – Fort Worth South

Students with an "active status" as of March 1, 2014 in any modular program* at Everest Institute, Everest College or Everest University campuses who ultimately graduate from those programs are entitled to receive a $3,500 non-transferrable scholarship to be used as a tuition credit for any Everest Institute, Everest College, or Everest University academic program*, including online academic programs, in which such student enrolls and starts within one year following his or her completion of the original modular program. The Everest Step Scholarship cannot be used in conjunction with any of the other scholarships offered at the campus. Everest reserves the right to modify, extend, or cancel the Everest Step Scholarship at any time.

*Certain programs do not qualify. Consult a financial aid representative on your campus for details.

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 and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

DISABILITY

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

DISABILITY ACCOMMODATION PROCEDURE

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

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

DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

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

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

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

STUDENT CODE OF CONDUCT

Everest and WyoTech students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the school. It is expected that you will share respect for the law, our campus rules and adhere to the highest ethical standards of conduct, whether you are in class, on campus, at off-campus sponsored activities or events, and housing.

This Student Code of Conduct is designed to maintain a learning environment that ensures the safety and well-being of everyone on campus, encourages students in the practice of good citizenship and self-discipline, and protects the school's property and equipment by promoting integrity, academic achievement, and personal responsibility. Questions and concerns may be reported by calling (855) 218-6009.

Conduct Affecting On-Campus Safety

Everest and WyoTech will take all appropriate actions to protect the safety and security of our campus community. Every student has the right to fair and reasonable treatment. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, economic status, or other protected status. A student whose conduct threatens property or the health/safety of any person may be immediately suspended. Examples of such conduct may include:

- Possessing alcohol or other intoxicants, drugs, firearms or other weapons, explosives, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of the school's or another's property
- Harassment or intimidation of others, including bullying or cyberbullying
- Endangering yourself or others, infliction of physical harm
- Any other behavior deemed inappropriate by the school

Conduct Affecting Student Learning

Disciplinary action, including suspension/dismissal, may be initiated against any student based upon reasonable suspicion of involvement to commit any of the following:

- Cheating, plagiarism, fabrication or other forms of academic dishonesty
- Falsifying, or altering documents; misusing documents, funds, or school property
- Disruptive actions, including:
  - Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - Use of any device to make an audio, video, or photographic record of any person while in class, on campus, at off-campus sponsored activities or events, and housing without that person's prior permission
- Failure to comply with school policies or directives
- Any action that interferes with the learning environment or the rights of others

While students have the right to freedom of expression, including the right to dissent, protest, or articulate exception to the material and assessments offered in any course, this expression cannot interfere with the rights of others, hinder instruction, or disrupt the process of the school. Students have a responsibility to express ideas in a safe and respectful manner.

Limitations on Students with Pending Disciplinary Matters

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

- Graduate or participate in graduation ceremonies; or
- Engage in any other school-related activities determined by the school

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission or transfer to another campus prior to resolving the outstanding disciplinary issue. Disciplinary matters are addressed in accordance with written policies and procedures and follow accreditor standards and expectations.

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 determines that the student's behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will 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 determines that a student's behavior should result in a suspension or dismissal, the school will promptly provide the student with a written notice of:

- The conduct resulting in the suspension or dismissal;
- The specific penalty being imposed;
- The student's right to submit a written appeal within five calendar days following the date of the school's suspension or dismissal determination

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 Zenith users or students to parties outside Zenith 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 Conduct;
- Use of Zenith logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

COPYRIGHT POLICY

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

SEXUAL HARASSMENT POLICY

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

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

The Student Conduct Committee shall:

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

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

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

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

RECORDS OF DISCIPLINARY MATTERS

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities 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@zenith.edu.

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

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4223
(202) 336-6780

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	Office of the Attorney General
Career Schools and Colleges	P.O. Box 12548
101 East 15th Street	Austin, Texas 78711-2548
Austin, TX 78778-0001	Main Phone: (512) 463-2100
	Consumer Protection Hotline: (800) 621-0508
	Website: https://www.oag.state.tx.us

*Texas Higher Education Coordinating Board (THECB)
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

The web address for the THECB's Student Complaints page is:
http://www.thecb.state.tx.us/index.cfm?objectid=ED3CA2B5-90C4-6583-17702F8E0728D545

The web address for Title 19 of the Texas Administrative Code, Sections 1.110-1.120 is:
http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y

*All complaints must be submitted to the Coordinating Board via email or mail on the student complaint form, which is available on the above-referenced website. All submitted complaints must include a student complaint and the appropriate releases. The Coordinating Board has the ability to refer certain complaints to other agencies or entities as they see appropriate or investigate the student complaint internally. If an informal resolution cannot be reached, the Commissioner will make a final and written determination. Additional details regarding the complaint process are available on the Coordinating Board's website.

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, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the school may disclose individually identifiable information without notice.

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

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

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

STUDENT RECORDS

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

TRANSCRIPT AND DIPLOMA RELEASE

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

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

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

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

DRUG-FREE SCHOOLS POLICY

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

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

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

STATISTICAL INFORMATION

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

CAMPUS COMPLETION RATE REPORTS

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

STUDENT SERVICES

ORIENTATION

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

HEALTH SERVICES

Everest does not provide health services.

HOUSING

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

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

MODULAR PROGRAMS	Arlington	Dallas	Fort Worth South
Dental Assistant			X
Electrical Technician	X		
Heating, Ventilation and Air Conditioning	X		
Medical Administrative Assistant	X	X	X
Medical Assistant	X	X	X
Medical Insurance Billing and Coding		X	X
Pharmacy Technician	X		
QUARTER-BASED PROGRAMS			
Accounting		X	
Business			X
Business Administration	X	X	
Criminal Justice		X*	X*
Nursing			X
Paralegal		X	X

*No longer enrolling students

MODULAR PROGRAMS

DENTAL ASSISTANT
Diploma Program
Fort Worth South 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, the role and responsibilities of the dental assistant also continue 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 and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories, and insurance companies

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

The combination of introduced skills taught in this program will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, 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 9/1/2006, 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	Module Title	Contact Hours (Lecture/Lab/Ext)	Quarter Credits
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
MODULEG	Dental Health	40/40/00	6.0
MODULE X	Dental Assistant Externship	0/0/200	6.0
	Program Totals:	280/280/200 **760**	**48.0**

Major Equipment: Amalgamators, Model Vibrators, Autoclave, Oral Evacuation Equipment, Automatic and Manual Processing Equipment, Oxygen Tank, Dental Unit and Chairs, Personal Computers, DXTTR and Typodont Manikins, Ultrasonic Units, Hand pieces, X-Ray Units, Model Trimmers.

Module A – Dental Office Emergencies and Compliance   **6.0 Quarter Credits**
In this module, students learn 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 will practice and learn step-by-step instrument decontamination using approved sterilization agents and methods. Students will learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are learned. Students will also learn CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Students learn basic concepts of psychology and communication with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are also learned. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000

Module B – Dental Radiography   **6.0 Quarter Credits**
Module B introduces students to the basic anatomy of the head and teeth in order to learn the anatomical structures involved in dental radiographs. Students will learn how x-rays are produced, the hazards of radiation, emphasizing on maintaining radiation safety while obtaining the best possible diagnostic quality radiograph. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students will learn techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposures include bitewing and full mouth surveys taken with bisecting and paralleling techniques 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 (If state regulations permit). Students will learn how to process film using a fully equipped darkroom or automatic processor. Students also learn to mount processed radiographs and learn how to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are learned as well as quality assurance and infection control. Related dental terminology is also learned. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000

Module C – Dental Specialties   **6.0 Quarter Credits**
In this module, students learn cranial anatomy as it relates to anesthesia administration and pain control. 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 learn acquired skills on training manikins (Typodonts), placing instruments and materials. Students will learn how to properly prepare, pass, and recap an anesthetic syringe. Students will learn how to place and remove a rubber dam. Students will learn how to set up and break down a surgical operatory and be able to assist with basic Oral Surgery and Endodontics procedures including delivering surgical instruments and surgical aspiration technique. Children's dentistry (Pediatric Dentistry) as a specialty is presented for students to learn differences between a General and Pediatric dental office. Related dental terminology is also learned. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000

Module D – Operatory Dentistry   **6.0 Quarter Credits**
In this module students learn chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students will learn how to handle and transfer dental instruments with different type of dental materials and Handpieces (Drills). Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are learned. Students will learn placing, wedging and removal of matrices, placing of cement bases and liners, and placing of temporary sedative dressing on Typodont manikins. Students will learn how to assist an operator during amalgam and composite restorative procedures. Students learn basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also learn related dental terminology. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000

Module E – Laboratory Procedures   **6.0 Quarter Credits**
In this module, students will learn fundamental techniques in taking impressions and constructing study and master casts. Students learn a variety of impression and gypsum materials and technique to fabricate duplicate models (Casts) of teeth. The casts are then used to practice dental procedures, allowing students to learn how to fabricate provisional crowns for fixed Prosthodontic cases. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will learn how to prepare and assist an operator during a crown and bridge procedure. Students also learn how to fabricate various types of mouth guards such as night-guards, sports guards and bleaching trays. Students are introduced to dental implants, and will learn the proper protocol regarding laboratory safety and infection control. Related dental terminology is also learned. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000

Module F – Dental Anatomy and Orthodontics   **6.0 Quarter Credits**
This module focuses on charting and orthodontics as a specialty. Students will learn to record 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 also learned. In addition, students will learn to chart the oral conditions of patients utilizing anatomical and geometrical charts in compliance with state guidelines for mouth mirror inspection. Students will learn how to identify missing teeth, existing restorations, and obvious lesions. Introduction to tooth morphology, oral structures, and oral pathology are learned. Related spelling and terminology is also learned. Related spelling and terminology is studied. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000

Module G – Dental Health   **6.0 Quarter Credits**

Specialty areas of oral pathology and periodontics are learned. Students will learn the placement and removal of periodontal surgical dressings which are demonstrated and practiced on manikins. Preventive dentistry is emphasized and learned. Related areas of nutrition and fluorides are learned. Students will learn how to apply topical fluoride and explain oral hygiene instructions. Students also learn related dental terminology. Coronal polish theory and procedures are learned and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist (If state regulations permit). 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. Lec Hrs: 040 Lab Hrs: 040 Other Hrs: 000

Module X – Dental Assistant Externship   **6.0 Quarter Credits**

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
Arlington campus
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 (Lecture/Lab/Ext)	Quarter Credits
EEV 1031	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
EEV 1208	Power Distribution	60/20/00	7.0
EEV 2193	Hazardous Locations & Renewable Energy	60/20/00	7.0
EEV 2034	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 1031 Electrical Theory   **8.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture hours: 80. Lab hours: 0. Other Hours: 0.0.

EEV 1176 NEC/Safety/Hand Tools and Conduit Bending   **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

EEV 1174 Residential, Commercial and NEC Requirements   **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

EEV 1271 Transformer Principles and Test Equipment   **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: EEV 1031. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

EEV 1208 Power Distribution   **7.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: EEV 1176. Lecture hours: 60. Lab hours: 20. Other Hours: 0.0.

EEV 2193 Hazardous Locations & Renewable Energy   **7.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: EEV 1174 . Lecture hours: 60. Lab hours: 20. Other Hours: 0.0.

EEV 2034 Motor Concepts   **7.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: EEV 1271. Lecture hours: 60. Lab hours: 20. Other Hours: 0.0.

EEV 2038 Advanced Industrial Controls   **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: EEV 1271. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

EEV2039 Solid State Controls and Industrial Automation   **6.0 Quarter Credits**
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. Out -of-class activities will be assigned and assessed as part of this module. Prerequisite: EEV 1271. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)
Diploma Program
Arlington Campus
36 weeks – 720 hours – 55 credit units

The Heating, Ventilation and Air Conditioning (HVAC) program provides students the skills required to specialize in the field of residential heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic construction, basic electricity, air conditioning, fuel-heating systems, heat pumps, air distribution, system application and design, system controls, and HVAC diagnostics 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 Preventative Maintenance Technician, Entry-Level Installation Helper, Entry-Level Service and Repair Helper. Intermediate and advanced positions include Heating, Ventilation & Air Conditioning Installer, Heating, Ventilation & Air Conditioning Technician, Air Balancing Technician, Energy Management Controls Installer and or Technician.

Course Number	Course Title	Clock Hours (Lecture/Lab/Ext)	Quarter Credits
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 Credits**
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, and an introduction to blueprint reading, basic rigging, communication and employability skills. Students will also learn techniques for studying and test-taking. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture hours: 60. Lab hours: 20. Other Hours: 0.0.

ACR 1010 Basic Electricity　　　　　　　　　　　　　　　　　　　　**6.0 Quarter Credits**
This course of instruction will cover basic electrical 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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

ACR 1060 Air Conditioning　　　　　　　　　　　　　　　　　　　　**6.0 Quarter Credits**
This course of instruction will cover basic safety for pressures, temperatures, and refrigerants, 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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

ACR 1110 Fuel Heating Systems   **6.0 Quarter Credits**
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 are 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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

ACR 1160 Air Distribution   **6.0 Quarter Credits**
Students in this course of study will learn to read blueprints, 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 assemble and disassemble pre-fabricated HVAC air distribution systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

ACR 2010 Systems Controls   **6.0 Quarter Credits**
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 manufacturers' diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem solving projects. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACR 1010. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

ACR 2060 Heat Pumps   **6.0 Quarter Credits**
Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams, and industry-approved troubleshooting techniques are discussed and reinforced with structured lab exercises. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACR 1010 and ACR 1060. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

ACR 2110 System Application and Design   **6.0 Quarter Credits**
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 and R-410A, 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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACR 1010, ACR 1060, ACR 1160 and ACR 2010. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

ACR 2160 HVAC Diagnostics   **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: ACR 1010, ACR 1060, ACR 1160, ACR 1160 and ACR 2010. Lecture hours: 40. Lab hours: 40. Other Hours: 0.0.

MEDICAL ADMINISTRATIVE ASSISTANT
Diploma Program
Arlington, Dallas, Fort Worth South 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 study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

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

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 200-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Module	Module Title	Clock Hours (Lecture/Lab/Ext)	Quarter Credits
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 Credits**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Patient Processing and Assisting   **6.0 Quarter Credits**
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-9CM codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Medical Insurance   **6.0 Quarter Credits**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab 40.0 Other Hours: 0.0.

Module D – Insurance Plans and Collections   **6.0 Quarter Credits**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Office Procedures   **6.0 Quarter Credits**

In Module E, emphasis is placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab: 40.0 Other Hours: 0.0.

Module F – Patient Care and Computerized Practice Management   **6.0 Quarter Credits**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G – Dental Administrative Procedures   **6.0 Quarter Credits**

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. Students will be exposed to Electronic Health Records software applications used within the healthcare setting in both ambulatory and hospital environments. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X – Medical Administrative Assistant Externship   **6.0 Quarter Credits**

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 Lab Hours: 0.0 Other Hours: 200

MEDICAL ASSISTANT
Diploma Program
Arlington, Dallas, Fort Worth South campus
41 weeks – 920 hours – 60 credit units

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

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

The goal of the Medical Assistant Diploma Program is to prepare competent entry-level medical assistants in the cognitive (Working 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. This program is divided into ten learning units called modules. The first nine modules, MAINTRO through H, are classroom modules. Students are required to complete all modules, starting with a prerequisite introductory module, MAINTRO, and continuing in any sequence until all modules have been completed. If students do not complete any portion of a module, the entire module must be repeated.

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

Module	Module Title	Clock Hours (Lecture/Lab/Ext)	Quarter Credits
Module MAINTRO	Introduction to Medical Assisting	40/40/00	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	40/40/00	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	40/40/00	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	40/40/00	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	40/40/00	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	40/40/00	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	40/40/00	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	40/40/00	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	40/40/00	6.0
Module X	Externship	00/00/200	6.0
	Program Total:	360/360/200 **920**	**60.0**

MODULE MAINTRO – Introduction to Medical Assisting   **6.0 Quarter Credits**
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. Other Hours: 0.0.. [Prerequisite: None]

MODULE A – Integumentary, Sensory, and Nervous Systems, Patient Care and Communication   **6.0 Quarter Credits**

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer), Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Other Hours: 0.0.. [Prerequisite: MAINTRO]

MODULE B – Muscular System, Infection Control, Minor Office Surgery, and Pharmacology   **6.0 Quarter Credits**

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer), Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Other Hours: 0.0. [Prerequisite: MAINTRO]

MODULE C – Digestive System, Nutrition, Financial Management, and First Aid   **6.0 Quarter Credits**

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer), Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab Other Hours: 0.0. [Prerequisite: MAINTRO]

MODULE D – Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR   6.0 Quarter Credits
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer), Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Other Hours: 0.0. [Prerequisite: MAINTRO]

MODULE E – Urinary, Blood, Lymphatic, and Immune Systems and Laboratory
Procedures   6.0 Quarter Credits
Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer), Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Other Hours: 0.0. [Prerequisite: MAINTRO]

MODULE F – Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics 6.0 Quarter Credits
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Other Hours: 0.0. [Prerequisite: MAINTRO]

MODULE G – Medical Law, and Ethics, Psychology, and Therapeutic Procedures   6.0 Quarter Credits
Module G covers the history and science of the medical field, as well as the medical 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) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Other Hours: 0.0. [Prerequisite: MAINTRO]

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance
Billing   6.0 Quarter Credits
Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module. Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Other Hours: 0.0. [Prerequisite: MAINTRO]

MODULE X – Externship   6.0 Quarter Credits
Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200- hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture: 00 Hrs. Lab: 00 Hrs. Other Hours: 200 [Prerequisite: MAINTRO, Modules A-H]

MEDICAL INSURANCE BILLING AND CODING
Diploma program
Dallas, Fort Worth South campuses
33 weeks – 760 hours – 48 credit units

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.

Course Number	Course Title	Clock Hours (Lecture/Lab /Ext)	Quarter Credits
Module MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	40/40/00	6.0
Module MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40/40/00	6.0
Module MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	40/40/00	6.0
Module MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40/40/00	6.0
Module MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40/40/00	6.0
Module MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40/40/00	6.0
Module MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40/40/00	6.0
Module MIBPC	Practicum * –OR–	00/00/200	6.0
Module MIBXT	Externship		
Program Total:		280/280/200 **760**	**48.0**

*The Practicum is not offered as an option at the Fort Worth campus. Students there will take MIBXT Externship.

Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing,
Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel   6.0 Quarter Credits
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including

basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture. Hours: 40   Lab Hours: 40   Other Hours: 0.0

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems **6.0 Quarter Credits**
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/ICD-10-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: MEDINTRO Lecture Hours: 40 Lab Hours: 40 Other Hours: 0.0

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System **6.0 Quarter Credits**
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 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, 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: MEDINTRO. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0.0

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology **6.0 Quarter Credits**
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 be exposed to Electronic Health Records software applications used within the healthcare setting in both ambulatory and hospital environments. 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/ICD-10CM 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: MEDINTRO. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0.0

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

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/ICD-10-CM/PCS 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: MEDINTRO. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0.0

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

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/ICD-10-CM/ICD-10-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: MEDINTRO. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0.0

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology   6.0 Quarter Credits
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: MEDINTRO. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0.0

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 MIBPC – Practicum   6.0 Quarter Credits
Upon successful completion of Modules MEDINTRO, 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. An instructor or department chair evaluates students 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 MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lecture Hours: 0 Lab Hours: 0 Other Hours: 200

Module MIBXT – Externship   6.0 Quarter Credits
Upon successful completion of Modules MEDINTRO, 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 MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lecture Hours: 0 Lab Hours: 0 Other Hours: 200

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

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

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

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

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

Module	Title	Clock Hours (Lecture/Lab/ Ext)	Quarter Credits
Module A	Administration of Medications and Pharmacology of the Endocrine & Lymphatic Systems	40/40/00	6.0
Module B	Aspects of Retail Pharmacy & Pharmacology of the Nervous System	40/40/00	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	40/40/00	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine & Pharmacology of the Integumentary System and Senses	40/40/00	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	40/40/00	6.0
Module F	Aspects of Hospital Pharmacy & Pharmacology of the Urinary and Reproductive System	40/40/00	6.0
Module G	Home Health Care, Pharmacy Operations & Pharmacology of the Cardiovascular, Circulatory and Skeletal System	40/40/00	6.0
Module X	Externship	00/00/200	6.0
Program Total:		280/280/200 **760**	**48.0**

Module A – Administration of Medications and Pharmacology of the Endocrine & Lymphatic Systems **6.0 Quarter Credits**

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the endocrine and lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in

the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040, Lab Hours: 040, Other Hours: 0.0

Module B – Aspects of Retail Pharmacy & Pharmacology of the Nervous System   6.0 Quarter Credits
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the respiratory and nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include CPR certification. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040, Lab Hours: 040, Other Hours: 0.0

Module C – History and Ethics of Pharmacy and Pharmacology of the Respiratory
System & Nuclear and Oncology Pharmacy Practice   6.0 Quarter Credits
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include the history and changing roles of pharmacists and pharmacy technicians. This module covers the laws and ethics of pharmacy, which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040, Lab Hours: 040, Other Hours: 0.0

Module D – Infection Control, Medication Errors and Alternative Medicine & Pharmacology
of the Integumentary System and Senses   6.0 Quarter Credits
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-counter medications, vitamins, and skin-care products are discussed in this module. Medications for the integumentary system are covered, along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication, and food and drug interactions. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040, Lab Hours: 040, Other Hours: 0.0

Module E – Administrative Aspects of the Pharmacy Technician & Pharmacology of the
G.I. and Muscular System   6.0 Quarter Credits
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportions in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and musculoskeletal systems are covered, along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics, and drugs for NSAID. Use of computers in the pharmacy practice setting is covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040, Lab Hours: 040, Other Hours: 0.0

Module F – Aspects of Hospital Pharmacy & Pharmacology of the Urinary and
Reproductive System   6.0 Quarter Credits
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the urinary and reproductive systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV piggybacks, and the use of a heparin lock. Critical care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040, Lab Hours: 040, Other Hours: 0.0

**Module G – Home Health Care, Pharmacy Operations & Pharmacology of the
Cardiovascular, Circulatory & Skeletal System**　　　　　　　　**6.0 Quarter Credits**
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/ePharmacy, and long-term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory, and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory, and skeletal systems and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 040, Lab Hours: 040, Other Hours: 0.0

Module X – Clinical Externship　　　　　　　　**6.0 Quarter Credits**
This 200-hour module is designed to provide the student with supervised, practical, hands-on, and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Prerequisite: None. Lecture Hours: 000, Lab Hours: 000, Other Hours: 200

QUARTER-BASED PROGRAMS

ACCOUNTING
Associate of Science Degree program
Arlington campuses
24 months – 96 credit units

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

Course Code		Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills & Portfolio Development	2.0
Associate's students choose 8 credits from the following:			
LIS	2004	Introduction to Internet Research	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
MTB	1103	Business Math	4.0
OST	1149L	Keyboarding	2.0
CGS	2573C	Applied Spreadsheets	4.0
		TOTAL QUARTER CREDIT HOURS	**18.0**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
APA	2141	Computerized Accounting	4.0
ACO	1806	Payroll Accounting	4.0
ACG	2551	Non-Profit Accounting	4.0
TAX	2000	Tax Accounting	4.0
MAN	1030	Introduction to Business	4.0
BUL	2131	Applied Business Law	4.0
Choose two courses from the following:			
CGS	2573C	Applied Spreadsheets	4.0
FIN	1103	Finance	4.0
ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
		TOTAL QUARTER CREDIT HOURS	**48.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
		TOTAL QUARTER CREDIT HOURS	**30.0**
		TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

BUSINESS

Associate of Science Program
Fort Worth South campus
24 months – 96 credit units

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

Course Code		Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS			
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills & Portfolio Development	2.0
SLSP	1103	Strategy & Critical Thinking	2.0
OST	2335	Business Communications	4.0
		Total College Core Requirements	**12.0**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
BUL	2131	Applied Business Law	4.0
FIN	1103	Finance	4.0
GEBP	2430	Business Ethics: Main St to Wall St	4.0
MAN	1030	Introduction to Business	4.0
MAN	2021	Principles of Management	4.0
MAN	2300	Introduction to Human Resources	4.0
MANP	2582	Introduction to Project Management	4.0
MAN	2727	Strategic Planning for Business	4.0
MAR	1011	Introduction to Marketing	4.0
MAR	2305	Customer Relations & Servicing	4.0
SBM	2000	Small Business Management	4.0
MAN	2946	Business Internship *	4.0
		Total Major Core Requirements	**56.0**
GENERAL EDUCATION REQUIREMENTS			
ECOP	1021	General Economics	4.0
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
EVS	1001	Environmental Science	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPCP	2300	Fundamentals of Interpersonal Communication	4.0
		Total General Education Requirements	**28.0**
		TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

*Online students will take MAR 2720 Marketing on the Internet

BUSINESS ADMINISTRATION
Associate of Applied Science Program
Arlington and Dallas campuses
24 months – 96 credit units

Graduates of this program will find many careers open to them. The core of business courses provides a thorough study of the structure, function, and procedures of standard business operations. The Business Administration program prepares the student for entry-level positions, which may lead to office or departmental management.

Course Code	Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS		
CGS 2573C	Applied Spreadsheets	4.0
CGS 2060C	Computer Applications	4.0
OST 1149L	Keyboarding	2.0
	Total College Core Requirements	**10.0**
MAJOR CORE REQUIREMENTS		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
APA 2161	Introduction to Cost/Managerial Accounting	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
BUL 2131	Applied Business Law	4.0
FIN 1103	Finance	4.0
MAN 1030	Introduction to Business	4.0
MAN 2021	Principles of Management	4.0
MAN 2300	Introduction to Human Resources	4.0
SBM 2000	Small Business Management	4.0
MAR 1011	Introduction to Marketing	4.0
MAR 2305	Customer Relations and Servicing	4.0
MAN 2727	Strategic Planning for Business	4.0
BCC 2456	Business Capstone Course	6.0
	Total Major Core Requirements	**58.0**
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PHI 2100	Critical Thinking	4.0
PSY 2012	General Psychology	4.0
SPC 2017	Oral Communications*	4.0
EVS 1001	Environmental Science	4.0
	Total General Education Requirements	**28.0**
	TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

CRIMINAL JUSTICE
Associate of Science Program
Fort Worth South campuses
24 months – 96 credit units

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

Course Code		Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills & Portfolio Development	2.0
CGS	2060C	Computer Applications	4.0
		Total College Core Requirements	**10.0**
MAJOR CORE REQUIREMENTS			
CCJ	2501	Juvenile Justice	4.0
CCJ	1017	Criminology	4.0
CCJ	1020	Introduction to Criminal Justice	4.0
CJL	2130	Criminal Evidence	4.0
CJL	2134	Criminal Procedure and the Constitution	4.0
CJE	1600	Criminal Investigations	4.0
CCJ	2358	Criminal Justice Communications	4.0
CJC	2000	Introduction to Corrections	4.0
CJE	2580	Introduction to Interviews and Interrogations	4.0
DSC	2002	Introduction to Terrorism	4.0
CCJ	2929	Criminal Justice Capstone Project	4.0
The students will take 8.0 credits from following courses:			
CJE	2100	Policing in America	4.0
CCJP	2288	Spanish for the Criminal Justice Professional *	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
CJE	2670	Introduction to Forensics	4.0
CCJ	1910	Career Choices in Criminal Justice	4.0
		Total Major Core Requirements	**52.0**
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications **	4.0
SYG	2001	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
		Total General Education Requirements	**34.0**
		TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

*Spanish for the Criminal Justice Professional is not available for online students
**Online students will take SPCP2300 Fundamentals of Interpersonal Communication

CRIMINAL JUSTICE
Associate of Applied Science Program
Dallas campuses
24 months – 96 credit units

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

Course Code	Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS		
BUL 2131	Applied Business Law	4.0
CGS 2060C	Computer Applications	4.0
MAN 1030	Introduction to Business	4.0
MAN 2021	Principles of Management	4.0
MAR 2305	Customer Relations and Servicing	4.0
OST 1149L	Keyboarding	2.0
	Total College Core Requirements	**22.0**
MAJOR CORE REQUIREMENTS		
CCJ 1017	Criminology	4.0
CCJ 1020	Introduction to Criminal Justice	4.0
CJL 2130	Criminal Evidence	4.0
CJL 2132	Criminal Procedures	4.0
CJE 2600	Criminal Investigation and Police Procedures	4.0
CCJ 2250	Constitutional Law for the Criminal Justice Professional	4.0
CJC 2000	Introduction to Corrections	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 2501	Juvenile Justice	4.0
CJT 2940	Criminal Justice Externship	6.0
CCJ 2943	Current Issues in Criminal Justice	4.0
PLA 1700	Legal Ethics and Social Responsibility	4.0
	Total Major Core Requirements	**50.0**
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PHI 2100	Critical Thinking	4.0
PSY 2012	General Psychology	4.0
SPC 2017	Oral Communications*	4.0
	Total General Education Requirements	**24.0**
	TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

NURSING

Associate of Applied Science
Fort Worth South campus
24 months - 1620 hours – 107 credit units

In this Associate Degree Nursing program, utilizing the conceptual framework which is based on the 5 concepts, the student is introduced to the care of individuals with special and more complex needs throughout the life span. This program will prepare the nursing student to assume the role of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management of the different types of organizations delivering health care and outcomes management. A graduate of this nursing program will be prepared to assume the role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients. At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse.

		Theory Contact Hours	Lab Contact Hours	Clinical Contact Hours	Total Contact Hours	Quarter Credit Hours
Quarter I						
CGS 2060C	Computer Applications	30	20	0	50	4
BSC 1085	Anatomy and Physiology I	40	0	0	40	4
BSC 2085L	Anatomy and Physiology I Laboratory	0	40	0	40	2
MAT 1033	College Algebra*	40	0	0	40	4
SLS 1110	Strategies for Nursing Success	20	0	0	20	2
	Total Hours	**130**	**60**	**0**	**190**	**16**
Quarter II						
BSC 1086	Anatomy and Physiology II	40	0	0	40	4
BSC 2086L	Anatomy and Physiology II Laboratory	0	40	0	40	2
NUR 1020C	Fundamentals of Nursing I	20	30	0	50	3
HUN 1001	Basic Nutrition	20	0	0	20	2
MEA 1006C	Therapeutic Communication	20	0	0	20	2
	Total Hours	**100**	**70**	**0**	**170**	**13**
Quarter III						
NUR 1025	Fundamentals of Nursing II	10	0	0	10	1
NUR 1025L	Fundamentals of Nursing II Clinical	0	0	60	60	2
MCB 2000	Microbiology and Infection Control	40	0	0	40	4
MCB 1000L	Microbiology Laboratory	0	40	0	40	2
NUR 1140	Nursing Pharmacology	30	0	0	30	3
	Total Hours	**80**	**40**	**60**	**180**	**12**
Quarter IV						
ENC 1101	Composition I*	40	0	0	40	4
PSY 2012	General Psychology*	40	0	0	40	4
NUR 1210	Nursing Care of the Adult Client I	40	0	0	40	4
NUR 1210L	Nursing Care of the Adult Client I Clinical	0	0	120	120	4
	Total Hours	**120**	**0**	**120**	**240**	**16**
Quarter V						
ENC 1102	Composition II*	40	0	0	40	4
NUR 2212	Nursing Care of the Adult Client II	40	0	0	40	4
NUR 2212L	Nursing Care of the Adult Client II Clinical	0	0	120	120	4

	Total Hours	**80**	**0**	**120**	**200**	**12**
Quarter VI					
NUR 2430	Maternal Newborn Nursing	30	0	0	30	3
NUR 2430L	Maternal Newborn Nursing Clinical	0	0	90	90	3
PHI 2100	Critical Thinking*	40	0	0	40	4
DEP 2000	Developmental Psychology*	40	0	0	40	4
	Total Hours	**110**	**0**	**90**	**200**	**14**
Quarter VII					
NUR 2513	Mental Health Nursing	30	0	0	30	3
NUR 2513L	Mental Health Nursing Clinical	0	0	90	90	3
NUR 2440	Pediatric Nursing	30	0	0	30	3
NUR 2440L	Pediatric Nursing Clinical	0	0	90	90	3
	Total Hours	**60**	**0**	**180**	**240**	**12**
Quarter VIII					
NUR 2244	Advanced Nursing Care	40	0	0	40	4
NUR 2244L	Advanced Nursing Care Clinical	0	0	120	120	4
NUR 2831	Nursing Leadership and Management	40	0	0	40	4
	Total Hours	**80**	**0**	**120**	**200**	**12**
	Total Program Hours	**760**	**170**	**690**	**1620**	**107**

*General Education Courses per ACICS

PARALEGAL

Associate of Applied Science Program
Dallas and Fort Worth campuses
24 months – 96 credit units

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

Course Code		Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS			
CGS	2060C	Computer Applications	4.0
CGS	2501C	Applied Word Processing	4.0
BUL	2131	Applied Business Law	4.0
		Total College Core Requirements	**12.0**
MAJOR CORE REQUIREMENTS			
PLA	1003	Introduction to Paralegal	4.0
PLA	2363	Criminal Procedure and the Constitution	4.0
PLA	1105	Legal Research and Writing I	4.0
PLA	2106	Legal Research and Writing II	4.0
PLA	2273	Torts	4.0
PLA	2201	Civil Litigation I	4.0
PLA	2423	Contract Law	4.0
PLA	2600	Wills, Trusts, and Probate	4.0
PLA	2800	Family Law	4.0
PLA	2763	Law Office Management	4.0
PLA	2203	Civil Procedure	4.0
PLA	2460	Bankruptcy	4.0
PLA	2610	Real Estate Law	4.0
PLA	2456	Paralegal Capstone Course	4.0
		Total Major Core Requirements	**56.0**
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications	4.0
SYG	2001	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
PHI	2100	Critical Thinking	4.0
		Total General Education Requirements	**28.0**
		TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

COURSE DESCRIPTION – QUARTER-BASED PROGRAMS

Course Numbering System
This institution uses the following course numbering system:
- Lower division (first and second year) courses 1000-2999

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

ACG 2021 Introduction to Corporate Accounting	**4.0 Quarter Credits**
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACG 2178 Financial Statement Analysis	**4.0 Quarter Credits**
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: None Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
ACG 2551 Non-Profit Accounting	**4.0 Quarter Credits**
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ACO 1806 Payroll Accounting	**4.0 Quarter Credits**
This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
AML 2000 Introduction to American Literature	**4.0 Quarter Credits**
This course concentrates on the major writers of Modern American literature. Prerequisites: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2111 Principles of Accounting I	**4.0 Quarter Credits**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2121 Principles of Accounting II	**4.0 Quarter Credits**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2141 Computerized Accounting	**4.0 Quarter Credits**
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
APA 2161 Introductory Cost/Managerial Accounting	**4.0 Quarter Credits**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
BCC 2456 Business Capstone Course	**6.0 Quarter Credits**
This course is designed to help students focus on business success skills. Students will apply business skills in hypothetical scenarios (capstone simulations), will create their resume, and do research about business. The course will enhance the student's oral and written communications skills. The course includes presentations and discussions by students, possible guest lectures, and will culminate in the presentation of research findings by the students. Prerequisite: May be taken only in the last term of attendance. Lecture. Hrs. 060 Lab Hrs. 000 Other Hrs.000	

BSC 1085 Anatomy and Physiology I	**4.0 Quarter Credits**
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: None. Co-requisite: BSC 2085L. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.	
BSC 2085L Anatomy and Physiology I Laboratory	**2.0 Quarter Credits**
This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Prerequisite: None. Co-requisite: BSC 1085. Lecture Hours: 0.0. Lab Hours: 40.0. Other Hours: 0.0.	
BSC 1086 Anatomy and Physiology II	**4.0 Quarter Credits**
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: BSC 1085 and BSC 2085L. Co-requisite: BSC 2086L. Lecture Hours: 40.0. Lab Hours: 0.0. Other Hours: 0.0.	
BSC 2086L Anatomy and Physiology II Laboratory	**2.0 Quarter Credits**
This course is a continuation of BSC 2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Prerequisite: BSC 1085 and BSC 2085L. Co-requisite: BSC 1086. Lecture Hours: 0.0. Lab Hours: 40.0. Other Hours: 0.0.	
BUL 2131 Applied Business Law	**4.0 Quarter Credits**
This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1017 Criminology	**4.0 Quarter Credits**
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1020 Introduction to Criminal Justice	**4.0 Quarter Credits**
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lecture Hours: 040, Lab Hours: 000, Other Hours: 000	
CCJ 1910 Career Choices in Criminal Justice	**4.0 Quarter Credits**
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2250 Constitutional Law for the Criminal Justice Professional	**4.0 Quarter Credits**
This course examines the United States Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJP 2288 Spanish for the Criminal Justice Professional	**4.0 Quarter Credits**
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2358 Criminal Justice Communications	**4.0 Quarter Credits**
This course prepares students, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content, and presentation. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2501 Juvenile Justice	**4.0 Quarter Credits**
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2679 Introduction to Victims Advocacy	**4.0 Quarter Credits**
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 2929 Criminal Justice Capstone Project   **4.0 Quarter Credits**
This Criminal Justice Capstone course provides an opportunity for students to merge the knowledge and experiences from their previous classes. The students will demonstrate their knowledge of the theory and practical application of the components of the Criminal Justice system through written assignments, group work, class presentations, and role playing scenarios. Prerequisite: Last (2) quarters of the student's program. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2943 Current Issues in Criminal Justice   **4.0 Quarter Credits**
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CGS 2060C Computer Applications   **4.0 Quarter Credits**
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lecture. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2501C Applied Word Processing   **4.0 Quarter Credits**
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2060C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CGS 2573C Applied Spreadsheets   **4.0 Quarter Credits**
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2060C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CJC 2000 Introduction to Corrections   **4.0 Quarter Credits**
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 1600 Criminal Investigations   **4.0 Quarter Credits**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2100 Policing in America   **4.0 Quarter Credits**
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2580 Introduction to Interviews and Interrogations   **4.0 Quarter Credits**
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2600 Criminal Investigation and Police Procedures   **4.0 Quarter Credits**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2670 Introduction to Forensics   **4.0 Quarter Credits**
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2130 Criminal Evidence   **4.0 Quarter Credits**
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, and recorded. Prerequisite: CCJ1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2132 Criminal Procedures	4.0 Quarter Credits

This course focuses on the constitutional provisions affecting the criminal process and the Texas Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2134 Criminal Procedure and the Constitution	4.0 Quarter Credits

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJT 2940 Criminal Justice Externship	6.0 Quarter Credits

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. The lecture portion of the course will assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture. Hrs. 020 Lab Hrs. 000 Other Hrs. 120

DEP 2000 Developmental Psychology	4.0 Quarter Credits

This course will explore the physical, cognitive and social- emotional processes across the life span. Readings and lecture will focus on how individuals and defined classes develop psychologically. Key emphasis will focus on the behaviors at various ages and stages of development and the influence of family, culture, and spiritual considerations in human development and transition. Prerequisite: None. Lecture Hours: 40.0. Other Lab Hours: 0.0. Other Hours: 00

DSC 2002 Introduction to Terrorism	4.0 Quarter Credits

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECOP 1021 General Economics	4.0 Quarter Credits

This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisite: None. Lecture Hrs. 040, Lab Hrs. 000, Other Hrs. 000.

ENC 1101 Composition I	4.0 Quarter Credits

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1102 Composition II	4.0 Quarter Credits

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

EVS 1001 Environmental Science	4.0 Quarter Credits

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs.000

FIN 1103 Finance	4.0 Quarter Credits

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

GEBP 2430 Business Ethics: Main St to Wall St	4.0 Quarter Credits

This course is a survey of different origins of ethics and value systems and their influence on business and cultural development. Comparison of different ethical values and their probable impact in American business will be explored. Students will also explore the different models of ethical decision making, the role of personal integrity and the need for a personal system of moral and ethical values in their professional careers. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.

HUN 1001 Basic Nutrition	**2.0 Quarter Credits**

This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Prerequisite: None. Lecture Hours: 20.0. Lab Hours: 0.0. Other Hours: 0.0.

LIS 2004 Introduction to Internet Research	**2.0 Quarter Credits**

This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hours: 010 Lab Hours: 020 Other Hours: 000

MAN 1030 Introduction to Business	**4.0 Quarter Credits**

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2021 Principles of Management	**4.0 Quarter Credits**

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2031 Let's Talk Business	**2.0 Quarter Credits**

This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lecture Hours: 020 Lab Hours: 000 Other Hours: 000

MAN 2300 Introduction to Human Resources	**4.0 Quarter Credits**

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2727 Strategic Planning for Business	**4.0 Quarter Credits**

Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites: APA 2121. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs.000

MAN 2946 Business Internship	**4.0 Quarter Credits**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a business or other suitable location. Prerequisites: At least 80 credits of program completed. Lecture Hours: 10. Lab Hours: 0. Other Hours: 110.

MANP 2582 Introduction to Project Management	**4.0 Quarter Credits**

This course is an introduction to the discipline of project management. Topics include an overview of its evolution, its various processes and principles, tools and techniques and project life cycle. Students will also be introduced to project management software. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.

MAR 1011 Introduction to Marketing	**4.0 Quarter Credits**

The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2305 Customer Relations and Servicing	**4.0 Quarter Credits**

Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2720 Marketing on the Internet	**4.0 Quarter Credits**

A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisite: MAR 1011. Lecture. Hrs. 030 Lab. Hrs. 020 Other Hrs. 000.

MAT 1033 College Algebra	**4.0 Quarter Credits**

This course addresses the algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

| **MCB 2000 Microbiology and Infection Control** | **4.0 Quarter Credits** |

These courses are designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: None. Co-requisite: MCB 1000L. Lecture Hours: 40.0. Lab Hours: 0.0. Clinical Hours: 0.0.

| **MCB 1000L Microbiology Laboratory** | **2.0 Quarter Credits** |

This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi. Prerequisite: None. Co-requisite: MCB 2000. Lecture Hours: 0.0. Lab Hours: 40.0. Clinical Hours: 0.0.

| **MEA 1006C Therapeutic Communication** | **2.0 Quarter Credits** |

This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, clients, family members and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisite: None. Co-requisite: None. Lecture Hours: 20.0. Lab Hours: 0.0. Clinical Hours: 0.0.

| **MTB 1103 Business Math** | **4.0 Quarter Credits** |

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.

| **NUR 1020C Fundamentals of Nursing I** | **3.0 Quarter Credits** |

In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the Everest nursing program. Students are also introduced to the core components of Associate Degree Nursing with a focus on professionalism, assessment and communication. The nursing process is introduced as a tool to assist students to utilize critical thinking the formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals II. Characteristics of the individual, which include human development, common health problems, human needs, cultural diversity and considerations, are introduced. Students will practice basic nursing adult client care in simulated scenarios. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Lecture Hours: 20.0. Lab Hours: 30.0. Clinical Hours: 0.0. Prerequisite: None. Co-requisite: None.

| **NUR 1025 Fundamentals of Nursing II** | **1.0 Quarter Credits** |

This course is a continuation of the theory and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Students also learn about legal implications of nursing practice, safety and definition and reporting of sentinel events. Prerequisite: NUR 1020C. Co-requisite: NUR 1025L. Lecture Hours: 10.0. Lab Hours: 0.0. Clinical Hours: 0.0.

| **NUR1025L Fundamentals of Nursing II Clinical** | **2.0 Quarter Credits** |

This course is a continuation of the clinical application learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process in the clinical arena to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Procedures related to basic human needs are taught, demonstrated and practices in class, nursing skills laboratory and in area health care facilities. Prerequisite: NUR 1020C. Co-requisite: NUR 1025. Lecture Hours: 0.0. Lab Hours: 0.0. Clinical Hours: 60.0.

| **NUR 1140 Nursing Pharmacology** | **3.0 Quarter Credits** |

This course is designed to provide nursing students with the knowledge of biological factors influencing drug actions; predictable effects of medications on a physiological problem; modifiers of the predictable effects; commonalities and variations between the actions of medications employed for comparable therapeutic effects; adverse effects of medications that can and do commonly occur and application of the nursing process in drug therapy. Prerequisite: None. Co-requisite: None. Lecture Hours: 30.0. Lab Hours: 0.0. Clinical Hours: 0.0.

| **NUR 1210 Nursing Care of the Adult Client I** | **4.0 Quarter Credits** |

This course addresses the standards of practice for adult/geriatric clients requiring less complex nursing care and focuses on the use of the nursing process in assisting adult/geriatric clients to adapt to their ever-changing health needs. Prerequisite: NUR 1020C, NUR 1025 and NUR 1025L. Co-requisite: NUR 1210L. Lecture Hours: 40.0. Lab Hours: 0.0. Clinical Hours: 0.0.

| **NUR 1210L Nursing Care of the Adult Client I Clinical** | **4.0 Quarter Credits** |

The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. . Prerequisite: NUR 1020C, NUR 1025 and NUR 1025L. Co-requisite: NUR 1210. Lecture Hours: 0.0. Lab Hours: 0.0. Clinical Hours: 120.0.

NUR 2212 Nursing Care of the Adult Client II	**4.0 Quarter Credits**

This course builds on the course content of NUR 1210 and focuses on the nursing care of the adult/geriatric client with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 1210 and NUR 1210L.Co-requisite: NUR 2212L. Lecture Hours: 40.0. Lab Hours: 0.0. Clinical Hours: 0.0.

NUR 2212L Nursing Care of the Adult Client II Clinical	**4.0 Quarter Credits**

The clinical portion of Care of the Adult Client II integrates the theory learned in caring for the adult/geriatric client and applies it to multiple clinical situations. Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 1210 and NUR 1210L. Co-requisite: NUR 2212. Lecture Hours: 0.0. Lab Hours: 0.0. Clinical Hours: 120.0.

NUR 2430 Maternal Newborn Nursing	**3.0 Quarter Credits**

This course is a study of concepts related to the provision of nursing care for normal childbearing families and those at risk, as well as women's health issues, competency in knowledge, judgment, skill and professional values within a legal/ethical framework including a focus on normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal and postpartum periods; and consideration of selected issues in women's health. Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 1210, NUR 1210L, NUR 2212 and NUR 2212L. Co-requisite: NUR 2430L. Lecture Hours: 30.0. Lab Hours: 0.0. Clinical Hours: 0.0.

NUR 2430L Maternal Newborn Nursing Clinical	**3.0 Quarter Credits**

The clinical portion of Maternal Newborn nursing integrates and applies the theory learned to provide care for obstetric and newborn clients in acute care agencies, community health agencies, schools and in simulated experiences in the nursing computer and skills lab. Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 1210, NUR 1210L, NUR 2212 and NUR 2212L. Co-requisite: NUR 2430. Lecture Hours: 0.0. Lab Hours: 0.0. Clinical Hours: 90.0.

NUR 2513 Mental Health Nursing	**3.0 Quarter Credits**

This course is a study of the nurse's role in caring for clients experiencing alterations in mental health and those experiencing mental illness throughout the life span. Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 1210, NUR 1210L, NUR 2212, NUR 2212L, NUR 2430 and NUR 2430L. Co-requisite: NUR 2513L, NUR 2440, NUR 2440L. Lecture Hours: 30.0. Lab Hours: 0.0. Clinical Hours: 0.0.

NUR 2513L Mental Health Nursing Clinical	**3.0 Quarter Credits**

The clinical portion of the Mental Health Nursing course integrates the theory learned in class to care of clients in various mental health agencies, long term care facilities and other agencies where the student will receive experiences with clients experiencing alterations in mental health. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 1210, NUR 1210L, NUR 2212, NUR 2212L, NUR 2430 and NUR 2430L. Co-requisite: NUR 2513, NUR 2440, NUR 2440L. Lecture Hours: 0.0. Lab Hours: 0.0. Clinical Hours: 90.0.

NUR 2440 Pediatric Nursing	**3.0 Quarter Credits**

This course is designed to be a study of the care of the pediatric client and family during health and disease with an emphasis on community based care. Content covered will include childhood diseases and childcare from infancy through adolescence. Focus will be on the care of the well and the ill child utilizing the nursing process with an emphasis on growth and developmental needs. Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 1210, NUR 1210L, NUR 2212, NUR 2212L, NUR 2430 and NUR 2430L. Co-requisite: NUR 2440L, NUR 2513, NUR 2513L. Lecture Hours: 30.0. Lab Hours: 0.0. Clinical Hours: 0.0.

NUR 2440L Pediatric Nursing Clinical	**3.0 Quarter Credits**

The clinical portion of Pediatric nursing integrates and applies the theory learned to provide care for pediatric clients in acute care agencies, community health agencies, schools and in simulated experiences in the nursing computer and skills lab. Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 1210, NUR 1210L, NUR 2212, NUR 2212L, NUR 2430 and NUR 2430L. Co-requisite: NUR 2440, NUR 2513, NUR 2513L. Lecture Hours: 0.0. Lab Hours: 0.0. Clinical Hours: 90.0.

NUR 2244 Advanced Nursing Care	**4.0 Quarter Credits**

This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice. Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 2212, NUR 2212L, NUR 2430 and NUR 2430L. Co-requisite: NUR 2244L, NUR 2831. Lecture Hours: 40.0. Lab Hours: 0.0. Clinical Hours: 0.0.

NUR 2244L Advanced Nursing Care Clinical	**4.0 Quarter Credits**

The clinical portion the Advanced Nursing Care course integrates and applies the theory learned by focusing on providing complex care to clients in various age groups in specific clinical sites. Emphasis will also be placed on clinical leadership and management. Students will identify traits and qualities in nurse managers/leaders and obtain experiences that will assist in molding the student for future management/leadership opportunities Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 2212, NUR 2212L, NUR 2430 and NUR 2430L. Co-requisite: NUR 2244, NUR 2831. Lecture Hours: 0.0. Lab Hours: 0.0. Clinical Hours: 120.0.

NUR 2831 Nursing Leadership and Management **4.0 Quarter Credits**
This course is designed to develop leadership skills for Associate Degree Nursing students that are necessary to manage clients, families and other members of the health care team. The scope of practice of various licensed and unlicensed caregivers are explored, communication skills, leadership, delegation and time and resource management are also included in the curriculum. This course will also review materials, theory and clinical, to prepare the student to taking the NCLEX-RN licensure examination and for the student's future role as a professional nurse. Prerequisite: NUR 1020C, NUR 1025, NUR 1025L, NUR 2212, NUR 2212L, NUR 2430 and NUR 2430L. Co-requisite: NUR 2244, NUR 2244L. Lecture Hours: 40.0. Lab Hours: 0.0. Clinical Hours: 0.0.

OST 1149L Keyboarding **2.0 Quarter Credits**
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lecture. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

OST 2335 Business Communications **4.0 Quarter Credits**
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

PHI 2100 Critical Thinking **4.0 Quarter Credits**
This course introduces the students to the concepts of critical thinking. Topics covered include problem solving, perceptions, truths, language, thoughts, concepts, judging, and arguments. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture. Hours 040 Lab Hours 000 Other Hours 000

PLA 1003 Introduction to Paralegal **4.0 Quarter Credits**
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Legal ethics is discussed in depth. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.

PLA 1700 Legal Ethics and Social Responsibility **4.0 Quarter Credits**
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1105 Legal Research and Writing I **4.0 Quarter Credits**
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lecture Hours: 30 Lab Hours: 20 Other Hours: 0

PLA 2106 Legal Research and Writing II **4.0 Quarter Credits**
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analyses of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA1105 Lecture Hours: 30 Lab Hours: 20 Other Hours: 0.

PLA 2201 Civil Litigation I **4.0 Quarter Credits**
This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process. Prerequisite: PLA 1003. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.

PLA 2203 Civil Procedure **4.0 Quarter Credits**
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Fundamental litigation practices are discussed. Prerequisite: PLA 1003. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.

PLA 2273 Torts	**4.0 Quarter Credits**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.

PLA 2363 Criminal Procedure and the Constitution	**4.0 Quarter Credits**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: PLA 1003. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.

PLA 2423 Contract Law	**4.0 Quarter Credits**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA1003 Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

PLA 2433 Business Organization	**4.0 Quarter Credits**

This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lecture Hours: 040 Lab Hrs. 000 Other Hrs. 000

PLA 2456 Paralegal Capstone Course	**4.0 Quarter Credits**

This course, available only during students' final quarter, simulates the law office environment and is designed to equip students for transition from matriculation to legal employment. Focus is placed on the assembly of court and client documents using word processing application software. Documents are prepared in the areas of various areas of law practice including federal and state civil litigation, discovery, appellate, family law, criminal law, contracts, probate, and business associations. These documents comprise the student portfolio presented for final evaluation. Prerequisite: CGS 2060C, CGS 2501, PLA 1105, PLA 2106 Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.

PLA 2460 Bankruptcy	**4.0 Quarter Credits**

Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

PLA 2483 Introduction to Administrative Law	**4.0 Quarter Credits**

This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lecture Hours: 040 Lab Hrs. 000 Other Hrs. 000

PLA 2600 Wills, Trusts, and Probate	**4.0 Quarter Credits**

This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0 other hrs.: 0

PLA 2610 Real Estate Law	**4.0 Quarter Credits**

This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

PLA 2631 Environmental Law	**4.0 Quarter Credits**

This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lecture Hours: 40 Lab Lab Hrs. 000 Other Hrs. 000

PLA 2763 Law Office Management	**4.0 Quarter Credits**

This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

PLA 2800 Family Law	**4.0 Quarter Credits**

Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.

PLA 2930 Contemporary Issues and Law	**4.0 Quarter Credits**

This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hours: 040 Lab Hrs. 000 Other Hrs. 000

PSY 2012 General Psychology	**4.0 Quarter Credits**

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SBM 2000 Small Business Management	**4.0 Quarter Credits**

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 0

SLS 1105 Strategies for Success	**4.0 Quarter Credits**

This course is designed to equip students for transitions in their education and life. The course includes introduction to the College and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1110 Strategies for Nursing Success	**2.0 Quarter Credits**

This course is designed to prepare students for transition in their nursing education and life. The course includes introduction to the College and its resources, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lecture Hours: 20.0. Other Lab Hours: 0.0. Clinical and Nursing Lab Hours: 0.0. Prerequisite: None.

SLS 1321 Career Skills & Portfolio Development	**2.0 Quarter Credits**

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

SLS 1505 Basic Critical Thinking	**2.0 Quarter Credits**

This course introduces the students to the concepts of critical thinking. Topics covered include self-critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLSP 1103 Strategy & Critical Thinking	**2.0 Quarter Credits**

This course lays a foundation for a student's transition into higher education and future endeavors. The course includes an introduction to the school, study skills, time management techniques, and life proficiencies. Topics covered include the levels of thinking and the development of ethical and decisive thought. Prerequisite: None. Lecture. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SPC 2017 Oral Communications	**4.0 Quarter Credits**

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SPCP 2300 Fundamentals of Interpersonal Communication	**4.0 Quarter Credits**

The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYG 2001 Principles of Sociology	**4.0 Quarter Credits**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAX 2000 Tax Accounting   **4.0 Quarter Credits**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ZENITH EDUCATION GROUP

The following schools are owned by Zenith Education Group:

Everest College
- Arlington (Mid Cities), TX (additional location of Everest College, Springfield, MO)
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- 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 South, TX (additional location of Everest College, Colorado Springs, CO)
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- Portland, OR (main campus)
- Renton, WA (main campus)
- Seattle, WA (main campus)
- Springfield, MO (main campus)
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- Thornton, CO (main campus)
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- Woodbridge, VA (additional location of Everest College, Seattle, WA)

Everest Institute
- Austin, TX (branch of Everest Institute, Southfield, MI)
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- Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)

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- Norcross, GA (branch of Everest Institute, Southfield, MI)
- Pittsburgh, PA (main campus)
- Portland (Tigard), OR (additional location of Everest College, Seattle, WA)
- San Antonio, TX (main campus)
- Southfield, MI (main campus)
- South Plainfield, NJ (branch of Everest Institute, Southfield, MI)

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

WyoTech
- Blairsville, PA (branch of WyoTech, Laramie, WY)
- Daytona Beach, FL (main campus)
- Laramie, WY (main campus)

STATEMENT OF OWNERSHIP

This campus is owned and operated by Zenith Education Group, Inc. (Zenith), a Delaware nonprofit corporation. Zenith's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for Zenith and ECMC Group are located at:

1 Imation Place
Building 2
Oakdale, MN 55128

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Directors	**Officers**
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Roberta Cooper Ramo	Dan Fisher, Secretary
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I. King Jordan	
James McKeon	
Jack O'Connell	
Maurice Salter	

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Sean Raven	Director of Admissions
Ijeoma Adams	Director of Student Finance
Billy Bowles Jr.	Director of Career Services
Open	Librarian

CATALOG SUPPLEMENT

See the catalog supplement for information related to the faculty listing.

TUITION AND FEES

DALLAS					
MODULE-BASED PROGRAMS	**PROGRAM LENGTH**	**CREDITS**	**PROGRAM TUITION**	**ESTIMATED BOOKS AND EQUIPMENT**	**TOTAL (ESTIMATED)**
Medical Administrative Assistant	33 Weeks	48	$14,080	$2,107	$16,187
Medical Assistant	41 Weeks	60	$15,950	$2,257	$18,207
Medical Insurance Billing and Coding	33 Weeks	48	$15,038	$2,059	$17,097
QUARTER BASED PROGRAMS	**PROGRAM LENGTH**	**CREDITS**	**PROGRAM TUITION**	**ESTIMATED BOOKS AND EQUIPMENT**	**TOTAL (ESTIMATED)***
Accounting	24 months	96	$30,720-$46,080	$5,204	$35,924-$51,284
Business Administration	24 months	96	$30,720-$46,080	$4,050	$37,770-$50,130
Criminal Justice	24 months	96	$30,720-$46,080	$4,050	$37,770-$50,130
Paralegal	24 months	96	$30,720-$46,080	$4,050	$37,770-$50,130

Book Price Module-based programs effective for students starting July 27, 2015 or later
Tuition effective August 4, 2015
Linear tuition effective February 2, 2015
Total final cost dependent upon enrollment status

FT. WORTH SOUTH					
MODULE-BASED PROGRAMS	**PROGRAM LENGTH**	**CREDITS**	**PROGRAM TUITION**	**ESTIMATED BOOKS AND EQUIPMENT**	**TOTAL (ESTIMATED)***
Dental Assistant	33 Weeks	48	$11,211	$956	$12,167
Medical Administrative Assistant*	33 Weeks	48	$10,545	$2,020	$12,565
Medical Assistant	41 Weeks	60	$11,856	$2,161	$14,017
Medical Insurance Billing and Coding	33 Weeks	48	$10,330	$1,909	$12,239
QUARTER-BASED PROGRAMS	**CREDITS**	**TUITION PER CREDIT HOUR**	**PROGRAM TUITION**	**ESTIMATED BOOKS AND EQUIPMENT**	**TOTAL (ESTIMATED)**
Nursing	107	$435	$46,545	$3,903	$50,448
QUARTER BASED PROGRAMS	**PROGRAM LENGTH**	**CREDITS**	**PROGRAM TUITION**	**ESTIMATED BOOKS AND EQUIPMENT**	**TOTAL (ESTIMATED)***
Accounting	24 months	96	$30,720-$46,080	$5,204	$35,924-$51,284
Business	24 months	96	$30,720-$46,080	$4,050	$37,770-$50,130
Criminal Justice *	24 months	96	$30,720-$46,080	$4,050	$37,770-$50,130
Paralegal	24 months	96	$30,720-$46,080	$4,050	$37,770-$50,130

Book Price Module-based programs effective for students starting July 27, 2015 or later
Tuition effective August 4, 2015
Linear tuition effective February 2, 2015
Total final cost dependent upon enrollment status
*Currently not enrolling students

These modular and Quarter Based tuition tier flat-rate tuition tables only apply to:

1. **New enrolling students.** A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or
2. **Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date** (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.)

Note: Students re-entering the same program version within 180 days from their NSLDS withdrawal date will be charged at the cost per credit/quarter reflected on the enrollment agreement from the most recent prior period of enrollment.

For students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:
Same Program (Same / New Program Version):
>   Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits / Length of Program):
>   Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change)
>   Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

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

NUMBER OF CREDITS ENROLLED IN	CREDIT LOAD	COST PER CREDIT	COST PER QUARTER
16 and more	20	$256.00	$5,120.00
	19	$269.47	$5,120.00
	18	$284.44	$5,120.00
	17	$301.17	$5,120.00
	16	$320.00	$5,120.00
12-15	15	$266.67	$4,000.00
	14	$285.71	$4,000.00
	13	$307.70	$4,000.00
	12	$333.33	$4,000.00
8-11	11	$349.10	$3,840.00
	10	$384.00	$3,840.00
	9	$426.67	$3,840.00
	8	$480.00	$3,840.00
1-7	7	$480.00	$3,360.00
	6	$480.00	$2,800.00
	5	$480.00	$2,400.00
	4	$480.00	$1,920.00
	3	$480.00	$1,440.00
	2	$480.00	$960.00
	1	$480.00	$480.00

Effective February 2, 2015
Note: For new students only
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is $2,666. Thereafter, students are subject to the tiered quarterly tuition rate.

ARLINGTON (MIDCITIES)					
MODULE-BASED PROGRAMS	PROGRAM LENGTH	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL (ESTIMATED)*
Electrical Technician	36 Weeks	59	$9,986	$2,633	$12,619
Heating, Ventilation and Air Conditioning	36 Weeks	55	$10,412	$2,091	$12,503
Medical Administrative Assistant	33 Weeks	48	$10,549	$2,015	$12,564
Medical Assistant	41 Weeks	60	$11,861	$2,156	$14,017
Medical Insurance Billing and Coding	33 Weeks	48	$15,038	$2,185	$17,223
Pharmacy Technician	33 Weeks	48	$11,182	$1,037	$12,219
QUARTER BASED PROGRAMS	PROGRAM LENGTH	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL (ESTIMATED)*
Accounting	24 months	96	$23,040-$46,080	$5,204	$28,244-$51,284

| Business Administration | 24 months | 96 | $23,040-$46,080 | $4,000 | $27,040-$50,080 |
| Criminal Justice | 24 months | 96 | $23,040-$46,080 | $3,500 | $26,540-$49,580 |

Book Price Module-based programs effective for students starting July 27, 2015 or later
Tuition effective August 4, 2015
Linear tuition effective February 2, 2015
Total final cost dependent upon enrollment status

FLAT TERM RATE TABLE

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

NUMBER OF CREDITS ENROLLED IN	CREDIT LOAD	COST PER CREDIT	COST PER QUARTER
16 and more	20	$240.00	$4,800.00
	19	$252.63	$4,800.00
	18	$266.67	$4,800.00
	17	$282.35	$4,800.00
	16	$300.00	$4,800.00
12-15	15	$240.00	$3,600.00
	14	$257.14	$3,600.00
	13	$276.92	$3,600.00
	12	$300.00	$3,600.00
8-11	11	$312.72	$3,440.00
	10	$344.00	$3,440.00
	9	$382.22	$3,440.00
	8	$430.00	$3,440.00
1-7	7	$480.00	$3,360.00
	6	$480.00	$2,800.00
	5	$480.00	$2,400.00
	4	$480.00	$1,920.00
	3	$480.00	$1,440.00
	2	$480.00	$960.00
	1	$480.00	$480.00

Effective February 2, 2015

Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is $2,400. Thereafter, students are subject to the tiered quarterly tuition rate.

HOURS OF OPERATION

ADMINISTRATIVE HOURS

OFFICE	
Arlington	Monday–Thursday 8:00 a.m.–8:00 p.m. Friday 8:00 a.m.–5:00 p.m. *Saturday 9:00 a.m.–1:00 p.m.
Dallas	Monday–Thursday 8:00 a.m.–8:00 p.m. Friday 8:00 a.m.–5:00 p.m. Saturday 9:00 a.m.–1:00 p.m.
Fort Worth South	Monday–Thursday 9:00 a.m.–7:00 p.m. Friday 8:00 a.m.–5:00 p.m. Saturday and Sunday–Closed

*Only open on selected Saturday's

SCHEDULES FOR QUARTER–BASED PROGRAMS

Morning	Afternoon	Evening
8:00*–8:50	1:00–1:50	6:00–6:50
9:00–9:50	2:00–2:50	7:00–7:50
10:10–11:00	3:10–4:00	8:10–9:00
11:10–12:00	4:10–5:00	9:10–10:00
12:00–12:50**	5:00–5:50**	10:00–10:50**
Breaks	**Breaks**	**Breaks**
8:50–9:00	1:50–2:00	6:50–7:00
9:50–10:10	2:50–3:10	7:50–8:10
11:00–11:10	4:00–4:10	9:00–9:10

*Dallas classes start at 8:30 a.m. Arlington classes start at 8:00 a.m. **Certain classes meet for five hours per week.

SCHEDULES FOR MODULAR PROGRAMS

Morning	Mid–Morning	Afternoon	Evening
6:00–6:50	10:00–10:50	2:00–2:50	6:00–6:50
7:00–7:50	11:00–11:50	3:00–3:50	7:00–7:50
8:10–9:00	12:10–1:00	4:10–5:00	8:10–9:00
9:10 –10:00	1:10–2:00	5:10–6:00	9:10–10:00
Breaks	**Breaks**	**Breaks**	**Breaks**
6:50–7:00	10:50–11:00	2:50–3:00	6:50–7:00
7:50–8:10	11:50–12:10	3:50–4:10	7:50–8:10
9:00–9:10	1:00–1:10	5:00–5:10	9:00–9:10

SCHEDULES FOR MODULAR PROGRAMS (WEEKEND ONLY)

All Programs SAT –SUN	Breaks:
8:00–8:50	8:50–9:00
9:00–9:50	9:50–10:00
10:00–12:00	12:00–1:10
1:10–1:50	1:50–2:00
2:00–2:50	2:50–3:00
3:00–3:50	3:50–4:00
4:00–4:50	4:50–5:00
5:00–6:00	

ACADEMIC CALENDARS

QUARTER-BASED PROGRAMS

FY16 Academic Calendar

Event		Month	Day	Year
Summer Term Starts		July	13	2015
Summer Term Drop/Add Deadline		July	27	2015
Mini-Term Starts		August	24	2015
Mini-Term Drop/Add Deadline		August	31	2015
Labor Day Holiday		September	7	2015
Summer Term Ends		October	4	2015
Fall Break	From:	October	5	2015
	To:	October	11	2015
Fall Term Start		October	12	2015
Fall Term Drop/Add Deadline		October	26	2015
Mini-Term Starts		November	23	2015
Thanksgiving Day Holiday	From:	November	26	2015
	To:	November	29	2015
Mini-Term Drop/Add Deadline		December	2	2015
Winter Holiday	From:	December	24	2015
	To:	January	3	2016
Classes Resume		January	4	2016
Fall Term Ends		January	10	2016
Winter Term Starts		January	11	2016
M.L. King Jr. Birthday Holiday		January	18	2016
Winter Term Drop/Add Deadline		January	25	2016
Presidents' Day		February	15	2016
Mini-Term Starts		February	22	2016
Mini Term Drop/Add Deadline		February	29	2016
Winter Term Ends		April	3	2016
Spring Vacation	From:	April	4	2016
	To:	April	10	2016
Spring Term Starts		April	11	2016
Spring Term Drop/Add Deadline		April	25	2016
Memorial Day Holiday		May	30	2016
Mini-Term Starts		May	23	2016
Mini Term Drop/Add Deadline		May	31	2016
Spring Term Ends		July	3	2016
Independence Day Holiday		July	4	2016
Summer Vacation	From:	July	4	2016
	To:	July	10	2016

FY17 Academic Calendar

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

MODULAR PROGRAMS

ALL CAMPUSES

Electrical Technician, Medical Administration Assistant, Medical Assistant, Heating, Ventilation and Air Conditioning, Pharmacy Technician, Medical Insurance Billing and Coding, Dental Assistant Mod Early Morning, Morning, Afternoon and Night 2015 – 2016	
Start Dates	End Dates
6/24/2015	7/22/2015
7/24/2015	8/20/2015
8/24/2015	9/21/2015
9/22/2015	10/19/2015
10/21/2015	11/17/2015
11/18/2015	12/17/2015
12/18/2015	1/28/2016
1/29/2016	2/26/2016
2/29/2016	3/25/2016
3/29/2016	4/25/2016
4/27/2016	5/24/2016
5/26/2016	6/23/2016
6/27/2016	7/25/2016
7/27/2016	8/23/2016
8/25/2016	9/22/2016
9/26/2016	10/21/2016
10/24/2016	11/18/2016
11/21/2016	12/20/2016
12/21/2016	1/25/2017

Weekday Holiday and Student Break 2015		
Holiday/Student Break	Start Dates	End Dates
Student Break	7/23/2015	7/23/2015
Student Break	8/21/2015	8/23/2015
Labor Day	9/7/2015	9/7/2015
Student Break	10/20/2015	10/20/2015
Thanksgiving Holiday	11/26/2015	11/27/2015
Christmas Break	12/23/2015	1/3/2016

DALLAS ONLY

Medical Insurance Billing and Coding, Medical Assistant, Medical Administrative Assistant Weekend 2015 – 2016	
Start Dates	End Dates
7/18/2015	8/9/2015
8/15/2015	9/13/2015
9/19/2015	10/11/2015
10/17/2015	11/8/2015
11/14/2015	12/13/2015
12/19/2015	1/17/2016
1/23/2016	2/14/2016
2/20/2016	3/13/2016
3/19/2016	4/17/2016
4/23/2016	5/15/2016
5/21/2016	6/19/2016
6/25/2016	7/24/2016
7/30/2016	8/21/2016
8/27/2016	9/25/2016
10/1/2016	10/23/2016
10/29/2016	11/20/2016
12/3/2016	1/8/2017

Holiday and Student Break Weekend 2015 - 2016		
Holiday/Student Break	Start Dates	End Dates
Labor Day Weekend	9/3/2016	9/4/2016
Student Break	11/21/2016	12/2/2016
Christmas Break	12/19/2016	1/6/2017

ARLINGTON ONLY

Heating, Ventilation and Air Conditioning, Electrical Technician, Medical Administrative Assistant, Medical Assistant, Pharmacy Technician Mod Early Morning, Morning, Afternoon and Night 2016	
Start Dates	**End Dates**
1/29/2016	2/26/2016
2/29/2016	3/25/2016
3/29/2016	4/25/2016
4/27/2016	5/24/2016
5/26/2016	6/23/2016
6/27/2016	7/25/2016
7/27/2016	8/23/2016
8/25/2016	9/22/2016
9/26/2016	10/21/2016
10/24/2016	11/18/2016
11/21/2016	12/20/2016
12/21/2016	1/25/2017

Holiday and Student Break 2016		
Holiday/Student Break	**Start Dates**	**End Dates**
New Year's Day	1/1/2016	1/1/2016
Martin Luther King Day	1/18/2016	1/18/2016
Presidents Day	2/15/2016	2/15/2016
Memorial Day	5/30/2016	5/30/2016
Independence Day	7/4/2016	7/4/2016
Labor Day	9/5/2016	9/5/2016
Thanksgiving Holiday	11/24/2016	11/25/2016
Christmas Break	12/23/2016	1/1/2017

Medical Assistant, Medical Administrative Assistant, Pharmacy Technician, Electrical Technician, Heating, Ventilation and Air-Conditioning Weekend 2015 – 2016	
Start Dates	**End Dates**
2/7/2015	3/1/2015
3/7/2015	3/29/2015
4/11/2015	5/3/2015
5/9/2015	6/7/2015
6/13/2015	7/12/2015
7/18/2015	8/9/2015
8/15/2015	9/13/2015
9/19/2015	10/11/2015
10/17/2015	11/8/2015
11/14/2015	12/13/2015
12/19/2015	1/17/2016
1/23/2016	2/14/2016
2/20/2016	3/13/2016
3/19/2016	4/17/2016
4/23/2016	5/15/2016
5/21/2016	6/19/2016
6/25/2016	7/24/2016
7/30/2016	8/21/2016
8/27/2016	9/25/2016
10/1/2016	10/23/2016
10/29/2016	11/20/2016
12/3/2016	1/8/2017

Holiday and Student Break Weekend 2014 - 2016		
Holiday/Student Break	**Start Dates**	**End Dates**
Labor Day Weekend	9/3/2016	9/4/2016
Student Break	11/21/2016	12/2/2016
Christmas Break	12/19/2016	1/6/2017

FT. WORTH SOUTH ONLY

Medical Insurance Billing and Coding, Medical Administrative Assistant, Dental Assisting, Medical Assistant Mod Early Morning, Morning, Afternoon and Night Schedule 1 2016	
Start Dates	**End Dates**
1/29/2016	2/26/2016
2/29/2016	3/25/2016
3/29/2016	4/25/2016
4/27/2016	5/24/2016
5/26/2016	6/23/2016
6/27/2016	7/25/2016
7/27/2016	8/23/2016
8/25/2016	9/22/2016
9/26/2016	10/21/2016
10/24/2016	11/18/2016
11/21/2016	12/20/2016
12/21/2016	1/25/2017

Holiday and Student Break 2016		
Holiday/Student Break	**Start Dates**	**End Dates**
New Year's Day	1/1/2016	1/1/2016
Martin Luther King Day	1/18/2016	1/18/2016
Presidents Day	2/15/2016	2/15/2016
Memorial Day	5/30/2016	5/30/2016
Independence Day	7/4/2016	7/4/2016
Labor Day	9/5/2016	9/5/2016
Thanksgiving Holiday	11/24/2016	11/25/2016
Christmas Break	12/23/2016	1/1/2017