Mountain West

COLLEGE

2005 - 2006 CATALOG

MWC 0505

3280 WEST 3500 SOUTH
WEST VALLEY CITY, UTAH 84119
(801) 840-4800

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and academic Associate's Degrees, and registered with the Utah State Board of Regents.

IMPORTANT - The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in college policies and procedures at any time such changes are considered to be desirable or necessary.

Failure to read this Catalog does not excuse students from the requirements and regulations described herein.

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WELCOME TO MOUNTAIN WEST COLLEGE

PRESIDENT'S MESSAGE

Dear Student:

Welcome to Mountain West College. The faculty, staff, and I are pleased that you selected our college to earn your Diploma or Associate Degree. Mountain West College has a unique way of delivering high quality instruction and services. Our approach to education places a high priority on you. Specifically, your total educational experience will involve being a student, a customer, and a guest.

As a student you are expected to meet all the academic requirements in each course as set forth by the instructor. In addition, the better your attendance, the better your grades. You will also discover that education can be fun.

As a customer, we value your opinion not only on what you like about Mountain West College, but also on or regarding areas in which we can improve. You will have several opportunities to comment about your level of customer satisfaction through survey instruments and informal discussions with our professional staff.

As a guest you will be treated with respect and dignity. You will also see a high degree of teamwork and cooperation demonstrated among the staff and faculty.

When you graduate from Mountain West College you will be prepared for a rewarding career and career advancement. Our faculty and staff have a strong commitment to helping you achieve academic success and to making your dreams come true.

You have my best wishes for a great educational experience at Mountain West College.

Sincerely,

Larry Banks, Ph.D.
President

ABOUT MOUNTAIN WEST COLLEGE

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. The mission is further defined by:

Mission 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 between students, administrators, and staff;
♦ To provide students with opportunities for membership in supportive peer activities to encourage the development of self-sufficiency and leadership qualities;
♦ To provide career-long placement assistance.

HISTORY

A year-round co-educational institution, Mountain West College produces successful graduates in several business-related disciplines. Mountain West College was founded in 1982 as Mountain West Computer School. This College was subsequently purchased in 1983 and was then called Mountain West College of Business and Technology. In November of 1987, candidacy for accreditation for Junior College Status was granted.

In September of 1989, Phillips Colleges, Inc. acquired Mountain West Junior College. In March 1990, Mountain West Junior College changed its name to Phillips Junior College. Since its founding in 1982, the College has grown steadily in students and offerings. The College now offers Diploma and Associate Degree programs in several disciplines in both day and evening classes.

In October, 1996, the college was acquired by Rhodes Colleges, Inc., and the name of the college was changed to Mountain West College in recognition of the institution's history of excellence in training and education in the Salt Lake City area. The entire Rhodes College system is dedicated to the ideal that students should have the opportunity to reach their full potential. The College staff is concerned with and committed to developing, in all students, the quest for knowledge and the skills necessary for successful, life-long learning in their fields.

LOCATION

Located near I-215 Beltway Freeway and Valley Fair Mall, Mountain West College serves the growing Salt Lake Valley.

BUILDING AND FACILITIES

Mountain West College utilizes approximately 26,200 square feet of modern, well-lighted, air conditioned classrooms and supporting facilities. The space utilized is equipped to facilitate use by handicapped persons. The Computer Programming Laboratory houses modern computer systems. The College facilities include classrooms, study areas, computer labs, medical lab, and administrative offices. The campus provides the student a convenient, quiet setting for reading and studying. The College also maintains a Learning Resource Center containing a modern collection of over 7,500 volumes that completely support the various curricula and provide learning resources for our students and faculty. Additionally, virtual library resources are available on the Internet, as is access to Westlaw.

EATING FACILITIES

The student lounge area in the facility is equipped with food and beverage machines where students may relax and enjoy food they bring in. Many commercial facilities are located in the immediate vicinity.

PARKING AND PUBLIC TRANSPORTATION

Ample parking is provided at the College for students, faculty, and administration at no charge. The facility is conveniently located close to freeways and is easily accessible by public transportation.

OFFICE HOURS

The administrative offices are open Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 4:00 p.m. and Saturday by appointment. We suggest calling for an appointment before visiting. Appointments after hours may be made by calling in advance.

FACILITIES FOR HANDICAPPED STUDENTS

The building at Mountain West College is fully equipped to accommodate the wheelchair handicapped.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, The College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

STATEMENT OF NON-DISCRIMINATION

Rhodes College does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school president is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the school president. The school president must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

ACCREDITATION

Mountain West College is accredited by the Accrediting Council for Independent Colleges and Schools to award academic associate's degrees and diplomas. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

Accrediting Agencies

Mountain West College's diploma and associate degree Medical Assistant programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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.

AUTHORIZATIONS, APPROVALS, AND MEMBERSHIPS

Mountain West College is registered with the Utah State Board of Regents, #3 Triad Center, 355 N. West Temple, Salt Lake City, UT 84180, and is licensed by Salt Lake County. Mountain West College is approved by the United States Department of Immigration, the Bureau of Indian Affairs, and Workforce Investment Act.

Associate degree educational programs are approved for Veteran's training by the Utah State Approving Agency. The student who is interested in inquiring about such educational benefits must first check with the Office of the Registrar.

Mountain West College has memberships in the following organizations:

- Better Business Bureau
- Utah State Society of American Medical Technologists
- Data Processing Management Association Student Chapter (DPMA)
- Legal Assistants Association of Utah (LAAU)
- Utah State Society of Medical Assistants (USSMA)
- National Association of Student Financial Aid Administrators
- National Business Education Association

- Salt Lake City Chamber of Commerce
- West Valley City Chamber of Commerce
- Utah Association of Financial Aid Administrators
- Utah Business Education Association
- Utah Association of Career Colleges and Schools
- Utah Hotel and Motel Association
- Utah Information Technology Association (UITA)
- Utah Advisory Council on Military Education
- Rocky Mountain Association for College Admission Counseling
- Rocky Mountain Association for Financial Aid Administrators
- Society for Human Resource Management
- American Association for Paralegal Education
- National Association of Legal Assistants
- National Federation of Paralegal Associations

ADMISSIONS

Mountain West College provides educational opportunities to people interested in participating in the educational programs offered. The College is interested in providing training in a career matched to its students' interests and abilities.

An applicant should request an appointment for a personal interview with an admissions representative of the College in order to gain a better understanding of the institution and to view its facilities and equipment.

Mountain West College reserves the right to defer admission of potentially eligible candidates to the next quarter if credentials are submitted after established deadlines or enrollment limits have been reached. The College reserves the right to cancel or postpone classes due to low enrollment after notification of those already enrolled.

Following the personal interview, the applicant completes an application for admission, and a college entrance examination is given. The evaluation is designed to further ensure that the applicant has the proper educational background to pursue a college-level program.

GENERAL ADMISSION POLICY

High School graduation or its equivalent (such as the GED) is a prerequisite for admission to the College. Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission. Successful completion of an assessment examination is also a prerequisite for admission. This standardized, nationally normed test is administered by the college, and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program. The test used is the CPAT with a required minimum passing score of 120, except for students enrolling in Surgical Technology which requires a minimum score on the CPAT of 150. Applicants who have completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to take the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAt) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

ALLIED HEALTH STUDENT DISCLOSURE

Criminal Background Check

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

Students enrolling in the Surgical Technologist program will be subjected to a criminal background check which will include:

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

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

Clearance for students will not be obtained where the background check identified a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the last 7 years:

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

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

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion.

INTERNATIONAL STUDENT ADMISSION POLICY

International students wanting to apply for admission to Mountain West College must be a graduate of secondary school (high school) and have adequate English proficiency, demonstrated by one of the following criteria:

1. A score of 450 or higher on the Test of English as a Foreign Language (T.O.E.F.L.) examination.
2. Completion of Level 107 from a designated E.L.S. (English Language School) center.
3. Score of 78 or higher on the Michigan Language Test (MELAB).
4. Successful completion of the college assessment examination.

MATRICULATED STATUS

Most students select a program of study upon their official admission to the College. When the student is officially admitted to the College to pursue a declared major field of study that will lead to the awarding of a degree or diploma, the student is considered matriculated.

NON-MATRICULATED STATUS

Non-matriculated students are those who do not wish to pursue a program leading toward a degree or diploma at the College. Non-matriculated students include students currently enrolled in another collegiate institution but who are enrolled in courses at Mountain West College on a part-time basis, or students who are enrolled in courses with no degree objective. If the non-matriculated student is admitted to matriculated status, all appropriate credits earned while on non-matriculated status will automatically apply toward the requirements for a degree.

RE-ENTRY POLICY

Any student who withdraws from school may apply for re-entry. A student that has been withdrawn may only re-enter with the approval of the Academic Dean who will evaluate attendance, academic and financial history. The re-entry request may only be submitted after the student has been out of school for a full quarter if the student was withdrawn for failure to meet Satisfactory Academic Progress. More than two re-entries into the college will be considered on a case by case basis at the discretion of the Academic Dean. Students who re-enter the college will sign a new enrollment agreement and will be subject to the tuition rates and program requirements in effect at the time of re-entry.

ADMINISTRATIVE POLICIES

STUDENT CODE OF CONDUCT

BACKGROUND

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

- Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other college-related activity.

STUDENT CONDUCT CODE

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

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

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

STUDENT CONDUCT CODE VIOLATIONS/FORMAL DISCIPLINARY PROCEDURE

If the College has reason to believe that a student has violated the Student Conduct Code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

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

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

FIRST OFFENSE

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

SECOND OFFENSE

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

FOOD AND BEVERAGES

All food and beverages should be consumed in authorized areas only and not taken into any classroom or laboratory.

SMOKING

In accordance with the Utah Indoor Clean Air Act, Mountain West College offers its students a smoke-free environment. Smoking is not permitted within 25 feet of an entrance to a building.

TELEPHONE CALLS

It is not permissible to call a student to the phone/cell phones/pages except in the case of absolute emergency.

DRESS CODE

Students are expected to dress neatly and be properly groomed. Mountain West College prepares graduates for employment in the community. While on campus, dress appropriate for employment is expected. Clothing with lewd, offensive, objectionable material is not to be worn on campus. Scrubs, lab coats and enclosed shoes are required for medical labs.

PARKING

Students should obey all parking ordinances. Mountain West College is not responsible for any damage to any vehicle on the premises or in the area before, during, or after school.

GUESTS AND CHILDREN ON CAMPUS

Guests must register with the receptionist at the front desk in the College office. Children are not permitted in the classrooms and are not allowed on the campus without constant adult supervision.

ACCOMMODATION FOR HANDICAPPED

It is the policy of Mountain West College to provide accessibility and reasonable accommodations for persons defined as handicapped in section 504 of the Rehabilitation Act of 1973. Specifically, the College provides evaluation of individual needs, advisement, and appropriate support for academic programs of persons identified as handicapped.

Handicapped students have the responsibility of contacting the Academic Office for an intake interview to assess their needs prior to their first quarter of enrollment at Mountain West College. Students are responsible for identifying themselves and their needs to each instructor no later than the first day of class each quarter and notifying the Academic Office as soon as possible, should any problems arise concerning their academic program.

Faculty members have the responsibility of becoming familiar with Section 504 of the Rehabilitation Act and of reasonably accommodating each identified handicapped student in each class on an individual basis.

SEXUAL HARASSMENT

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

Sexual harassment of employees or students at Mountain West College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

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

FINANCIAL INFORMATION

TUITION AND FEES

The tuition and fees listed below will be charged for the student's first quarter (or Mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

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

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

Tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR	TUITION PER CREDIT HOUR	TEXTBOOK & EQUIPMENT
Surgical Technologist	Per credit	$273	
Network Administration (No longer offered 4/20/04)	Per credit	$285	
Medical Insurance Billing/Coding	Course of 6 Modules (35 credits)	$8,269	$500 (revised 8/26/04)
Business Accounting	Course of 5 Modules (48 credits)	$9,450	
Medical Assisting	Course of 8 Modules (47 credits)	$11,025	$750 (revised 8/26/04)
All other programs	Per credit	$267	

Tuition will be charged on a quarterly basis.

Program	Program Length	Credit Units	Tuition	Books + Supplies	Options
Massage Therapy - Option **A** *with uniform*	9 Modules	54	$10,212	$263	$75
Massage Therapy - Option **B** *with uniform & table*	9 Modules	54	$10,212	$263	$666
Massage Therapy - Option **C** *with uniform & chair*	9 Modules	54	$10,212	$263	$465
Massage Therapy - Option **D** *with all*	9 Modules	54	$10,212	$263	$1,056
Medical Administrative Assistant	8 Modules	47	$9,765	$750	
Pharmacy Technician	8 Modules	47	$10,467	$750	

Additional Fees

Registration Fee	$25.00 per quarter
Registration Fee (for Modular Programs)	$0
Proficiency Examination Fee (Non-refundable fee assessed for each proficiency examination, cannot be paid from Title IV financial aid funds.)	$20.00 per credit
Late Registration Fee	$25.00
Background Check (for programs that require this)	$52
Library Fine	Actual cost of book(s)
Online Learning Fee	$100.00 per course
Late Payment Fee	$5.00
Transcript Fee*	$5.00

Non Sufficient Funds Fee	$15.00
Travel Experience Fee (Travel and Tourism Associate Degree Students Only)	$1,200.00

*Exception: Students are provided one official transcript free of charge upon completing graduation requirements. Additional fees, not included in the above costs, may be assessed. Please see textbook cost sheet for estimated quarterly charges.

PAYMENT ARRANGEMENTS

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

FINANCIAL ASSISTANCE INFORMATION

It is the goal of Mountain West College to assist every eligible student in procuring financial aid that enables the student to attend college. The college participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Federal Student Financial Aid. This includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS) and Federal Family Educational Loan (FFEL) Program (subsidized and unsubsidized Stafford). The college also offers an alternative financing program provided by outside agencies. Alternate source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the costs of education rests with the individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, school personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

FINANCIAL AID ELIGIBILITY

To be eligible for Financial aid, a student must:
- Be enrolled as a regular student in an eligible program of study on at least a half-time basis; with the exception of Pell and FSEOG;
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security number;
- Not owe a refund on a Pell Grant, FSEOG, or state grant previously received from any college;
- Not be in default on a Federal Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if a male born after December 31, 1959;
- Sign an updated Statement of Education Purpose/Certification Statement on refunds and default.

APPLICATION PROCEDURES

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution EFC, which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if the student changes colleges his/her aid does not automatically go with them. Each student should check with his/her new college to find out the appropriate procedures for reapplying for financial aid.

NEED AND COST OF ATTENDANCE
Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other financial aid and resources, a student's aid package may not exceed the cost of attendance.

SELECTION OF ELIGIBLE APPLICANTS
In accordance with Federal Regulation 668.43(b) (3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.
- Set an appointment with the Student Finance Officer for review of these forms and an estimate of the financial aid for which you qualify. Every effort is made to put together a balanced aid 'package' taking into consideration the student's financial need and academic progress.
- Notify the Student Finance Office of any changes that may affect your financial situation.
- While the College does not have a deadline for applying for financial aid, funds are limited in some programs. Students applying early will be given first priority consideration. Later applications will be considered as received until all funds are exhausted. All Title IV Federal Financial Aid Funds are credited to the student's account to cover institutional charges. Financial aid payments will be generally credited at the beginning of each quarter. Financial Aid through the Federal Work Study Program is disbursed by check bi-weekly. Each check is based on the number of hours actually worked by the student.
- Students are responsible for payment of their tuition and fees, even if an application for financial aid has been made.
- Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent Congressional appropriation, actual receipt of the funds by the College, and completion of the necessary forms by the student.
- The Student Finance Office reserves the right to review and cancel or revise the award at any time because of changes in the student's financial or academic status.
- The aid from federal aid programs is not automatically continued from one year to the next. Therefore, students must reapply for each award year.
- Once your application for financial aid is complete, your award will be made. This award letter will indicate the amount of financial aid you will receive from the various programs. Financial aid received from federal financial aid programs must be used for educational purposes only.

VERIFICATION OF APPLICATION INFORMATION
Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. Mountain West College verifies all selected applicants (with exception of the PLUS and Unsubsidized Stafford programs). The selected applicant and spouse must submit, at a minimum, U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's tax return(s).

Policies and Procedures for Verification
1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents with thirty (30) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline he/she will be dismissed from the college. The student may re-enter the college only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the student does not submit the requested documentation within the time period specified by the college.

8. Students will be informed of their responsibilities regarding the verification of application information, including the college's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
10. The College will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

BORROWER RIGHTS AND RESPONSIBILITIES
When a student takes on a student loan he/she has certain rights and responsibilities.

The borrower has the right to receive the following information before the first loan disbursement:
- the full amount of the loan;
- the interest rate;
- when the student must start repaying the loan;
- the effect borrowing will have on the student's eligibility for other types of financial aid;
- a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- the yearly and total amounts the student can borrow;
- the maximum repayment periods and the minimum repayment amount;
- an explanation of default and its consequences;
- an explanation of available options for consolidating or refinancing the student loan;
- a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:
- the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s),
- a loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- if the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- the fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
- an explanation of available options for consolidating or refinancing the student's loan,;
- a statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:
- understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- make payments on the student loan even if the student does not receive a bill or repayment notice;
- if the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
- notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number, or transfers to another institution.
- receive entrance counseling before being given the first loan disbursement, and the receive exit counseling before leaving school.

ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING
The Department of Education requires that all students receiving a Federal Family Educational Loan be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the student finance office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the tentative total loans received while in attendance at the college, refunds that may have been made, and to provide the student with an estimated payment schedule. The corporate office will mail out all official notifications related to exit interview packets to students with detailed information of any refunds that have

been made, and provide the student with an estimated payment schedule for all withdrawn and graduated students. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed. Federal Perkins exit interviews will be sent certified mail.

BORROWER CONSOLIDATION ELIGIBILITY

The Amendments have made some changes to Federal Consolidation loan eligibility to provide that a borrower, at the time of application, must:

- be in a grace period or repayment status on all loans being consolidated;
- or if in a delinquent or default status, will reenter repayment through loan consolidation.
- must not have another consolidation loan application pending
- must not have an unpaid balance on other student loans used to determine the borrower's repayment period that exceeds the amount of the consolidation loan.

A borrower may consolidate loans made under the FISL, Federal Stafford, Federal Perkins, Federal PLUS (student), Federal PLUS (parent loans made after October 17, 1986), Federal SLS, and Health Professions Student Loan (HPSL) programs. A loan on which a borrower defaulted is eligible for consolidation only if the borrower has, prior to the time of application, made satisfactory repayment arrangements with the holder of the loan and provides evidence of the arrangements to the consolidating lender.

These changes apply to Federal Consolidation loans for which the application is received by the lender on or after January 1, 1994.

CONSOLIDATION OF LOANS OF MARRIED COUPLES

A married couple may consolidate their individual loans if they agree to be held jointly and separately liable for repayment without regard to the amount of their individual indebtedness and any future change in their marital status.

For a married couple to be eligible for consolidation, only one spouse needs to meet the eligibility requirements for a Federal Consolidation loan. However, each spouse must certify that he or she does not have another application for a Federal Consolidation loan pending and each must agree to notify the holder of the loan of any change of address.

CANCELLATION

If a borrower dies or becomes totally and permanently disabled, the guarantee agency will pay the borrower's obligations for principle and interest, and the holder of the loan may not collect the loan from an endorser or from the borrower's estate. Certification of permanent disability from a physician is required for loan cancellation. The Department of Education will then reimburse the guarantee agency for the amount of the loan.

The guarantee agency or the Department of Education also will pay for a loan discharged in bankruptcy. A loan discharged in bankruptcy is not considered a defaulted loan.

SATISFACTORY PROGRESS AND FINANCIAL AID

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

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

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

ADDITIONAL INFORMATION

For more detailed information, please refer to 'The Student Guide Five Federal Financial Aid Programs' Booklet. This Booklet contains the most current information on loan limits - annual and maximum, repayment, deferment, rights and responsibilities, consolidation of loans, and state aid in your home state. It is available through the Student Finance Office of the College.

FINANCIAL AID PROGRAMS

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal College Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

FEDERAL PELL GRANT PROGRAM

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's needs, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant makes is possible to provide a 'foundation' of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the student finance office at the college or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system that will determine the applicants expected family contribution (EFC).

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT PROGRAM (FSEOG)

This grant is available to students with exceptional need and gives priority to Federal Pell grant recipients.

In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

FEDERAL WORK STUDY (FWS)

The Federal College work-study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community services organization.

Application for the FWS program may be made through the student finance office and eligibility is based on financial need and the availability of funds. The college will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.
1. Attendance at school is a prerequisite for keeping a work-study job.
2. The student must be in good academic standing while employed under the program.
3. The student may not earn more than the authorized amount indicated on the student award letter.
4. The student is expected to dress and conduct him/herself as a mature adult and to deliver a full measure of work for the time he/she is employed.

The amount of Federal Work Study and the number of students who may receive FWS depends on the availability of funds from the U.S. Department of Education.

FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM (FFELP)

Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal Plus Loans comprise the Federal Family Educational Loan Program (FFELP) and are discussed thoroughly below.

Subsidized Federal Stafford Loans

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The subsidized Stafford loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford Loan made to any Stafford borrower, regardless of whether that borrower has outstanding FFEL loans will have a variable interest rate not to exceed 8.25% determined on June 1 of each year. The interest rate on these loans may not exceed 8.25%. There is a 3% origination fee deducted by the lender from each disbursement. This must be repaid.

If the student is a dependent undergraduate student he/she may borrow up to:

- $2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year;
- $3,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year;
- $5,500 a year if he/she has completed two years of study, and the remainder of their program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Ask the Student Finance office for specific details. Total indebtedness for a dependent undergraduate student is $23,000.

If a student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan he/she may borrow up to:
- $6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $7,500 if he/she completed the first year of study and the remainder of their program is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $10,500 a year if he/she completed two years of study and the remainder of their program is at least a full academic year. (At least $5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Talk to your Student Finance office for specific details. Total indebtedness for an independent undergraduate student is $46,000. (No more than $23,000 of this amount may be subsidized loans.)

There is a 3 percent origination fee deducted from each disbursement. This must be repaid.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning their loan. Applications can be obtained from lender concerning their loan. Applications can also be obtained from the college's student finance office.

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans
The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. The term 'unsubsidized' means that interest is not paid for the student during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:
- The Government does not pay interest on the students' behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender or; the student and the lender may agree to capitalization of the accrued interest.
- The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4.0%. The fee will be deducted proportionately from each disbursement and paid to the federal government.

Federal PLUS Loans
The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1st of each year but has a maximum of 9%.

Repayment begins with 60 days of the final disbursement unless the parent qualified for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time of the first disbursement is

made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is $50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the college's student finance office or from the lender.

For deferment information contact the Student Finance Office.

Federal PLUS Loans Co-Payable
Federal PLUS Loans disbursed on or after October 1, 1992, will be disbursed in a check made co-payable to the parent borrower and the school.

Federal PLUS Loan Credit Checks
Federal PLUS Loans disbursed on or after July 1, 1993, will be made only to parents with no adverse credit history.

Coordination of Federal Stafford and Federal SLS Loan Repayment
Borrowers with loans under both the Federal Stafford and Federal SLS Programs may be allowed to postpone repayment of the principal portion of the Federal SLS Loan to coincide with repayment of the Federal Stafford Loan.

ALTERNATIVE FINANCING PROGRAM
The College offers an alternative financing program as a supplement to Title IV Federal Family Education Loans. These loans are funded by the College and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for the alternative financing program on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The alternative financing program payments range from $50 to $200 per month. Monthly payments normally begin the first night of class and may continue beyond graduation until the loan is fully repaid. Students interested in the alternative financing program should see the Student Finance Office for a complete information package (including current interest rates and loan servicer).

FEDERAL ASSISTANCE PROGRAMS
Mountain West College is eligible to train students under the following programs:
- War Orphans Educational Assistance - This program provides financial aid for the education of sons and daughters of veterans who died during or as a result of active service. Benefits are similar to those of the G.I. Bill. Widows and wives of disabled veterans may also be eligible for these programs.
- Vocational Rehabilitation for Veterans - Veterans disabled during war-time and under certain peace-time service may be eligible for educational benefits and training.
- Other State and Federal programs - Financial assistance may be available through such governmental programs as Social Security (for children of deceased parent), Bureau of Indian Affairs (for American Indian Youth), State Vocational Rehabilitation (for handicapped), Service to the Blind (for visually handicapped), Work Incentive (WIN) program operated through the State Employment Development Department, and the Air Force Society or Army Educational Assistance Program (for children of military personnel).

NOTE: Additional consumer information is available in the Student Finance Office upon request by contacting the Student Finance Director during regular business hours.

VETERANS BENEFITS
Mountain West College programs are approved for Veterans training. For information concerning Veterans benefits and applications, please contact the Registrar's Office. For verification of personal veteran benefits, please contact the Regional Office of Veterans Affairs.

SCHOLARSHIP PROGRAMS

HIGH SCHOOL SENIOR SCHOLARSHIP PROGRAM
Mountain West College offers college scholarships to qualified seniors as follows:
1. Thirty $1,000 scholarships per year.
2. Must use scholarship to study one of the Mountain West College career courses.
3. Applications available in high school counseling office or Mountain West College Admissions office.
4. Submit application prior to June 1 of each school year.
5. Obtain appropriate high school official's signature.

To qualify for the $1,000 award applicant must:
1. Complete high school in the year applying.

2. Provide written high school counselor's recommendation.
3. Achieve acceptable score on the Mountain West College entrance examination.

Recipients to be determined by public school officials.

IMAGINE AMERICA SCHOLARSHIPS

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

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

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

Imagine America scholarship certificates are to be given to the 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.

CANCELLATION AND REFUND POLICY

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

CANCELLATIONS

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date the College becomes aware of the withdrawal.

REFUNDS

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

When a student withdraws, the institution must complete two separate calculations. First, the institution must determine how much federal grant and loan assistance the student has earned under the Return of Title IV Funds Policy, if the student is a Title IV recipient. Then, the institution must determine how much of the tuition and fees it is eligible to retain using either the state or institutional refund policy.

If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

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

Withdrawal Process

Any monies due an applicant or student shall be refunded within 30 days of cancellation, the date of determination, or termination. A 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 College are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdrawal. Students will be asked to provide the

official date of withdrawal and the reason for withdrawal. At the time of official notification when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

If the student ceases attendance without providing official notification, the withdrawal date is the mid-point of the quarter. If the student officially rescinds his or her official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process. The institution may always use the last date of attendance at an academically related activity as the withdrawal date.

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

Federal Return of Title IV Funds Policy
All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of SFA Program assistance withdraws from the institution during a payment period in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn and those funds must be returned. Up through the 60% point in each payment period, a pro-rata schedule is used to determine how much SFA Program funds the student has earned up to the date of withdrawal. After the 60% point in the payment period, a student has earned 100% of the SFA funds.

The percentage of the payment period completed is the total number of calendar days* in the payment period for which the SFA assistance is awarded divided into the number of calendar days* completed in that payment period as of the date of withdrawal.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that payment period (numerator).

Return of Unearned SFA Program Funds
The school must return the lesser of:
- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period multiplied by the percentage of SFA funds that were not earned.

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

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

Return of SFA Funds
If it is determined that SFA program funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:
1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program and
10. Other grant or loan assistance authorized by Title IV of the HEA.

Institutional Refund Policy (For All Students)

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

A Student Who Withdraws or Is Terminated…	Is Entitled to a Refund of…	The Institution Is Eligible to Retain…
First 7 calendar days of the Period	100%	0
First 10% of the Period	90%	10%
Between 10% and 20% of the Period	50%	50%
Between 20% and 50% of the Period	25%	75%
Beyond the Midpoint of the Period	0	100%

Refunds Under Exceptional Circumstances

Tuition and fees will be refunded in full for the payment period under the following circumstances:

1. Courses cancelled by the College;
2. Involuntary call to active military duty;
3. Documented death of student or member of his or her immediate family (parent, spouse, child or sibling);
4. Exceptional circumstances, with approval of the President of the College (or designee).

ACADEMIC INFORMATION
MOUNTAIN WEST COLLEGE TERMINOLOGY

NEW STUDENT	A student who has not previously attended courses at Mountain West College.
CONTINUING STUDENT	A student who has attended courses during the preceding quarter.
LESS-THAN-HALF-TIME STUDENT	A student who is registered for less than six (6) credit hours per quarter.
HALF-TIME STUDENT	A student who is registered for a minimum of six (6) credit hours and less than nine (9) credit hours per quarter.
THREE-QUARTER STUDENT	A student who is registered for a minimum of nine (9) credit hours and less than twelve (12) credit hours per quarter.
FULL-TIME STUDENT	A student registered for at least twelve (12) credit hours per quarter.
ACADEMIC YEAR	An academic year is a minimum of 36 credit hours and 30 weeks.
COURSE	A course is a unit of academic study. A prescribed set of courses constitutes a program of study. Courses are listed by number and title under the 'Description of Courses' section of this Catalog.
CREDIT HOUR (Quarter Credit)	Mountain West College operates on the quarter system and uses the quarter credit hour as its unit of credit. A quarter credit equals a minimum of 10 hours of classroom instruction, or 20 hours of laboratory work, or 30 hours of externship.
RESIDENCE CREDIT	Awarded for courses whose requirements are met while enrolled at, or through special examinations administered by Mountain West College. Sixty six percent (66%) of the total program credits must be earned in residence.
TRANSFER CREDIT	Credit hours earned through another institution and transferred to Mountain West College, or credit earned through College Level Examination Program (CLEP) examinations.
DIRECTED STUDIES	See Catalog Description.
EXTERNSHIP	Final phase of curriculum served outside college setting.
FIELD EXPERIENCE COURSES	Courses listed as 'Internship' are considered field experience by the Veterans Administration under VA regulation-14265.
INTERNSHIP	Final phase of curriculum served within college setting.
INTERNATIONAL STUDENT	A student who is a non-immigrant alien.
INTENSIVE ENGLISH	The aim of the EP courses offered at Mountain West College is to advance the language competency to the level necessary for completion of college work leading to an associate degree. These courses are restricted to students whose native language is not English.
LAB POLICY	Additional laboratory time is required for certain courses as identified in the course

descriptions. The requirement is one hour of lab time per week for every two credit hours. This lab time is documented on a sign in/out sheet in the lab.

LOWER-DIVISION COURSES	Lower-division courses are those numbered one hundred (100) through two thousand two hundred ninety-nine (2299).
MAJOR	A major refers to the field of emphasis a student pursues in an Associate Degree program, e.g., 'Accounting major,' 'Computer Information Systems major,' etc.
MINI-TERM (MIDTERM)	A five (5) to six (6) week academic quarter during which students take a reduced load on an intensive basis.
NON-DEGREE CREDIT COURSES	Courses numbered below one hundred (100) carry credit that dos not apply toward degree requirements of Mountain West College.
PREREQUISITES	Preparatory course that must be successfully completed before a student is eligible to enroll in a subsequent course.
PROBATIONARY STATUS	Conditional status that refers to students who are being monitored for failure to meet academic standards, conduct regulations, attendance, or financial aid requirements.
PROGRAM OF STUDY	A total set of course requirements that must be met to earn a degree.
REGISTERED STUDENT	A student who has been issued a schedule of classes in which space has been reserved for that student.
REGULAR TERM	An academic quarter is ten (10) to twelve (12) weeks in length.
RETURNING STUDENT	A student who has not attended courses at the College during the preceding quarter, but who has attended the College in the past.

SCHEDULE

Mountain West College provides a unique, year-round approach to scheduling. Students attend classes Monday through Saturday.

Day classes are offered between 7:30 a.m. and 4:00 p.m. Evening classes are scheduled from 4:00 p.m. to 9:50 p.m. The College reserves the right to delete or schedule additional courses whenever necessary. To accommodate the changing business environment, the College will alter courses whenever necessary.

At the discretion of the Academic Dean, classes may not be offered due to insufficient enrollment.

HOLIDAYS

Some holidays occur between quarters and, therefore, do not require the interruption of the teaching schedule. Student holidays observed by the College within quarters are shown on the Academic Calendar.

REGISTRATION

Registration for currently enrolled students is held on specified days during the quarter for the following quarter. New students are registered during orientation. No individual may attend a College course in which the student has not been registered.

On-going registration and advising is available Monday through Friday to accommodate current, returning, and new students.

REGISTRATION FOR CONTINUING STUDENTS

Continuing students will be notified of registration dates and are expected to register at that time, unless previous arrangements have been made. Financial obligations must be met before students are eligible to register. Students expecting a course grade of I or F should contact the Registrar as soon as possible for re-scheduling. Students registering after the announced registration period will be charged a $25 late registration fee.

DROP/ADD PERIOD

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

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the drop/add period. A student who attends a class

beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

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

GRADING SYSTEM

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.

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade **is** calculated in the CGPA.	0
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
WM	Withdrawal after week nine with documented mitigating circumstances placed in the students file and not counted in the CGPA.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated

Modular Programs Only:

GRADE	MEANING	PERCENTAGE
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Applies to All Courses:

COURSE REPEAT CODES	
1	Student must Repeat This Class
R	Student in the Process of Repeating This Class
2	Course Repeated - Original Grade No Longer Calculated in CGPA

GPA AND CGPA CALCULATIONS

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

total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

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

CHANGE OF MAJOR PROGRAM

After entrance into the College, students may change their program of study if they obtain the approval of the Academic Dean and Department Chair. A student may apply to change declared program of study by filling out the proper forms, which are available in the Academic Dean's office.

To assure academic integrity and financial aid compliance, program majors can be changed only at the end of a term through the end of the add/drop week of the next term in which the student is enrolled. Courses can be dropped in anticipation of a program change that will occur at the end of the term, but courses cannot be added during the term (after the add/drop week) in anticipation of a program change.

All schedule changes must be completed by the end of the add/drop period (first week) of an academic term.

TRANSFERRING FROM DAY TO NIGHT PROGRAMS

Students cannot transfer from day to night programs or night to day except between a quarter. A student seeking an exception during the quarter must be passing the course and have written permission to do so from the Academic Dean, Department Chairs, and both instructors.

DEAN'S AND PRESIDENT'S LISTS

To be eligible for Dean's Lists and President's List honors, students must complete at least twelve credit hours during the quarter or at least eight credit hours on a Mini-term enrollment. Students who achieve a quarter GPA of 3.5 to 3.9 will be placed on the "Dean's List." Students who achieve a quarter GPA of 4.0 will be placed on the "President's List."

GRADUATION PROCEDURE

Students should contact the Registrar ninety (90) days prior to program completion. The Registrar will review the student's records and notify the student of any uncompleted requirements. Students may not attend graduation until all academic requirements are successfully completed and financial obligations are current.

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

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

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

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

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution 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 (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

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
Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Additional FERPA information is available from the Institution's Business Office.

TRANSFER CREDITS

ACCEPTANCE OF TRANSFER CREDIT
Normally, it is the College's policy to accept credit hours earned in courses taken at accredited institutions provided that a grade of 2.0 (C) or above was earned. Transfer credits for computer courses that are more than five years old are generally not accepted. Transfer credits for all other courses that are more than ten years old are generally not accepted. Final decision on transfer credit acceptance will be at the discretion of the Academic Dean in consultation with Registrar and Department Chair. Students are responsible to request official transcripts be sent from any previously attended post-secondary institutions to the Registrar's Office. The College reserves the right to accept or reject any or all credit hours earned at other collegiate institutions. Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at Mountain West College. (Duplicate credit hours cannot be granted in any case.) Official transcripts must be received by the Registrar by the end of the first quarter of enrollment at the College. The residence credit requirements, described under Degree Program Requirements and Diploma Program Requirements in the Programs of Study section of this catalog, limit the number of transfer credits that may be accepted. Transfer credit hours may be applied only to matriculated student records. For more credit transfer information and official credit transfer application, contact the Academic Dean.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS
Transfer of credit hours from Mountain West College to other institutions is regulated by the rules of those institutions

and is under their control. Mountain West College is an accredited College, and some schools accept all or part of our offerings. However, others do not. Students intending to transfer credit hours should ensure in advance their situation with regard to other institutions since Mountain West College makes no assurances in this regard The College does not imply, promise or guarantee transferability of credits earned to any other institution. The degree and diploma programs of the College are terminal in nature and are designed for the graduate's employment upon graduation. Contact your appropriate Department Chair or Dean if you have questions.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) POLICY

CLEP offers two types of examinations: The General Exams and Subject Matter Exams. Mountain West College will accept up to 20 CLEP credits for performances on these examinations that meet or exceed the criteria suggested by the American Council on Education. CLEP tests are offered during the third week of each month across the nation.

PROFICIENCY EXAMINATION

Students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. If the challenge (test out) is a pre-requisite to a particular course, the challenge must occur before the student will be allowed to register for the select course. Please be advised, challenge (test out) must be completed prior to the beginning of your final quarter. Students are strongly encouraged to challenge courses within the first two quarters of starting school. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the add/drop period. Students are afforded one Proficiency Examination attempt per course.

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

ONLINE LEARNING

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

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

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

Certain courses offered each quarter will be available through a blended format of on ground and online participation. In these courses, students will attend on ground classes for 55% of the course content. The remaining 45% of the course

activities will be completed in an online format taught by the same instructor as in the on ground portion of the course. The online hardware requirements are the same as those listed above for the totally online course offerings. Please see the dean or department chair to learn more about this delivery system and ascertain which courses are available in this blended format.

DIRECTED STUDIES

Some courses listed in this catalog may be offered as Directed Studies upon the approval of the Academic Dean. A student must show reasonable need for such a course, be in good academic standing, and, be in last or second to last quarter.

Each course offered as Directed Studies will be overseen by a qualified instructor who will require direct contact with the student for a minimum of one (1) hour each week. Other requirements for a Directed Studies course are:

1. Knowledge of the course material will be demonstrated by (a) skilled handling of questions answered in essay form, (b) a final examination, (c) readings, written assignments or projects, and a term paper (if applicable) on some researched aspect of the subject and (d) in some cases a test on the student's verbal ability to handle the subject material.
2. Each Directed Studies course will begin at the start of the grading period and will end when that grading period is over.

COLLEGE PREP COURSE

Developmental Studies courses prepare students with essential skills needed for successful completion of collegiate level courses. Depending on the applicant's placement test score, the following courses may be required:

- Basic Studies in Mathematics
- Basic English Studies

Any applicant may be required to participate in a basic skills assessment to identify current skill and knowledge levels for proper placement in courses. The assessment process may also include evaluation of previous work experience and past academic performance. Students requiring developmental courses may be scheduled for other collegiate level courses not requiring proficiency in the developmental areas. Developmental courses are not used toward credit hour requirements in the college programs. However, the courses are included on transcripts. Grades are issued on a pass/fail basis.

WITHDRAWING FROM AND RETAKING CLASSES

During 'Drop-Add' Period - When a student withdraws from a class during the 'drop-add' period (first 14 days of quarter), there will be no charge for a later retake or affect on GPA or Rate of Completion.

After 'Drop-Add' Period, Through Week Nine - When a student withdraws from a class after the 'drop-add' period, but prior to week ten of the quarter, a mark of 'W' will be placed in the student's permanent record. There will be no affect on CGPA but does affect rate of completion.

After Week Nine - When a student withdraws from a class after week nine of the quarter (nine weeks for regular quarter, four weeks for mid-quarter a mark of 'WF' will be placed on the student's permanent record. This affects both CGPA and rate of completion.

Changing Programs - If a student changes programs and no longer needs a course in which enrolled, the student must pay for the class if withdrawn after the 'drop-add' period. Please be aware of the policy for changing programs as outlined elsewhere in this catalog.

Retake Policy - Grades for classes retaken will be recorded on the student's transcript and appropriate credit granted. Previous grade(s) from the same courses will not be dropped but will show on the transcript as a part of student's permanent record. However, failing grades will not calculate into the GPA once the class has been successfully completed.

Retake Charges - Students will be charged according to the current cost in the tuition section of the catalog. Any additional books required for the retake will be charged to the student.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS
Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS (PERCENTAGE SUCCESSFULLY COMPLETED)
In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

MAXIMUM TIME IN WHICH TO COMPLETE
A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. Any credits for developmental courses will be in addition to the maximum (1.5 times or 150%) allowable attempted credits. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

GRADUATION
In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

ACADEMIC PROBATION
At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress are reviewed to determine whether the student is meeting the requirements stated below. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the requirements detailed below. The student will remain on academic probation N as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

ACADEMIC SUSPENSION
If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the College.

READMITTANCE FOLLOWING SUSPENSION

Students who have been suspended may apply for re-admittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after re-admittance or if, in the judgment of the re-admittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

ACADEMIC DISMISSAL

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first academic term after re-admittance will receive an academic dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for re-admittance to the College into the same program they were dismissed from. Students may be readmitted to the College in another program, when mathematically possible.

APPEALS PROCEDURES

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

APPLICATION OF GRADES AND CREDITS

Transfer credits are not included in the calculation of CGPA but are included in the "Total Number of Credits Attempted" (in the Satisfactory Progress charts on the following pages) in order to determine the required levels for CGPA and percentage of credits completed. Transfer credits are included as credits successfully completed. The College, at its sole discretion, reserves the right to determine what transfer credits, if any, will be accepted. If the student graduates from the school and enrolls in a new program at the school from which they graduated, the same transfer credit policy applies.

Courses that are graded on a pass/fail basis, if any, are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the determination of progression toward completion.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" in order to determine the required levels for CGPA and percentage of credits completed. The original credits are considered as not successfully completed.

Because many of the curricula and courses are standardized throughout the Corinthian Colleges system, many courses and passing grades are directly transferable among the various Corinthian campuses.

CONTINUATION AS A NON-REGULAR STUDENT

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length (2 academic quarters for associate degree programs).

- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a non-regular student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for re-admittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS
Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they will never be eligible for re-admittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

SATISFACTORY PROGRESS AND FINANCIAL AID
Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College.

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

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

SATISFACTORY PROGRESS REQUIREMENTS
In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the college.

SATISFACTORY PROGRESS TABLES
107 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 150 (150% of 100).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 150	N/A	2.00	N/A	66%
151 – 161				

100 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 150 (150% of 100).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 150	N/A	2.00	N/A	66%

98 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 147 (150% of 98).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 147	N/A	2.00	N/A	66%

97 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 145 (150% of 97).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 145	N/A	2.00	N/A	66%

96 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 144 (150% of 96).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 144	N/A	2.00	N/A	66%

90 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 135 (150% of 90).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 89	2.00	1.75	N/A	66%
90 - 135	N/A	2.00	N/A	66%

75 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 112 (150% of 75).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 112	N/A	2.00	N/A	66%

62 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 93 (150% of 62).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 93	N/A	2.00	N/A	66%

60 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 90 (150% of 60).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 90	N/A	2.00	N/A	66%

50 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 75 (150% of 50).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.50	66%	60%
41 - 56	2.00	1.75	66%	65%
57 - 75	N/A	2.00	N/A	66%

The following Satisfactory Academic Progress policy will apply to the Medical Insurance Billing/Coding Program:

SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS

REQUIREMENTS

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students in modular programs must:

- Achieve a cumulative grade percent average (GPA) of at least 2.0 or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 2.0 are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Students who have reached the twenty-five percent (25 percent) point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5 percent and a rate of progress of at least 55 percent will be placed on probation.

Students who have reached the halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 65 percent or 1.5 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

ACADEMIC PROBATION

The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module during the probationary period unless the module is not offered at that time. In that case, the failed module must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 2.0 and a rate of progress of at least 60 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 2.0 and a rate of progress of at least 60 percent, but have achieved a GPA of at least 2.0 and a rate of progress of at least 60 percent for the term, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 2.0 and a rate of progress of at least 60 percent for the term will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 2.0 and a rate of progress of at least 60 percent by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 2.0 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

REINSTATEMENT POLICY

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the College President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 2.0 during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms.

INCOMPLETES

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

WITHDRAWALS

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Academic Dean. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew.

Students who are contemplating withdrawing from a module should be cautioned that:
• The entire scheduled length of the module of study they are currently enrolled in is counted in their maximum program completion time;
• They may have to wait for the appropriate module to be offered;
• They must repeat the entire module from which they elected to withdraw prior to receiving a final grade; and
• Financial aid and/or tuition costs may be affected.

EXIT INTERVIEWS

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

REPEAT POLICY

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module, the last grade received for that module replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

Students who receive a passing grade for a module, but wish to repeat the module may do so (subject to seat availability).

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

MAXIMUM PROGRAM COMPLETION TIME

Classroom Training

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit units/units according to the Enrollment Agreement.

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

Students who have reached the twenty-five percent (25 percent) point of their maximum program completion time must have successfully completed 55 percent of the clock or credit units/units attempted. Students whose rate of progress are less than 55 percent at the twenty-five percent (25 percent) point of the maximum program completion time will be placed on probation.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the clock or credit units/units attempted or they will be withdrawn from training by the school.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted.

Externship Training

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship clock and credit units/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other

events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the school president. Students may only be reinstated once due to extenuating circumstances.

ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the academic dean.

STUDENT APPEAL PROCESS

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for re-admittance to the school president.

Students will not be entitled to appeal if they are terminated for the following reasons:

• Exceeding the maximum program completion time.
• Violating the attendance policy without successfully completing at least 66 percent of the program of study.

ATTENDANCE POLICY

Your education here is designed to prepare you for successful employment in the workplace. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent attendance in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

• An examination/quiz
• Computer assisted instruction
• Completing a course assignment, including research, projects and journalizing
• Participating in a field trip
• Simulations
• Viewing instructional media
• A survey evaluating the course material, text and instructor performance
• Presenting material (oral or written)

• A tutorial session
• Academic advising
• Attending a study group
• Instructor lecture or demonstration
• Attending a guest lecture
• Participating in role play activities
• Library research
• Mid-term assessment performed by faculty to evaluate student progress

Your success relies heavily on consistent and meaningful participation in the above defined class related/academic activities. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

The following Attendance Policy will apply to all Modular Programs:
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.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program. However, if a student returns on the eleventh day, he/she may appeal the drop.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

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.

TARDINESS/EARLY DEPARTURE
Students who are 15 minutes late to class or who leave class 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

REENTRY POLICY
Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school.

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process. (See "Student Appeals Process" policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

MAKE-UP WORK
Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the school administration.

ACADEMIC HONESTY

The College adheres to the tenet that professional attitude begins in the classroom. For that reason, students and faculty of the College are expected to maintain the highest standards of academic honesty. Acts of academic dishonesty will not be tolerated.

Acts of academic dishonesty include falsification of materials submitted for a grade, representation of another's work as one's own, test compromise, or violation of test conditions as designated by the instructor.

When academic dishonesty is proven, the student will receive a failing grade for that particular assignment. The Academic Dean will notify the student immediately of the infraction and of the resulting punitive action.

If the student appeals the action, she/he must do so through the grievance committee. Statements will be taken from the student, the instructor, and from any witness to the suspected act. After review of all statements and evidence, the Grievance Committee will notify the student in writing of its decision to support or rescind the punitive action, or to impose additional academic punitive action. Any student who commits two infractions involving dishonesty may be subject to suspension or dismissal.

GRIEVANCES

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

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

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

COMPUTER INFORMATION SYSTEMS PROGRAM STUDENT DISCLOSURE

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

Enrollment in a Computer Information Systems program offers the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma.

Program completion does not necessarily lead to or guarantee any form of vendor certification.

KNOWLEDGE OF RULES AND REGULATIONS

Students are responsible for knowing all the rules and regulations published in this catalog, posted on bulletin boards, announced by the instructors, or otherwise made known. Failure to know these rules and regulations does not excuse students from requirements and regulations.

POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. At the discretion of the Academic Dean, classes may not be offered due to insufficient enrollment. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of the Registrar for changes made by the College and in the Academic Dean's Office when changes are made by an academic department. It is especially important to note that it is the individual student's responsibility to keep apprised of current graduation requirements for student's particular program. The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the College President.

STUDENT SERVICES AND ACTIVITIES

The following programs and services are included in the Academic Services Office: Student records storage and control, college information, educational planning, veterans, Immigration and Naturalization Service, and community involvement.

FACULTY

Mountain West College is committed to providing high quality instruction through full-time and part-time faculty with areas of expertise in general education, accounting, computer programming, network administration, travel and tourism industry, business management, legal assistant/paralegal, and medical assisting, supplemented by qualified and experienced adjunct faculty members from the working community. The core faculty at Mountain West College is first and foremost a teaching faculty, selected not only for excellence in their subject matter but also for their desire and ability to convey that knowledge to students. In addition, our students benefit greatly from the fact that some classes are taught by professionals still actively employed in the business and technical work-force of the community.

ACADEMIC ADVISING

When a student matriculates, assignment is made to a Department Chair. This faculty member assists the student through the entire educational process at Mountain West College.

Students are invited and encouraged to consult with the Academic Dean and the College President to discuss issues affecting student academic welfare and to seek advice and information on any matter of policy.

Mountain West College advising is limited to academic matters. Personal or therapeutic counseling is not provided, and such situations will be referred to appropriate agencies.

Confidentiality of records is maintained under current legal standards.

LEARNING RESOURCE CENTER

The Learning Resource Center collection includes reference, technical and general education books, along with periodicals. A generous fiction collection is also available for recreational reading. In addition, videotapes on a wide variety of subjects provide enhanced visual educational opportunities.

The Learning Resource Center uses the Dewey Decimal System to classify materials; a standard check-out and return policy facilitates circulation. Materials are expanded on a continuing basis with faculty members playing a significant role in the selection process. A priority for the Learning Resource Center is meeting the students' educational needs.

A professional librarian, library assistants and student aides are available to assist students in their research needs; they are also available to help students use the Computer Assisted Instruction to increase their math and English skills.

Several computers have been installed in the Learning Resource Center providing students with access to Westlaw research and certification and Internet research.

HOUSING

Mountain West College maintains no housing accommodations for students. There are a number of apartment buildings in the general vicinity of the Campus. For further housing information, check with the Admissions Office.

STUDENT NEWSLETTER

The "Mountaineer" is the college newsletter, which is available in the student lounge. Contributions are encouraged from the entire student body and faculty. Mountain West College students may obtain the newsletter at no charge. Items featured include student success stories.

STUDENT ORIENTATION

All new and re-entering students will be notified by mail of the time and date of the next orientation session. Attendance is required. During orientation, students will become acquainted with the pertinent rules and regulations of Mountain West College familiarized with facilities, introduced to various faculty and staff members, and issued class schedules. College orientation will also enable students to seek any additional counseling from the Admissions, Financial Aid, or Academic Staff before classes start.

PHOTO IDENTIFICATION

Each student receives a photo identification card from the Learning Resource Center on Orientation Day at no charge.

STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee serves the students, the College, and the community by sponsoring extra-curricular activities throughout the academic year. It is primarily organized for the purpose of allowing student input with regard to the school programs and activities.

TUTORING

Students may request tutoring through their respective instructors or the Academic Dean. There is no additional charge for tutoring services. Limited tutoring services are available through the library. As there is limited tutoring available, the school cannot guarantee that a tutor will always available.

JOB PLACEMENT ASSISTANCE AND CAREER PLANNING

For many years, Mountain West College graduates have been viewed as individuals whose skills can be counted on in the market place. Indeed, successful Mountain West College graduates may be found throughout the mainstream of the business community. The College's primary focus is to produce graduates who fulfill the evolving needs of the business sector.

A Career Skills course is offered each quarter to instruct students on current techniques for resume and cover letter writing, interviewing, and contacting employers. The Career Planning and Placement Director also meets on an individual basis with students and graduates for career counseling, providing information about the job market and specific companies. Critiques, résumés, cover letters, and mock interviews are also emphasized. The Career Planning and Placement Director is in contact with local employers and assists in arranging interviews for graduates.

Graduates qualify for career planning assistance when they complete their academic program in good standing, meet current financial obligations, and file an "Application for Placement Services" form with the Placement Office. Graduates of Mountain West College are eligible for career-long placement assistance at any of our campuses located nationwide.

Mountain West College does not guarantee employment.

PROGRAMS OF STUDY

In its programs of study, the College attempts to foster an attitude of professionalism, encouraging graduates to continue their pursuit of knowledge through self-study of manuals and publications, memberships in professional organizations, and advanced courses of training as they become available. The College also attempts to provide the student with knowledge and skills of general educational value to more broadly prepare students for understanding and participating in our technical society, vocations, and further academic study. Not all courses will be taught each quarter, nor will they always be in the order listed in the Catalog.

DEGREE PROGRAM REQUIREMENTS

The degree programs at Mountain West College are designed to prepare students for successful careers in the mainstream of the modern employment community. The College seeks to provide its graduates with a skilled business foundation upon which they may continue to grow, learn, and respond to a changing world.

The College offers the following Degrees:
Associate of Science Degree with majors in:
- Accounting
- Business
- Computer Information Systems
- Criminal Justice
- Medical Assisting
- Paralegal
- Professional Office Administration
- Surgical Technologist

Associate of Arts Degree with majors in:
- Travel and Tourism

The Associate Degree programs require completion with a cumulative grade point average of 2.0 for all residence credits. Fifty percent (50%) of the total required program credits must be earned in residence at Mountain West College.

GENERAL EDUCATION REQUIREMENTS

Basic to a college education is a foundation of studies in general education. These foundational requirements introduce the student to ways of understanding the world that are different from the applications emphasized in the College's professional curricula. General Education requirements are intended to stimulate curiosity, foster awareness of self and others, and enhance an appreciation of the common human quest for knowledge. General Education enriches our understanding of the world in which we live, enlarges the imagination, and sharpens the critical faculties of the mind.

Mountain West College requires that all degree candidates acquire a basic college level familiarity with general education as follows:

A minimum of 24 credit hours must be earned, distributed as follows:
- PSY 2012   General Psychology   4 Credit Hours
- MAT 1033   College Algebra   4 Credit Hours
- ENC 1101   Composition I   4 Credit Hours
- ENC 1102   Composition II   4 Credit Hours
- SPC 2016   Oral Communications   4 Credit Hours
- HUM 201   Humanities   4 Credit Hours
- AMH 2030   20th Century American History   4 Credit Hours
- SCI 1001   Environmental Science   4 Credit Hours
- PHI 1001   Basic Critical Thinking   4 Credit Hours
- AML 2000   Intro to American Literature   4 Credit Hours

DIPLOMA PROGRAM REQUIREMENTS

The diploma programs require completion of course requirements as listed in the Programs of Study. A final grade point average (GPA) of at least 2.0 for all course work completed in residence must be attained. Forty (40) credit hours must have been earned in residence at Mountain West College for a Sixty (60) credit program. Thirty-two (32) credit hours must have been earned in residence at Mountain West College for a Fifty (50) credit program. All credit hours for Medical

Insurance Billing/Coding must be earned at Mountain West College.

The College offers the following Diplomas:

• Business Accounting Program • Massage Therapy • Medical Administrative Assistant • Medical Assisting	• Medical Insurance Billing/Coding • Pharmacy Technician • Professional Office Administration • Travel and Tourism

MODULAR PROGRAMS

BUSINESS ACCOUNTING

Diploma Program – 8 Months
600 Clock Hours / 48 Credit Units

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

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

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

PROGRAM OUTLINE

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Principles of Accounting and Keyboarding	120	9.0
Module B	Computerized Office Applications	120	9.0
Module C	Computerized Accounting and Business English	120	10
Module D	Payroll Accounting, 10-Key, and Business Math	120	10
Module E	Corporate Accounting, the Business Enterprise, and Career Skills	120	10
	Program Total	**600**	**48**

MAJOR EQUIPMENT
Calculator
Personal Computer

MODULE DESCRIPTIONS
Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

Module A – Principles of Accounting and Keyboarding   **60/60/9.0**
Module A introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and will cover such topics as bank statement reconciliation, accounts payable and receivable, bad debt, various methods of inventory pricing, and the accounting cycle. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Prerequisites: none

Module B - Computerized Office Applications   **60/60/9.0**
Module B introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: none

Module C - Computerized Accounting and Business English   **80/40/10.0**
Module C emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, and more. In addition, this module will provide a thorough review of Business English as it relates to grammar, sentence structure, and editing practices. Prerequisite: Module A

Module D - Payroll Accounting, 10-Key, and Business Math 80/40/10.0

Module D emphasizes the practical understanding of payroll accounting principles, and also provides a comprehensive review of mathematical skills as they apply in the business world. Topics include various payroll methods and systems, personnel/payroll records, and time-keeping methods. Students acquire hands-on experience performing the payroll function, including the practical skill of 10-key by touch. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisite: Module A

Module E - Corporate Accounting, the Business Enterprise, and Career Skills 80/40/10.0

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

MASSAGE THERAPY

Diploma Program

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 100 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage Therapy, the graduate may work in an entry level position as a massage Therapy in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Therapies may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:
1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Business and Ethics	40	40	0	80	**6.0**
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	40	40	0	80	**6.0**
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	40	40	0	80	**6.0**
MODULE D	Eastern Theory and Practice	40	40	0	80	**6.0**
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	**6.0**
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	**6.0**
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	**6.0**
MODULE H	Clinical and Sports Massage	40	40	0	80	**6.0**
MODULE I	Health and Wellness	40	40	0	80	**6.0**
PROGRAM TOTAL:		**360**	**360**	**0**	**720**	**54.0**

MODULE DESCRIPTIONS

Module A - Business and Ethics   **6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Swedish Massage, Western Theory &   **6.0 Quarter Credit Hours**
History, Practice & Mechanisms of Health & Disease

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Swedish Massage, Pre-Natal, Post-Natal and   **6.0 Quarter Credit Hours**
Infant, & Elder/Geriatric Massage

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Eastern Theory and Practice   **6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Energy & Non-Traditional Therapies,   **6.0 Quarter Credit Hours**
Wellness & CPR

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F - Deep Tissue, Myofascial Release &   **6.0 Quarter Credit Hours**
Pin and Stretch

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G – Neuromuscular/Trigger Point and   **6.0 Quarter Credit Hours**
Muscle Energy Techniques

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module H - Clinical and Sports Massage   **6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module I – Health and Wellness   **6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program

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

Upon successful completion of this program, the graduate will be able to:
- Process health insurance claim forms and managed care systems
- Take patient's vital signs
- Understand the Occupational Safety and Health Administration (OSHA) standards and the use of Universal Precautions in the medical office.
- Understand HIPAA regulations and privacy requirements
- Become familiar with essential medical terminology
- Perform various tasks with Microsoft Word and Excel programs
- Understand disability income insurance and legal issues affecting insurance claims.
- Conduct basic administrative procedures performed in the dental office.
- Handle appointment setting, telephone techniques and general correspondence and mail processing.
- Recognize and use essential dental terminology
- Maintain all files and patient records
- Understand all aspects of the collection process including collection letters, telephone calls and collection servicing agencies.
- Prepare and processing insurance claims including HMOs, PPOs and workers compensations plans.
- Properly code insurance forms and billing statements
- Maintain a basic bookkeeping system.
- Organize patient records and maintain them manually and electronically

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 160-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

MAA (DIP) v1-0 PROGRAM OUTLINE						
Module Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Credits
Module A	Office Finance	40	40	0	80	6.0
Module B	Patient Processing and Assisting	40	40	0	80	6.0
Module C	Medical Insurance	40	40	0	80	6.0
Module D	Insurance Plans and Collections	40	40	0	80	6.0
Module E	Office Procedures	40	40	0	80	6.0
Module F	Patient Care and Computerized Practice Management	40	40	0	80	6.0
Module G	Dental Administrative Procedures	40	40	0	80	6.0
Module X	Medical Administrative Assisting Externship	0	0	160	160	5.0
	TOTAL	280	280	160	720	47.0

Module Description

Module A: Office Finance   **6.0 Quarter Credit Hours**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self –directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting   **6.0 Quarter Credit Hours**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance   **6.0 Quarter Credit Hours**
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately.   Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections   **6.0 Quarter Credit Hours**
Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job

interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module E: Office Procedures   **6.0 Quarter Credit Hours**
In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module F: Patient Care and Computerized Practice Management   **6.0 Quarter Credit Hours**
Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module G: Dental Administrative   **6.0 Quarter Credit Hours**
Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module X – Externship   **5.0 Quarter Credit Hours**
This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0   Spelling/Skillbuilding Hours: 0.0   Other Hours: 160

MEDICAL ASSISTING

Diploma Program - 8 Months
720 Clock Hours / 47.0 Credit Units

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

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

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependent upon previous training. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer. Completion of the Medical Assisting program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

PROGRAM OUTLINE

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting, Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	Program Total	**720**	**47.0**

MAJOR EQUIPMENT

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

MODULE DESCRIPTIONS

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

Module A - Patient Care and Communication   **40/40/6.0**

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career.

Module B - Clinical Assisting and Pharmacology   **40/40/6.0**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application.

Module C - Medical Insurance, Bookkeeping, and Health Sciences   **40/40/6.0**

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.

Module D - Cardiopulmonary and Electrocardiography   **40/40/6.0**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

Module E - Laboratory Procedures   **40/40/6.0**

Module E introduces Microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

Module F - Endocrinology and Reproduction   **40/40/6.0**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques

used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.

Module G - Medical Law, Ethics, and Psychology   **40/40/6.0**

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

Module X – Externship   **0/160/5.0**

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

MEDICAL INSURANCE BILLING AND CODING

Diploma Program - 6 Months (Day)
560 Clock Hours / 35 Credit Units

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

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

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

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

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

PROGRAM OUTLINE

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum OR	*160	*5.0
Module X	Externship	*160	*5.0
	Program Total	**560**	**35**

*Students must complete either a Practicum or an Externship, but not both

MAJOR EQUIPMENT

> Calculator
> Personal Computer

MODULE DESCRIPTIONS

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 Credit units.

Module A – Introduction to Medical Insurance and Managed Care   **40/40/6.0**
Module A introduces students' to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

Module B – Government Programs   **40/40/6.0**

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

Module C – Electronic Data Interchange and Modifiers   **40/40/6.0**

Module C introduces students to the process of electronic data exchange and interchange (ED), utilizing various modifiers and will provide an the opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also, covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

Module D – Medical Documentation, Evaluation, and Management   **40/40/6.0**

Module D introduces students to the next step in procedural coding by learning about the importance of documentation, evaluation, and management services, collection strategies and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter.

Module E - Health Insurance Claim Forms   **40/40/6.0**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success.

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

Module F – Practicum   **0/160/5.0**

Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.

Module X – Externship   **0/160/5.0**

Upon successful completion of classroom training, medical insurance billing/coding students participate in a 160-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

PHARMACY TECHNICIAN

DIPLOMA PROGRAM - 9 Months
720 Clock hours/ 47.0 Credit units

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

Pharmacy services have expanded and grown at an accelerated rate, paving a new way for Pharmacy Technicians. It cannot be over emphasized, how significant pharmacy technicians have become, upon pharmacy operations and the substantial part they play in the healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and 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.

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

- To prepare the graduate to function at an entry-level competency as a certified licensed or registered pharmacy technician assistant to a licensed pharmacist in both retail and hospital settings. Training encompasses a thorough understanding of the duties and responsibilities of pharmacy technicians, including the standards of ethics and law, as they pertain to the practice of pharmacy.
- To provide the student with a sufficient knowledge base in pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing, and documenting medications. The student will achieve a working knowledge of both trade and generic names, dosages, routes of administration, and dosage forms of medications. The student will also be prepared to perform the necessary calculations used in dosage determination and preparation of drugs.
- To prepare the student to perform the essential functions related to drug procurement and inventory control and to provide a working knowledge of manufacturing and packaging operations, including the physical and chemical nature of drugs used in a pharmacy, and the packaging and labeling requirements as well as manufacturing techniques used for drug dispensing.
- To provide the student with a working knowledge of aseptic technique, parenteral admixtures, compounding procedures, and microbiology as it applies to disease and the use of aseptic techniques in the health care field.
- To provide the student with a working knowledge of computers for entry-level employment in a pharmacy setting.
- To provide the student with skills required for CPR certification.
- Use appropriate skills, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations, and pharmacology.
- Discuss and be able to demonstrate how to work with pharmaceutical dosage forms.
- Demonstrate competency in performing pharmaceutical calculations, including conversations, working with pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages.

- Explain the term "nonjudgmental duties," explore various practice settings for pharmacy technicians, and describe current qualifications of technicians.
- Identify professional organizations available to pharmacy technicians, demonstrate how to find State specific requirements for technician, and describe various aspects of the National Certification Examination.

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	**6.0**
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	**6.0**
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	**6.0**
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	**6.0**
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	**6.0**
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	**6.0**
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	**6.0**
MODULE X	Clinical Externship	160	**5.0**
PROGRAM TOTAL:		**720**	**47.0**

COURSE DESCRIPTION

Module A - Administration of Medications and   **6.0 Quarter Credit Hours**
Pharmacology of the Endocrine and Lymphatic Systems
This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B - Aspects of Retail Pharmacy and
Pharmacology of the Nervous System   **6.0 Quarter Credit Hours**
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C - History and Ethics of Pharmacy and   **6.0 Quarter Credit Hours**
Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, The 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS.

Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D - Infection Control, Medication Errors and Alternative Medicine and
Pharmacology of the Integumentary System and Senses   **6.0 Quarter Credit Hours**
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E - Administrative Aspects of the Pharmacy Technician &
Pharmacology of the G.I. and Muscular System   **6.0 Quarter Credit Hours**
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F - Aspects of Hospital Pharmacy and
Pharmacology of the Urinary and Reproductive System   **6.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G - Home Health Care, Pharmacy Operations and
Pharmacology of the Cardiovascular, Circulatory and Skeletal System   **6.0 Quarter Credit Hours**
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X - Clinical Externship   **5.0 Quarter Credit Hours**
This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

ASSOCIATE OF SCIENCE PROGRAMS

ACCOUNTING

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

COURSE NUMBER		COURSE TITLE	Associate Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1130	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1320	Career Skills	2.0	
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	
BUS	1000	Business Math	4.0	
CGS	2080	Applied Spreadsheets	4.0	
OST	1141L	Keyboarding	2.0	
		TOTAL QUARTER CREDIT HOURS		**18.0**
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0	
ACG	2021	Introduction to Corporate Accounting	4.0	
APA	2141	Computerized Accounting	4.0	
ACO	1806	Payroll Accounting	4.0	
ACG	2551	Non-Profit Accounting	4.0	
TAX	2000	Tax Accounting	4.0	
MAN	1030	Introduction to Business Enterprise	4.0	
BUL	2131	Applied Business Law	4.0	
Choose two courses from the following:				
FIN	1103	Introduction to Finance	4.0	
ACG	2178	Financial Statement Analysis	4.0	
MAN	2021	Principles of Management	4.0	
		TOTAL QUARTER CREDIT HOURS		**48.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications*	4.0	
AML	2000	Introduction to American Literature	4.0	
SCI	1001	Environmental Science	4.0	
PHI	1001	Basic Critical Thinking	2.0	
		TOTAL QUARTER CREDIT HOURS		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

*Online students will take POS 2041- American National Government

BUSINESS

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

COURSE NUMBER		COURSE TITLE	Associate Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1130	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1320	Career Skills	2.0	
Choose 8 credits from the following list:				
OST	1141L	Keyboarding	2.0	
MAN	2031	Let's Talk Business	2.0	
OST	2335	Business Communications	4.0	
LIS	2004	Introduction to Internet Research	2.0	
BUS	1000	Business Math	4.0	
OST	2725	Applied Word Processing	4.0	
CGS	2080	Applied Spreadsheets	4.0	
		TOTAL COLLEGE CORE CREDIT HOURS		**18.0**
MAJOR CORE REQUIREMENTS				
MAN	1030	Introduction to Business Enterprise	4.0	
MAN	2021	Principles of Management	4.0	
BUL	2131	Applied Business Law	4.0	
MAN	2300	Introduction to Human Resources	4.0	
MAR	1011	Introduction to Marketing	4.0	
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
		TOTAL ALL CONCENTRATIONS CREDIT HOURS		**28.0**
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS				
FIN	1103	Introduction to Finance	4.0	
MAN	2727	Strategic Planning for Business	4.0	
MAR	2305	Customer Relations and Servicing	4.0	
Choose 2 of the following courses:				
APA	2161	Introductory Cost/Managerial Accounting	4.0	
SBM	2000	Small Business Management	4.0	
ACG	2178	Financial Statement Analysis	4.0	
ACG	2021	Introduction to Corporate Accounting	4.0	
		TOTAL MAJOR CORE CREDIT HOURS		**20.0**
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications	4.0	
AML	2000	Introduction to American Literature	4.0	
SCI	1001	Environmental Science	4.0	
PHI	1001	Basic Critical Thinking	2.0	
		TOTAL QUARTER CREDIT HOURS		**30.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

COMPUTER INFORMATION SYSTEMS

The Computer Information Systems curriculum includes several programming languages and covers an introduction to accounting, systems analysis and design, and operating systems. This program prepares an individual to enter the data processing industry as an entry-level professional programmer.

COURSE NUMBER		COURSE TITLE	Associate Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
OST	1141L	Keyboarding	2	
SLS	1130	Strategies for Success	4	
SLS	1320	Career Skills	2	
		TOTAL QUARTER CREDIT HOURS		**8**
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4	
CGS	2167C	Computer Applications	4	
CIS	210	Visual Basic Programming	4	
CIS	220	Operating Systems	4	
CIS	221	Systems Analysis and Design	4	
CIS	222	Database Programming	4	
CIS	225	Problem Solving	4	
CIS	232	Introduction to Networking	4	
CIS	240	C++ Programming	4	
CIS	270	JAVA Programming	4	
OST	2335	Business Communications	4	
Choose 14 credits from the following list:				
APA	2121	Principles of Accounting II	4	
ATG	110	Ten Key Mastery	2	
BUL	2131	Applied Business Law	4	
CGS	2071	Spreadsheet	4	
CIS	260	Advanced C++ Programming	4	
CIS	281	HTML Coding	4	
CIS	290A-D	Computer Information Systems Externship	1-4	
FIN	1103	Introduction to Finance	4	
MAN	1030	Introduction to Business Enterprise	4	
WPR	105	Beginning Word Processing	4	
		TOTAL QUARTER CREDIT HOURS		**58**
GENERAL EDUCATION CORE REQUIREMENTS				
AMH	2030	20th Century American History	4	
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
MAT	1033	College Algebra	4	
PSY	2012	General Psychology	4	
SPC	2016	Oral Communications	4	
		TOTAL QUARTER CREDIT HOURS		**24**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**90**

CRIMINAL JUSTICE

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

COURSE NUMBER		COURSE TITLE	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1130	Strategies for Success	4.0	
SLS	1320	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
		TOTAL QUARTER CREDIT HOURS		**10.0**
MAJOR CORE REQUIREMENTS				
BUL	2131	Applied Business Law	4.0	
CCJ	1017	Criminology	4.0	
CCJ	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CCJ	2160	Criminal Procedure and the Constitution	4.0	
CCJ	1800	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CCJ	2560	Introduction to Interviews and Interrogations	4.0	
CCJ	2260	Introduction to Terrorism	4.0	
		TOTAL QUARTER CREDIT HOURS		**40.0**
The students will take 12.0 credits from following courses:				
CJE	2100	Policing in America	4.0	
CCJ	2288	Spanish for the Criminal Justice Professional	4.0	
CCJ	2268	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CCJ	2020	Introduction to Forensics	4.0	
CCJ	1910	Career Choices in Criminal Justice	4.0	
		TOTAL QUARTER CREDIT HOURS		**12.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
PHI	1001	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
SCI	1001	Environmental Science	4.0	
		TOTAL QUARTER CREDIT HOURS		**34.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

MEDICAL ASSISTING

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

COURSE NUMBER		COURSE TITLE	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
OST	1141L	Keyboarding	2.0	
SLS	1130	Strategies for Success	4.0	
SLS	1320	Career Skills	2.0	
		TOTAL QUARTER CREDIT HOURS		**12.0**
MAJOR CORE REQUIREMENTS				
MEA	1239	Medical Terminology	4.0	
MEA	1263	Anatomy and Physiology I	4.0	
MEA	1233	Anatomy and Physiology II	4.0	
APB	1151	Diseases of the Human Body	4.0	
MEA	1385	Medical Law and Ethics	2.0	
MEA	1207	Basic Clinical Procedures	4.0	
MEA	1207L	Basic Clinical Procedures (Lab)	2.0	
MEA	1226C	Exams and Specialty Procedures	4.0	
MLS	2329	Exams and Specialty Procedures (Lab)	2.0	
MEA	2260	Diagnostic Procedures	4.0	
MLS	2750	Diagnostic Procedures (Lab)	2.0	
MEA	2244	Pharmacology	4.0	
MEA	1243L	Pharmacology (Lab)	2.0	
MEA	1304C	Medical Office Procedures	4.0	
MEA	2332C	Medical Finance and Insurance	4.0	
MEA	2561	Professional Procedures	2.0	
MEA	2802	Externship	5.0	
Student will select 4.0 credits from the following courses:				
MEA	2346C	Medical Computer Applications	2.0	
HUN	1001	Basic Nutrition	2.0	
MEA	1006C	Therapeutic Communication	2.0	
MEA	2285	EKG Interpretation	2.0	
MEA	2245	Phlebotomy	2.0	
MEA	1105	Domestic Violence	2.0	
SYP	2200	Death & Dying	4.0	
		TOTAL QUARTER CREDIT HOURS:		**61.0**
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
SCI	1001	Environmental Science	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications	4.0	
		TOTAL QUARTER CREDIT HOURS		**24.0**
PROGRAM TOTAL				**97.0**

PARALEGAL

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

COURSE NUMBER		COURSE TITLE	Associate's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1130	Strategies for Success	4.0	
SLS	1320	Career Skills	2.0	
OST	2725	Applied Word Processing	4.0	
		TOTAL QUARTER CREDIT HOURS		**14.0**
MAJOR CORE REQUIREMENTS				
PLA	1003	Introduction to Paralegal	4.0	
PLA	2160	Criminal Procedure and the Constitution	4.0	
PLA	1105	Legal Research and Writing I	4.0	
PLA	2106	Legal Research and Writing II	4.0	
PLA	2273	Torts	4.0	
PLA	2423	Contract Law	4.0	
PLA	2600	Wills, Trusts, and Probate	4.0	
PLA	2800	Family Law	4.0	
PLA	2763	Law Office Management	4.0	
PLA	2203	Civil Procedure	4.0	
		TOTAL QUARTER CREDIT HOURS		**40.0**
The student will select 8.0 credits from the following list:				
PLA	2460	Bankruptcy	4.0	
PLA	2941	Contemporary Issues and Law	4.0	
PLA	2433	Business Organizations	4.0	
PLA	2483	Introduction to Administrative Law	4.0	
PLA	2610	Real Estate Law	4.0	
PLA	2631	Environmental Law	4.0	
		TOTAL QUARTER CREDIT HOURS		**8.0**
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
PHI	1001	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
SCI	1001	Environmental Science	4.0	
		TOTAL QUARTER CREDIT HOURS		**34.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**96.0**

PROFESSIONAL OFFICE ADMINISTRATION

(With Administrative or Medical Specialty)
(Teach Out)

This program prepares students for specialized positions in the business environment. Emphasis is placed on communications skills, word processing, keyboarding, and computer concepts used in the modern business office. During the second half of the program, the student chooses a specialty in Administrative or Medical to enrich the student's preparedness for the business office.

COURSE NUMBER		COURSE TITLE	Associate's Degree Quarter Credit Hrs
MAJOR CORE REQUIREMENTS			
ATG	110	Ten-Key Mastery	2
CGS	1514	Introduction to Spreadsheets	2
CGS	1546	Introduction to Database Management	2
CTS	2271C	Intermediate Spreadsheets	4
CGS	2167C	Computer Applications	4
MAN	1030	Introduction to Business Enterprises	4
OST	1141L	Keyboarding	2
OST	2712C	Intermediate Word Processing	4
OST	2335	Business Communications	4
OST	2711C	Introduction to Word Processing	2
SLS	1130	Strategies for Success	4
SLS	1320	Career Skills	2
		TOTAL QUARTER CREDIT HOURS	**36**
ADMINISTRATIVE SPECIALTY			
The student will select courses within the specialty:			
ACO	1806	Payroll Accounting	4
APA	2111	Principles of Accounting I**	4
APA	2121	Principles of Accounting II	4
APA	2141	Computerized Accounting	4
CGS	1524	Introduction to Presentations	2
CGS	2176	Intermediate Database Management	4
CTS	2281C	Advanced Spreadsheets	4
CTS	2550C	Advanced Presentations	4
FIN	1103	Introduction to Finance	4
MAN	2021	Principles of Management	4
MAN	2300	Introduction to Human Resources	4
MAN	2987	Business Ethics	4
OA	100	Office Procedures**	4
OA	280A-D	Office Administration Externship	1-4
OST	1415	Electronic Communication	2
OST	2724C	Advanced Word Processing	4
OST	2813C	Introduction to Desktop Publishing	2
TAT	250	Corporate Travel Management and Meeting Planning	4

* **Select 28 credits from the above list to complement the 8 required credit hours**

		TOTAL QUARTER CREDIT HOURS	**36**
MEDICAL SPECIALTY			
MEA	1235	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition**	4
MEA	1231	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	4
MEA	1247	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems	4
APA	2111	Principles of Accounting I**	4
MAR	2305	Customer Relations and Servicing	4

MEA	1105	Domestic Violence	2	
MEA	1239	Medical Terminology**	4	
MEA	1385	Medical Law and Ethics**	2	
MEA	1006C	Therapeutic Communications	2	
MEA	2346C	Medical Computer Applications**	2	
MEA	1304C	Medical Office Procedures**	4	
MEA	2332C	Medical Finance and Insurance**	4	
OA	280 A-D	Office Administrator Externship	1-4	

* Select 12 credits from the above list to complement the 24 required credit hours.

| | | **TOTAL QUARTER CREDIT HOURS** | | **36** |

GENERAL EDUCATION CORE REQUIREMENTS

AMH	2030	20th Century American History	4	
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
MAT	1033	College Algebra	4	
PSY	2012	General Psychology	4	
SPC	2016	Oral Communications	4	

| | | **TOTAL QUARTER CREDIT HOURS** | | **24** |

TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION **96**

** Required Courses for this specialty

SURGICAL TECHNOLOGIST

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

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. This 1390-hour program is based on the skills required of today's Certified Surgical Technologist.

The program consists of 98 quarter credit hours, including college core requirements, major core requirements, and general education requirements. Two of the courses within the major core involve students going out to the clinical sites and performing hands-on skills which they were taught in the classroom. These are referred to as "clinical rotations." During these rotations, which are completed both at the halfway point of the student's training and at the completion of the program, students are given the opportunity to observe and become part of the surgical team, as they gain hand-on practice working side-by-side surgeons and other operating room personnel.

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

♦ Demonstrate an understanding of the basic principles and practices of surgical technology, including how it relates to the operating room environment, medical law and ethics, communications and interpersonal skills, and safety.

♦ Recognize, spell, define, and use appropriate medical terminology, words, and abbreviations as part of the study of anatomy and physiology, microbiology, and infection control.

♦ Use appropriate medical and surgical asepsis and patient care skills, including those required in universal precautions, pre- and post-operative care, scrubbing, gowning, gloving, surgical positioning, and draping and prepping a patient for surgery.

♦ Demonstrate an understanding of surgical pharmacology, including anesthesia, drugs and solutions, use, care, and precautions in drugs, drugs used before, during, and after surgery, and how to deal with surgical emergencies requiring emergency drugs.

♦ Identify the names, use, and handling of surgical supplies, instruments, and operating room furniture and equipment.

♦ Accurately create and maintain an instrument count.

♦ Demonstrate the surgical technologist's role as it relates to "scrubbing in" for the following cases: those involving diagnostic procedures, general surgery, gastrointestinal surgery, obstetrics and gynecological surgery, genitourinary surgery, ear, nose, and throat surgery, ophthalmic surgery, plastic surgery, orthopedic surgery, neurosurgery, thoracic surgery, and cardiovascular and peripheral vascular surgery.

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

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

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

COURSE NUMBER		COURSE TITLE	Associate's Degree Quarter Credit Hrs
COLLEGE CORE:			
CGS	2167C	Computer Applications	4.0
SLS	1130	Strategies for Success	4.0
SLS	1320	Career Skills	2.0
		TOTAL QUARTER CREDIT HOURS	**10.0**
MAJOR CORE REQUIREMENTS			
MEA	1239	Medical Terminology	4.0
STS	1001	Principles & Practices of Surgical Technology	4.0
MEA	1263	Anatomy & Physiology I	4.0
MEA	1233	Anatomy & Physiology II	4.0
MEA	1255	Anatomy & Physiology III	4.0
MCB	2010	Microbiology & Infection Control	4.0
STS	2007	Surgical Pharmacology	4.0
STS	2171C	Surgical Technology I	4.0
STS	2172C	Surgical Technology II	4.0
STS	2173C	Surgical Procedures I	6.0
STS	2174C	Surgical Procedures II	6.0
STS	2175C	Clinical Rotation I	5.0
STS	2812	Clinical Rotation II	11.0
		TOTAL QUARTER CREDIT HOURS	**64.0**
GENERAL EDUCATION REQUIREMENTS:			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SCI	1001	Environmental Science	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2016	Oral Communications	4.0
		TOTAL QUARTER CREDIT HOURS	**24.0**
PROGRAM TOTAL			**98.0**

DIPLOMA PROGRAMS

PROFESSIONAL OFFICE ADMINISTRATION

(Teach Out)
Diploma Program
Length of Program: 9 to 12 months
Total Credit Hours: 50

This program prepares students for administrative positions in the business environment. Emphasis is placed on communications skills, word processing, keyboarding, and computer concepts used in the modern business office. In addition, the program covers the essential business principles common to most organizations. Graduates of the program are prepared for career opportunities as office administrators, department coordinators, and related administrative positions.

PROGRAM OUTLINE

COURSE NUMBER		COURSE TITLE	CREDIT HOURS
ACO	1806	Payroll Accounting	4
APA	2111	Principles of Accounting I	4
ATG	110	Ten Key Mastery	2
CGS	1514	Introduction to Spreadsheets	2
CGS	1546	Introduction to Database Management	2
CTS	2271C	Intermediate Spreadsheets	4
CGS	2167C	Computer Applications	4
MAN	1030	Introduction to Business Enterprises	4
MAN	2021	Principles of Management	4
OA	100	Office Procedures	4
OST	1141L	Keyboarding	2
OST	1415	Electronic Communication	2
OST	2711C	Introduction to Word Processing	2
OST	2712C	Intermediate Word Processing	4
SLS	1130	Strategies for Success	4
SLS	1320	Career Skills	2
PROGRAM TOTAL			**50**

TRAVEL AND TOURISM

Diploma
Total Credit Hours: 50
Length of Program: 9-12 months

A variety of travel and airlines career opportunities are available to graduates in this diploma program. This Diploma gives students a general background in business applications as they relate to the travel industry. Graduates are prepared to enter the exciting and fast-paced world of the travel industry.

COURSE NUMBER		COURSE TITLE	CREDIT HOURS	
REQUIRED COURSES				
CGS	2167C	Computer Applications	4	
ENC	1101	Composition I	4	
MAT	1033	College Algebra	4	
OST	1141L	Keyboarding	2	
SLS	1130	Strategies for Success	4	
SLS	1320	Career Skills	2	
TAT	296	Hotel Front Desk Procedures	4	
TAT	297	Domestic Travel	4	
TAT	298	International Travel	4	
TAT	299	Automated Reservations	4	
WPR	105	Beginning Word Processing	4	
		TOTAL CREDIT HOURS		**40**
Student will select 10.0 credits from the following course:				
KYB	107	Keyboarding II	1	
PS	205	Geography of Western Hemisphere	4	
PS	210	Geography of Eastern Hemisphere	4	
TAT	198	Travel and Tourism	4	
TAT	200	The Cruise Industry	4	
TAT	250	Corporate Travel Management and Meeting Planning	4	
		TOTAL CREDIT HOURS		**10**
PROGRAM TOTAL				**50**

ASSOCIATE OF ARTS

TRAVEL AND TOURISM

Length of Program: 18-24 months
Total Credit Hours: 90

This program prepares students for various entry-level positions in the travel and tourism industry, including positions with airlines, travel agencies, or other aspects of the tourism industry. Students learn communication skills, geography, the foundation of the travel industry, and microcomputer applications. During the latter part of the program, students research, organize, prepare, and experience a cruise or tour to an exciting destination.

COURSE NUMBER		COURSE TITLE	Associate's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4	
OST	1141L	Keyboarding	2	
SLS	1130	Strategies for Success	4	
SLS	1320	Career Skills	2	
WPR	105	Beginning Word Processing	4	
		TOTAL QUARTER CREDIT HOURS		**16**
MAJOR CORE REQUIREMENTS				
KYB	107	Keyboarding II	1	
MAN	1030	Introduction to Business Enterprise	4	
PS	205	Geography of Western Hemisphere	4	
PS	210	Geography of Eastern Hemisphere	4	
TAT	200	The Cruise Industry	4	
TAT	250	Corporate Travel Management and Meeting Planning	4	
TAT	280	Travel Experience	2	
TAT	296	Hotel Front Desk Procedures	4	
TAT	297	Domestic Travel	4	
TAT	298	International Travel	4	
TAT	299	Automated Reservations	4	
		TOTAL QUARTER CREDIT HOURS		**39**
The student will select 11.0 credit hours from the following list:				
APA	2111	Principles of Accounting I	4	
CGS	2071	Spreadsheet	4	
MAR	1011	Introduction to Marketing	4	
OST	2335	Business Communications	4	
TAT	198	Travel and Tourism	4	
TAT	290A-D	Travel Externship	1-4	
		TOTAL QUARTER CREDIT HOURS		**11**
GENERAL EDUCATION CORE REQUIREMENTS				
AMH	2030	20th Century American History	4	
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
MAT	1033	College Algebra	4	
PSY	2012	General Psychology	4	
SPC	2016	Oral Communications	4	
		TOTAL QUARTER CREDIT HOURS		**24**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				**90**

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:
- 0000-0099   Preparatory courses
- 0100-2999   Lower division (first and second year) courses

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

COURSE DESCRIPTIONS

ACG 2021 Introduction to Corporate Accounting   **4.0 Quarter Credit Hours**
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 2178 Financial Statement Analysis   **4.0 Quarter Credit Hours**
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: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 2551 Non Profit Accounting   **4.0 Quarter Credit Hours**
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 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACO 1806 Payroll Accounting   **4.0 Quarter Credit Hours**
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. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

APA 1114 Office Accounting   **4 Quarter Credit Hours**
This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2111 Principles of Accounting I   **4.0 Quarter Credit Hours**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2121 Principles of Accounting II   **4.0 Quarter Credit Hours**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2141 Computerized Accounting   **4.0 Quarter Credit Hours**
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

APA 2161 Introductory Cost/Managerial Accounting   **4.0 Quarter Credit Hours**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2959 Externship in Accounting   **4 Quarter Credit Hours**
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisite: The student must be in good standing and in the final quarter. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

APB 1151   Diseases of the Human Body   **4.0 Quarter Credit Hours**
This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite: MEA 1263, MEA 1233 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

AMH 2030 20th Century American History   **4 Quarter Credit Hours**
A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

AML 2000 Introduction to American Literature   **4.0 Quarter Credit Hours**
This course concentrates on the major writers of Modern American literature. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

ATG 110 Ten-Key Mastery   **2 Quarter Credit Hours**
This course is designed to teach numeric keypad with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations helps the student meet employment standards. One hour additional lab time required per week. The objective of this course is to develop 10-Key entry skill to 12,000+ strokes per hour with 98%+ accuracy to meet industry standards for data entry. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

BUL 2131 Applied Business Law   **4.0 Quarter Credit Hours**
This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUS 1000 Business Math   **4.0 Quarter Credit Units**
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. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

CCJ 1017 Criminology   **4.0 Quarter Credit Hours**
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1024 Introduction to Criminal Justice   **4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1800 Criminal Investigations   **4.0 Quarter Credit Hours**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1910 Career Choices in Criminal Justice   **4.0 Quarter Credit Hours**
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2020 Introduction to Forensics   **4.0 Quarter Credit Hours**
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2100 Policing in America   **4.0 Quarter Credit Hours**
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2160 Criminal Procedure and the Constitution   **4.0 Quarter Credit Hours**
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2260 Introduction to Terrorism   **4.0 Quarter Credit Hours**
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2268 Introduction to Victims Advocacy   **4.0 Quarter Credit Hours**
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2288 Spanish for the Criminal Justice Professional   **4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2306 Introduction to Corrections   **4.0 Quarter Credit Hours**
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2358 Criminal Justice Communications   **4.0 Quarter Credit Hours**
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2560 Introduction to Interviews and Interrogations   **4.0 Quarter Credit Hours**
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2943 Current Issues in Criminal Justice   **4.0 Quarter Credit Hours**
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CGS 1514 Introduction to Spreadsheets   **2 Quarter Credit Hours**
This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 1524 Introduction to Presentations   **2 Quarter Credit Hours**
This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 1546 Introduction to Database   **2 Quarter Credit Hours**
This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 2080 Applied Spreadsheets   **4.0 Quarter Credit Hours**
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 2167C. Lecture Hrs 030 Lab Hrs 020

CGS 2071 Spreadsheets   **4 Quarter Credit Hours**
The basic concepts of the electronic spreadsheet in several business applications are explored. Concepts taught include, but are not limited to, the anatomy of a spreadsheet, labels versus values, development of formulas used in practical business settings, database functions, graphing, printing, and principles and practices of spreadsheet design and documentation. Two hours additional lab time required per week. Prerequisite: CGS 2167C. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CGS 2080 Applied Spreadsheets   **4.0 Quarter Credit Hours**

This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000

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

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

CGS 2176 Intermediate Database Management   **4.0 Quarter Credit Hours**

This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries. Prerequisite: CGS 1546. Lec. Hrs. 30. Lab Hrs. 20 Other Hrs. 000

CIS 210 Visual Basic Programming   **4 Quarter Credit Hours**

This introductory course is aimed at the beginning programmer who is ready to tackle Windows programming. Concepts such as development process, variables, arithmetic formulas and logic and numbering systems are covered. Basic understanding of Windows is highly recommended. Prerequisites: CGS 2167C and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS 220 Operating Systems   **4 Quarter Credit Hours**

This course explores the physical and functional characteristics of computer hardware and software. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CIS 221 Systems Analysis and Design   **4 Quarter Credit Hours**

This course exposes the student to the methodologies and techniques utilized by the systems analyst in conducting systems analysis. Requirement definition is also examined. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 222 Database Programming   **4 Quarter Credit Hours**

This course introduces the student to principles of database design including network and relational databases. Database management systems (DBMS) are discussed. The student receives experience programming in a database language. Two hours additional lab time required per week. Prerequisites: CGS 2167C and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS 225 Problem Solving   **4 Quarter Credit Hours**

This course is a beginning computer problem solving and programming course. A top-down, structured approach is taught. The student is also exposed to flowcharting and various problem-solving techniques. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 232 Introduction to Networking   **4 Quarter Credit Hours**

This course introduces the student to various network concepts such as the components of a network, topologies, software, cabling and setup, and troubleshooting. Co-requisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CIS 240 C++ Programming   **4 Quarter Credit Hours**

This course is an Object Oriented Program (OOP) that starts with the fundamentals of C++ language and utilizes many Windows programming techniques for the programmer who wants to build highly developed Windows programs. Prerequisites: CGS 2167C and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS 260 Advanced C++ Programming   **4 Quarter Credit Hours**

This course is a continuation of Visual C++ that explores intermediate programming techniques with further exploration into object-oriented programming, Windows application development, and compiler tools. Prerequisite: CIS 240. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS 270 Java Programming   **4 Quarter Credit Hours**

This course introduces the student to the Java programming language while building a strong foundation of computer science fundamentals. The student gains experience in integrating applets into web pages, data types and strings, I/O and exception handling, multithreading and events, animation, and graphical user interfaces. Two hours additional lab hours required per week. Prerequisites: CGS 2167C and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS 281 HTML Coding   **4 Quarter Credit Hours**

This course introduces the essential concepts necessary to create web pages for personal and business use. Students achieve an understanding of what HTML coding is so that they can apply the concepts to create personal and business web sites. Students will learn how to select, manipulate, and apply graphics on web pages. Prerequisite: CGS 2167C. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

CIS 290A Computer Information Systems Externship   **1 Quarter Credit Hour**

Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Department Chairperson. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030

CIS 290B Computer Information Systems Externship   **2 Quarter Credit Hours**
Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Department Chairperson. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

CIS 290C Computer Information Systems Externship   **3 Quarter Credit Hours**
Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Department Chairperson. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090

CIS 290D Computer Information Systems Externship   **4 Quarter Credit Hours**
Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Department Chairperson. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

CJL 2130 Criminal Evidence   **4.0 Quarter Credit Hours**
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CTS 2271C Intermediate Spreadsheets   **4.0 Quarter Credit Hours**
This intermediate course concentrates on working with and modifying worksheets and workbook structure. Essential skills such as working with formulas and functions that are required to create and modify professional spreadsheets are covered. A large portion of the course is focused on working with files and formatting worksheets. Prerequisite: CGS 1514. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2281C Advanced Spreadsheets   **4.0 Quarter Credit Hours**
This spreadsheet course concentrates on the use and modification of charts, worksheets, and objects. The enhancement and formatting of charts and worksheets is emphasized, while advanced file management skills such as linking multiple workbooks through formulas, will be taught. Prerequisite: CTS 2271C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CTS 2550C Advanced Presentations   **4.0 Quarter Credit Hours**
This course covers the intermediate and advanced functionality of Microsoft PowerPoint. Emphasis is placed on working with text and visual elements, customizing a presentation, creating output, and delivering a presentation. The course focuses on the addition, modification, and formatting of advanced PowerPoint features. Prerequisite: CGS 1524. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ENC 1101 Composition I   **4.0 Quarter Credit Hours**
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

ENC 1102 Composition II   **4.0 Quarter Credit Hours**
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC1101 Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

ENG 0011 Basic English Studies   **0 Quarter Credit Hours**
A comprehensive review of grammar, spelling, and vocabulary intended to strengthen the student's English background and to prepare the student for more advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIN 1103 Introduction to Finance   **4.0 Quarter Credit Hours**
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HUM 201 Humanities   **4 Quarter Credit Hours**
This course is intended to help students develop an appreciation and understanding of literature, music, and the visual arts when placed in their historical and philosophical settings. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HUN 1001 Basic Nutrition   **2.0 Quarter Credit Hours**
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. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.

LIS 2004 Introduction to Internet Research   **2.0 Quarter Credit Hours**
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet.
Lecture Hrs: 010 Lab Hrs: 020 Other Hrs: 000

KYB 107 Keyboarding II   **1 Quarter Credit Hour**
The objective of this course is to develop speed and accuracy skills using the keyboard. Prerequisite: OST 1141L. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000

MAN 1030 Introduction to Business Enterprise   **4.0 Quarter Credit Hours**
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2021 Principles of Management   **4.0 Quarter Credit Hours**
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2031 Let's Talk Business   **2.0 Quarter Credit Hours**
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000

MAN 2300 Introduction to Human Resources   **4.0 Quarter Credit Hours**
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2727 Strategic Planning for Business   **4 Quarter Credit Hours**
This course is designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies that integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAN 2987 Business Ethics   **4 Quarter Credit Hours**
This course explores business ethics, including ethical issues and dilemmas in daily business activities. Students are also presented with a framework to help them in the ethical decision- making process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 1011 Introduction to Marketing   **4.0 Quarter Credit Hours**
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAR 2305 Customer Relations and Servicing   **4.0 Quarter Credit Hours**
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT 0024 Basic Studies in Mathematics   **0 Quarter Credit Hours**
This course is a comprehensive review of the mathematical skills and concepts required to prepare the student for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MAT 1033 College Algebra   **4.0 Quarter Credit Hours**
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MCB 2010 Microbiology and Infection Control   **4.0 Quarter Credit Hours**
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1006C   Therapeutic Communication   **2.0 Quarter Credit Hours**
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 1105   Domestic Violence   **2.0 Quarter Credit Hours**
This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 1207   Basic Clinical Procedures   **4.0 Quarter Credit Hours**
This course, which is designed to be taken concurrently with MEA 1207L, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: MEA 1239. Co requisite: MEA 1207L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 1207L Basic Clinical Procedures Lab   **2 Quarter Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. To be taken concurrently with MEA1207. Prerequisite: MEA 1239. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MEA 1226C   Exams and Specialty Procedures   **4.0 Quarter Credit Hours**
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MLS 2329. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 1231 Anatomy and Pathophysiology of the Cardiovascular,Lymphatic, Respiratory
and Reproductive Systems   **4 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, and reproductive systems. Prerequisite: None – Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1233 Anatomy and Physiology II   **4.0 Quarter Credit Hours**
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: MEA 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 1235 Anatomy and Pathophysiology of the Integumentary, Urinary and
Digestive Systems and Nutrition   **4 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts, including relationships, and functions, and disease processes of the integumentary, digestive, and urinary systems, and nutrition and metabolism. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1239   Medical Terminology   **4.0 Quarter Credit Hours**
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 1243L   Pharmacology Lab   **2.0 Quarter Credit Hours**
In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Prerequisite: MEA 1263, MEA 1233, APB 1151. Co requisite: MEA 2244. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.

MEA 1247 Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems   4 Quarter Credit Hours
This course is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MEA 1255 Anatomy & Physiology III   **4.0Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the respiratory, digestive, urinary and reproductive systems. Prerequisite: MEA 1239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 1263   Anatomy and Physiology I   **4.0 Quarter Credit Hours**
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: MEA 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 1304C   Medical Office Procedures   **4.0 Quarter Credit Hours**
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, transcription, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: MEA 1239 Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MEA 1385   Medical Law and Ethics   **2.0 Quarter Credit Hours**
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment.
Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 2244   Pharmacology   **4.0 Quarter Credit Hours**
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: MEA 1263, MEA 1233, and APB 1151. Co requisite: MEA 1243L. Lecture Hours: 40.0   Lab Hours: 0.0 Other Hours: 0.0.

MEA 2245   Phlebotomy   **2.0 Quarter Credit Hours**
This course is a review. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MEA 2260, MLS 2750. Lecture Hours: 10.0 Lab Hours: 20.0 Other Hours: 0.0.

MEA 2260   Diagnostic Procedures   **4.0 Quarter Credit Hours**
This course will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Prerequisite: MEA 1263, MEA 1233, APB 1151, MEA 1207, MEA 1207L. Co requisite: MLS 2750. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 2285   EKG Interpretation   **2.0 Quarter Credit Hours**
This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skills learned, the student will be able to identify and respond appropriately to life-threatening cardiac arrhythmia's and EKG changes. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 2332C   Medical Finance and Insurance   **4.0 Quarter Credit Hours**
This course will train the student in the major medical insurances and claims forms processing. This course will include information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

MEA 2346C Medical Computer Applications   **2.0 Quarter Credit Hours**
This course is designed to give the student exposure to computer software applications used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Prerequisite: OST 1141L Lecture Hours: 10.0 Lab Hours: 20.0 Other Hours: 0.0.

MEA 2561   Professional Procedures   **2.0 Quarter Credit Hours**
This course is designed to assist the student as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as methods of obtaining professional credentials. Prerequisite: All Medical Classes. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.

MEA 2802   Medical Assistant Externship   **5.0 Quarter Credit Hours**
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

MCB 2010 Microbiology and Infection Control   **4.0 Quarter Credit Hours**
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

MGT 110 Professional Selling   **4 Quarter Credit Hours**
Provides the student with the knowledge and skills needed for a career in selling. Emphasis is placed on consumer buying motives, telemarketing, need determination, product knowledge, customer service, and closing the sale. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

MGT 290A Business Administration Externship   **1 Quarter Credit Hour**
Providing supervised, practical experience in an office in the student's chosen field, this course is intended for those students preparing for a career in administrative management. Prerequisites: It is limited to students who have maintained a 3.0 GPA in their major field and have been recommended by the Director of the Business Program. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030

MGT 290B Business Administration Externship   **2 Quarter Credit Hours**
Providing supervised, practical experience in an office in the student's chosen field, this course is intended for those students preparing for a career in administrative management. Prerequisites: It is limited to students who have maintained a 3.0 GPA in their major field

and have been recommended by the Director of the Business Program. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

MGT 290C Business Administration Externship   **3 Quarter Credit Hours**
Providing supervised, practical experience in an office in the student's chosen field, this course is intended for those students preparing for a career in administrative management. Prerequisites: It is limited to students who have maintained a 3.0 GPA in their major field and have been recommended by the Director of the Business Program. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090

MGT 290D Business Administration Externship   **4 Quarter Credit Hours**
Providing supervised, practical experience in an office in the student's chosen field, this course is intended for those students preparing for a career in administrative management. Prerequisites: It is limited to students who have maintained a 3.0 GPA in their major field and have been recommended by the Director of the Business Program. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

MLS 2329 Exams and Specialty Procedures Lab   **2 Quarter Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Exams and Specialty Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. . To be taken concurrently with MEA1226C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000

MLS 2750   Diagnostic Procedures Lab   **2.0 Quarter Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Prerequisite: MEA 1263, MEA 1233, APB 1151, MEA 1207, MEA 1207L. Co requisite: MEA 2260. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.

OA 100 Office Procedures   **4 Quarter Credit Hours**
Emphasis will be on general office procedures including human relations skills, knowledge of basic filing systems, listening skills, telephone techniques, processing mail, composing business letters, applying for a job and various kinds of office technology. Prerequisite: WPR 105 or OST 2711C. Lec. Hrs. 040   Lab Hrs. 000   Other Hrs. 000

OA 280A-D Office Administrator Externship (With Administrative or Medical Specialty)   **1-4 Quarter Credit Hours**
This course will provide students with supervised, practical office experience in an office environment. Thirty (30) hours of work per unit of credit. Application must be submitted to the Department Chair prior to externship. Prerequisites: Limited to students in their last two quarters of study who have been recommended by their Department Chair. Applicants must have achieved a 3.0 overall GPA. OA 280A = 1 Credit; OA 280B = 2 Quarter Credit Hours; OA 280C = 3 Quarter Credit Hours; OA 280D = 4 Quarter Credit Hours. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030, 060, 090 or 120 (depending on number of credits taken)

OST 1141L Keyboarding   **2.0 Quarter Credit Hours**
 This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None.

OST 1415 Electronic Communication   **2 Quarter Credit Hours**
This course provides a complete overview of electronic communication. There is an emphasis on navigation and integration of e-mail software utilizing Microsoft Outlook. Students will become familiarized with electronic documentation, while learning important skills such as opening and Edit E-mail, sending attachments, Create contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, Create and updating tasks, integrating calendars with other office components, and printing E-mail sent documents. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OST 2335 Business Communications   **4 Quarter Credit Hours**
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

OST 2711C Introduction to Word Processing   **2 Quarter Credit Hours**
This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Prerequisite: OST 1141L Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

OST 2712C Intermediate Word Processing   **4 Quarter Credit Hours**
This intermediate course in word processing focuses on enhancing the student's ability to manipulate paragraphs and documents through the use of tabs, margins, spacing, borders, and shadings. Emphasis is placed on creating more informative and organized documents through the use of charts, graphs, tables, headers and footers. Advanced file management skills are discussed as well. Prerequisite: OST 2711C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

OST 2724C Advanced Word Processing   **4 Quarter Credit Hours**
This course provides students with the remaining tools required to perform advanced business word processing. Upon successful completion of the course the student should be familiar with all the Microsoft Word commands and functions. There is a focus on mail

merge, while more efficient and professional documents are obtained through the use of templates, wizards, and graphics. The creation and modification of such tools is discussed intensively. Prerequisite: OST 2712C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

OST 2725 Applied Word Processing   **4.0 Quarter Credit Hours**
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS2167C Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

OST 2813C Introduction to Desktop Publishing   **2 Quarter Credit Hours**
This course provides an introduction to desktop publishing. There is an emphasis on terminology, and the creation and editing of simple desktop publishing files. Students will design effective publications by creating, importing, and manipulating graphics. Students will also learn to use PageMaker tools. Lecture hrs. 10.00 Lab hrs: 20.00

PHI 1001 Basic Critical Thinking   **2.0 Quarter Credit Hours**
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

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

PLA 1105 Legal Research and Writing I   **4.0 Quarter Credit Hours**
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: None. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

PLA 1700 Legal Ethics and Social Responsibility   **4 Quarter Credit Hours**
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2106 Legal Research and Writing II   **4.0 Quarter Credit Hours**
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

PLA 2160 Criminal Procedure and the Constitution   **4.0 Quarter Credit Hours**
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

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

PLA 2273 Torts   **4.0 Quarter Credit Hours**
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2308 Criminal Procedure   **4 Quarter Credit Hours**
This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2423 Contract Law   **4.0 Quarter Credit Hours**
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2433 Business Organizations   **4.0 Quarter Credit Hours**
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2460 Bankruptcy   **4.0 Quarter Credit Hours**
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2483 Introduction to Administrative Law   **4.0 Quarter Credit Hours**
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2600 Wills, Trusts, and Probate   **4.0 Quarter Credit Hours**
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2610 Real Estate Law   **4.0 Quarter Credit Hours**
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2631 Environmental Law   **4.0 Quarter Credit Hours**
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2763 Law Office Management   **4.0 Quarter Credit Hours**
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2800 Family Law   **4.0 Quarter Credit Hours**
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PLA 2940 Paralegal Externship   **4 Quarter Credit Hours**
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the Department Chairperson. Students below a 3.0 GPA must secure the approval of both the Department Chairperson and the Dean to enroll in the Externship course. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

PLA 2941 Contemporary Issues and Law   **4.0 Quarter Credit Hours**
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

PS 205 Geography of Western Hemisphere   **4 Quarter Credit Hours**

Analysis of elements necessary for the development of tourism destinations in the Western Hemisphere. An introduction to major destinations within North and South America, and the interrelationships of their social, economic and physical aspects. Emphasis will be placed on tourist destinations most visited by residents of the United States. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PS 210 Geography of Eastern Hemisphere   **4 Quarter Credit Hours**

Analysis of elements necessary for the development of tourism destination in the Eastern Hemisphere. An introduction to major destinations within Europe, Africa, Asia, and the South Pacific areas, and the interrelationships of their social, economic and physical aspects. Emphasis will be placed on tourist destinations most visited by residents of the United States. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PSY 2012 General Psychology   **4.0 Quarter Credit Hours**

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SBM 2000 Small Business Management   **4.0 Quarter Credit Hours**

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SCI 1001 Environmental Science   **4.0 Quarter Credit Hours**

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1130 Strategies for Success   **4.0 Quarter Credit Hours**

This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hours: 40. Lab Hrs: 0. Other Hrs: 0.

SLS 1320 Career Skills   **2.0 Quarter Credit Hours**

A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture hours: 20. Lab Hrs: 0. Other Hrs: 0.

SPC 2016 Oral Communications   **4.0 Quarter Credit Hours**

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STS 1000 Health Care Delivery Systems, Issues & Transitions   **4 Quarter Credit Hours**

This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment. Prerequisite: None. Lec Hrs. 040 Lab Hrs. 000 Other hrs. 000

STS 1001 Principles And Practices Of Surgical Technology   **4 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None – Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STS 2007 Surgical Pharmacology   **4 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: MAT 1033 Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

STS 2171C Surgical Technology I   **4 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Prerequisite: None. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.

STS 2172C Surgical Technology II   **4 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisites: STS 2171C, STS 2173C, MCB 2010 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

STS 2173C Surgical Procedures I   **6 Quarter Credit Hours**
This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: MEA 1263, MEA 1233 and MEA 1239. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

STS 2174C Surgical Procedures II   **6 Quarter Credit Hours**
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STS 2173C. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

STS 2175C Clinical Rotation I   **5 Quarter Credit Hours**
This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. (Student must complete STS 2171C, STS 2173C, and MCB 2010 prior to taking this course). Prerequisite: STS 2171C, STS 2173C, & MCB 2010. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 150.0.

STS 2176C Clinical Rotation II   **16 Quarter Credit Hours**
This course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and out-patient surgery department. Prerequisites: All Major Core. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 480

STS 2812 Clinical Rotation II   **11.0 Quarter Credit Hours**
This course is a continuation of the skills practiced in STS 2175C with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and the out-patient surgery department. Prerequisite: STS 2175C. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 350.0.

SYG 2000 Principles of Sociology   **4.0 Quarter Credit Hours**
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYP 2200 Death and Dying   **4.0 Quarter Credit Hours**
This course examines the issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics, and other individual options. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

TAT 198 Travel & Tourism   **4 Quarter Credit Hours**
An introduction to worldwide tourism and travel, this course explores the historical development of the tourism industry, segments that make up the travel industry, tourists' motivations to travel, social and economic impacts which the tourism industry has on a host country, the role of government as it relates to regulatory and promotional activities, and forecasts for tourism and job opportunities in the travel, tourism, and hospitality industry. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAT 200 The Cruise Industry   **4 Quarter Credit Hours**
This course is designed to instruct the student in routings and destinations for cruise ships. The study of schedules and brochures will be integrated with the study of terminology pertinent in both areas. Corequisite: TAT 280. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAT 250 Corporate Travel Management and Meeting Planning   **4 Quarter Credit Hours**
The course will provide an introduction and overview to this industry segment and will introduce the student to some of the allied opportunities within the travel industry. A two-part focus will concentrate first on corporate travel management then finish with meeting planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAT 280 Travel Experience   **2 Quarter Credit Hours**
A course designed to help the student acquire supervised, practical experience in a travel-related business. Prerequisites: TAT 297 and TAT 298. In addition students must maintain a passing GPA overall and must have been recommended by the Department Chair of Travel and Tourism. Corequisite: TAT 200. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

TAT 290A Travel Externship   **1 Quarter Credit Hour**
A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: Limited to students in their last two quarters of study who have been recommended by the Department Chair of Travel and Tourism. Applicants must have achieved a 3.0 overall GPA. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030

TAT 290B Travel Externship   **2 Quarter Credit Hours**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: Limited to students in their last two quarters of study who have been recommended by the Department Chair of Travel and Tourism. Applicants must have achieved a 3.0 overall GPA. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

TAT 290C Travel Externship   **3 Quarter Credit Hours**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: Limited to students in their last two quarters of study who have been recommended by the Department Chair of Travel and Tourism. Applicants must have achieved a 3.0 overall GPA. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090

TAT 290D Travel Externship   **4 Quarter Credit Hours**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: Limited to students in their last two quarters of study who have been recommended by the Department Chair of Travel and Tourism. Applicants must have achieved a 3.0 overall GPA. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

TAT 296 Hotel Front Desk Procedures   **4 Quarter Credit Hours**

This course introduces the student to all facets of front desk operations including registration, reservations, check out, and front desk accounting. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAT 297 Domestic Travel   **4 Quarter Credit Hours**

This course covers domestic airline schedules, manual ticketing, airline passenger tariffs, rules and procedures, and domestic city codes. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAT 298 International Travel   **4 Quarter Credit Hours**

This course is designed to be a research oriented class with individual or group projects. Proficiency and skills in the application of manual reservation utilizing the OAG Worldwide Hotel Travel Index, OAG, the International Editions of the Travel Planner, Brochures, Tour Manuals, Car Rental Catalogs, etc., used in preparation of tourism is covered. Also forecast for the future of the travel industry is discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

TAT 299 Automated Reservations   **4 Quarter Credit Hours**

Hands-on training in the use of SABRE Airline Computer training is presented. Students learn to create, retrieve, and modify Passenger Name Records (PNR's) in addition to displaying schedules, checking availability, and pricing itineraries. Prerequisites: OST 1141L and TAT 297. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

TAX 2000 Tax Accounting   **4.0 Quarter Credit Hours**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

WPR 105 Beginning Word Processing   **4 Quarter Credit Hours**

The student will be introduced to beginning word processing. The student will be taught how to format, create, edit, store, and print text. Additional features include tables, blocks, and special print effects and electronic dictionary. Thirty hours of out-of-class projects required. Prerequisite: OST 1141L. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

STAFF LISTING

ADMINISTRATIVE STAFF

Larry V Banks	President	Ph.D., Touro University
		MBA, University of Phoenix
Charles Elzinga	Academic Dean	MS, Stanford University
		BS, Utah State University
Rachelle Rowan	Finance Director	AA, Phillips Junior College
Jason Peterson	Admissions Director	BA, Brigham Young University
Mark Trawick	Placement Director	MAOM, University of Phoenix
		BS, Park University
John P. Zastowney	Business Manager	MBA, University of Utah
		BS, Brigham Young University
Troy Mitchell	Associate Academic Dean	MAEd, Weber State University
		BS, Weber State University
Sharon Peters	Librarian	MS, Western Michigan University
Lori Van Wagoner	Financial Aid Officer	
Myers, Cherilyn	Externship Coordinator	
L-Dene Samora	Registrar	
Angela Jones	Assistant Registrar	
Gisela Pahl	Bookstore Manager	
	Sr. Financial Aid Officer	
Anzures, Melissa M.	Financial Aid Officer	
Rita Speirs	Financial Aid Officer	
Lizzetta Nuttall	Administrative Assistant	
Betty Willis	Student Success Coordinator	
Diana, Reich	Admissions	
Lisa Smith	Admissions	
Teresa Rottler	Admissions	
Marcia Adams	Admissions	
Theresa Naylor	Collections / Business Office	
Pam Miller	Admissions	
Bruce G. Kelsey	Student Account Representative	
Suzanne Blackburn	Receptionist	
Crystal Pahl	Night Receptionist	
Cathy Inscore	Library Assistant	

DEPARTMENT CHAIRS

LeAnn Woldruff	Business/Accounting/POA	MBA, Westminster College
		BA, Westminster College
Nancy Perschon	Paralegal Studies	BA Anthropology, University of Utah
		Paralegal Certification, Salt Lake Community College
Peter Uluave Jr.	Medical Assisting/Surge Technologist/MIBC	BSN, University of Utah
		ADN, Utah Valley State College
Tina House	Travel and Tourism	BA, University of Phoenix

LEAD FACULTY

Denise Quinata	Surge Technologist	Certified Surgical Technician Instructor – CA; Certified Technologist in Surgery; Primary and Basic Management Course; Certificate, Operating Room and Central Material Services
Gail Emerson	Medical Insurance Billing and Coding	

Troy Mitchell	Computer Information Services	MAEd, Weber State University
		BS, Weber State University
Walter Borschel	Criminal Justice	BS Weber State University

FULL-TIME FACULTY

Gordon Everitt	Paralegal/Legal Assisting	BS, Ohio Christian College
		AS, Salt Lake Community College
Paula Criman	Medical Assisting	MS/BS, Brigham Young University
		AS, Loma Linda University
Dina Imeava	General Education	BA, University of Utah
		BA, Russian State University-Russia
Lawrence Crandall	General Education	BS, Utah State University
David Rees	Accounting	BS/BA, Boise State University
Terra Vangerven	Medical Assisting	Medical Assisting Diploma, Byman School, UT

CURRICULUM ADVISORY BOARDS

ACCOUNTING/BUSINESS/POA

| Robb Enger | Staff Accountant | Larsen & Company |
| Troy Hooton | Owner | Hooton Management Corp. |

COMPUTER INFORMATION SYSTEMS

Keith Barlow	Network Services Manager	Salt Lake City Corporation
Phil Conder	Owner Custom Software Applications	President
Dave Jones	Customer Software Applications	Manager

MEDICAL/SURG TECH/MIBC

John O'Donnell, R.N.	Clinical Director	Granger Medical
Denice DeCamp	Medical Assistant	Utah Diabetes Center
Carl Roberts (Surg Tech)	OR Student Coordinator	Pioneer Valley Hospital
Todd Bingham	Supervisor of Work Care	Work Care Clinic
Cati Nielson	Human Resource	Community Health Services
Pua Johnson (Surg Tech)	OR Director	Alta View Hospital

PARALEGAL

Toni Sutliff	Justice Court Attorney	Justice Court
Sherri Palmer	Attorney-at-Law	Sherri Palmer & Associates
Glen Dawson	District Court Judge	Second District Court

TRAVEL AND TOURISM

Scott Hutchinson	Director of Communications	Hilton Salt Lake City Center
Traci Wellborn	Manager Reservation Sales and Services	Delta Airlines, Inc.
Rolene Masina	Supervisor	Players Travel

CRIMINAL JUSTICE

| Fred Baird | Director of Homeland Security Center | Homeland Security, Utah |

ACADEMIC CALENDARS

QUARTER PROGRAMS

2005-2006 CALENDAR				
EVENT				
Spring Term Starts		4	18	2005
Memorial Day Holiday		5	30	2005
Mini-Term Starts		5	31	2005
Spring Term Ends		7	9	2005
Independence Day Holiday		7	4	2005
Summer Vacation	From:	7	11	2005
	To:	7	16	2005
Summer Term Starts		7	18	2005
Summer Term Add/Drop Deadline		7	30	2005
Mini-Term Starts		8	29	2005
Mini-Term Add/Drop Deadline		9	3	2005
Labor Day Holiday		9	5	2005
Summer Term Ends		10	8	2005
Fall Break	From:	10	10	2005
	To:	10	15	2005
Fall Term Start		10	17	2005
Fall Term Add/Drop Deadline		10	29	2005
Mini-Term Starts		11	28	2005
Mini-Term Add/Drop Deadline		12	3	2005
Thanksgiving Day Holiday	From:	11	24	2005
	To:	11	25	2005
Christmas Holiday	From:	12	23	2005
	To:	1	2	2005
Classes Resume		1	3	2006
Fall Term Ends		1	14	2006
M.L. King Jr. Birthday Holiday		1	16	2006
Winter Term Starts		1	17	2006
Winter Term Add/Drop Deadline		1	28	2006
Presidents' Day		2	20	2006
Mini-Term Starts		2	27	2006
Mini-Term Add/Drop Deadline		3	4	2006
Winter Term Ends		4	8	2006
Spring Vacation	From:	4	10	2006
	To:	4	15	2006
Spring Term Starts		4	17	2006
Spring Term Add/Drop Deadline		4	29	2006

Memorial Day Holiday		5	29	2006
Mini-Term Starts		5	30	2006
Mini-Term Add/Drop Deadline		6	3	2006
Spring Term Ends		7	8	2006
Independence Day Holiday		7	4	2006
Summer Vacation	From:	7	10	2006
	To:	7	15	2006

MODULAR PROGRAMS

2005 MIBC Class #5	
Start Date	**End Date**
13-Jan-05	10-Feb-05
14-Feb-05	14-Mar-05
15-Mar-05	11-Apr-05
12-Apr-05	09-May-05
10-May-05	07-Jun-05
08-Jun-05	06-Jul-05
07-Jul-05	03-Aug-05
04-Aug-05	31-Aug-05
01-Sep-05	29-Sep-05
03-Oct-05	28-Oct-05
31-Oct-05	29-Nov-05
30-Nov-05	10-Jan-06

Massage Therapy Modular			Medical Administrative Assisting, Pharmacy Technology, Massage Technology Modular			MA Modular Medical Diploma	
START DATE	**END DATE**		**START DATE**	**END DATE**		**START DATE**	**END DATE**
3/15/2005	4/11/2005		2/28/2005	3/25/2005		3/16/2005	4/19/2005
4/12/2005	5/9/2005		3/28/2005	4/22/2005		4/20/2005	5/24/2005
5/10/2005	6/7/2005		4/25/2005	5/20/2005		5/25/2005	6/29/2005
6/8/2005	7/6/2005		5/23/2005	6/20/2005		6/30/2005	8/4/2005
7/7/2005	8/3/2005		6/21/2005	7/19/2005		8/8/2005	9/12/2005
8/4/2005	8/31/2005		7/20/2005	8/16/2005		9/13/2005	10/17/2005
9/1/2005	9/29/2005		8/17/2005	9/14/2005		10/18/2005	11/21/2005
10/3/2005	10/28/2005		9/15/2005	10/12/2005		11/22/2005	1/10/2006
10/31/2005	11/29/2005		10/13/2005	11/9/2005		1/11/2006	2/15/2006
11/30/2005	1/10/2006		11/10/2005	12/9/2005		2/16/2006	3/23/2006
1/11/2006	2/8/2006		12/12/2005	1/23/2006			
2/9/2006	3/9/2006		1/24/2006	2/21/2006			
			2/22/2006	3/21/2006			
			3/22/2006	4/18/2006			

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
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Everest College	Rancho Cucamonga, CA
Everest College	Dallas, TX
Everest College	Arlington, TX
Everest College	Fort Worth, TX
Florida Metropolitan University	Clearwater (Pinellas), FL
Florida Metropolitan University	Pompano Beach, FL
Florida Metropolitan University	Jacksonville, FL
Florida Metropolitan University	Lakeland, FL
Florida Metropolitan University	Melbourne, FL
Florida Metropolitan University	Orange Park, FL
Florida Metropolitan University	Orlando (North), FL
Florida Metropolitan University	Orlando (South), FL
Florida Metropolitan University	Tampa (Brandon), FL
Florida Metropolitan University	Tampa, FL
Las Vegas College	Las Vegas, NV
Las Vegas College	Henderson, NV
Mountain West College	Salt Lake City, UT
National School of Technology	Hialeah, FL
National School of Technology	Kendall, FL
National School of Technology	Fort Lauderdale, FL
National School of Technology	N. Miami Beach, FL
Parks College	Arlington, VA
Parks College	Aurora, CO
Parks College	McClean, VA
Parks College	Thornton, CO
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
Western Business College	Portland, OR
Western Business College	Vancouver, WA

STATEMENT OF OWNERSHIP

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6 Hutton Centre Drive - Suite 400 - Santa Ana, California 92707

(800) 611-2101

DIRECTORS

David G. Moore

Jack D. Massimino

Beth A. Wilson

OFFICERS	TITLE
David G. Moore	Chairman of the Board
Jack D. Massimino	Chief Executive Officer
Beth A. Wilson	Executive Vice President, Operations

Stan A. Mortensen   Senior Vice President, General Counsel and Corporate Secretary
Robert C. Owen   Treasurer and Assistant Secretary