

# Everest

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## COLLEGE

2007-2008 CATALOG

Colorado Everest 092007

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[www.everest.com](http://www.everest.com)

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Approved and regulated by the Colorado Department of Education,  
Private Occupational Schools Board.

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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.

# WELCOME TO EVEREST COLLEGE

## MESSAGE FROM THE PRESIDENTS

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

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

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

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



Patricia Draper-Hardy  
President – Aurora Campus



James G. Hadley, Ph.D.  
President – Colorado Springs Campus



Bruce R. Pileggi  
President – Thornton Campus

## TABLE OF CONTENTS

<b>ABOUT EVEREST COLLEGE</b> .....	<b>1</b>	INTER-CAMPUS TRANSFERS.....	7
MISSION STATEMENT.....	1	SECOND DEGREE.....	7
OBJECTIVES.....	1	ONLINE LEARNING (FOR QUARTER-BASED PROGRAMS).....	7
HISTORY.....	1	DIRECTED STUDY.....	8
Aurora and Thornton Campuses.....	1	ATTENDANCE.....	8
Colorado Springs Campus.....	1	Establishing Attendance / Verifying Enrollment.....	8
INSTITUTIONAL ACCREDITATION.....	1	Monitoring Student Attendance.....	9
PROGRAMMATIC ACCREDITATION.....	2	Consecutive Absence Rule (All Programs).....	9
PROFESSIONAL RECOGNITIONS.....	2	Percentage Absence Rule (Modular Programs).....	9
FACILITIES AND EQUIPMENT.....	2	Percentage Absence Rule (Quarter-based Programs).....	9
Aurora Campus.....	2	Additional Requirements for Veteran Students.....	9
Colorado Springs Campus.....	2	Date of Withdrawal.....	9
Thornton Campus.....	2	Date of Determination (DOD).....	10
Handicapped Access.....	2	Attendance Records.....	10
STUDENT DISABILITY.....		LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY).....	10
SERVICES/ACCOMMODATIONS.....	2	Re-admission Following a Leave of Absence.....	10
OFFICE HOURS.....	3	Failure to Return from a Leave of Absence.....	10
STATEMENT OF NON-DISCRIMINATION.....	3	Effects of Leave of Absence on Satisfactory Academic Progress.....	10
<b>ADMISSIONS</b> .....	<b>3</b>	Veterans: Leave of Absence.....	10
ENTRANCE REQUIREMENTS.....	3	GRADING SYSTEM – AURORA AND THORNTON CAMPUSES.....	11
Medical Assisting.....	3	GRADING SYSTEM - COLORADO SPRINGS CAMPUS.....	11
Pharmacy Technician and Surgical Technologist.....	3	GPA and CGPA Calculations.....	12
ABILITY TO BENEFIT POLICY.....	3	Medical Assisting Course Grades.....	12
GED Preparatory Program.....	3	STUDENT RECOGNITIONS.....	12
ATB Testing.....	4	Quarter Programs.....	12
Retesting Requirements.....	4	Modular Programs.....	12
Retaking the CPAT.....	4	MAKE-UP DAYS.....	12
Denial of Admission.....	4	RETAKES.....	13
Delayed Admission.....	4	DROP/ADD PERIOD.....	13
Skills Strengthening Course – Colorado Springs Campus Only.....	4	REENTRANCE.....	13
FOREIGN STUDENTS.....	4	VETERANS INFORMATION.....	13
TRANSFER OF CREDITS.....	4	WITHDRAWAL FROM COLLEGE.....	13
ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK.....	5	COURSE WITHDRAWAL.....	13
<b>ACADEMIC POLICIES</b> .....	<b>5</b>	GRADUATION.....	13
ACADEMIC SESSION.....	5	Required Courses for Graduation.....	13
Quarter Programs.....	5	Modular Programs.....	14
Modular Programs.....	5	ACADEMIC TRANSCRIPTS AND DIPLOMAS.....	14
CREDIT UNITS.....	5	FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED.....	14
Online Learning Courses.....	5	STUDENT ID.....	14
CLASS PERIOD.....	5	STUDENT GRIEVANCE POLICY.....	15
STUDENT LOAD (FOR QUARTER-BASED PROGRAMS).....	5	STANDARDS OF SATISFACTORY ACADEMIC PROGRESS.....	15
STUDENT STATUS.....	6	Evaluation Periods for Satisfactory Academic Progress.....	15
Full-Time Students (For Quarter-Based Programs).....	6	GPA and CGPA Calculations.....	15
AUDITING A COURSE.....	6	Rate of Progress Toward Completion (ROP) Requirements.....	15
REGISTRATION FOR CONTINUING STUDENTS.....	6	Maximum Time in Which to Complete (MTF).....	15
CHANGE IN PROGRAM.....	6	SATISFACTORY ACADEMIC PROGRESS TABLES - QUARTER-BASED PROGRAMS.....	16
ACCEPTANCE OF PRIOR CREDIT.....	6	SATISFACTORY ACADEMIC PROGRESS TABLES - MODULAR PROGRAMS.....	17
Impact of Transfer Credit on SAP.....	6	Academic Probation.....	17
General Education.....	6	Suspension.....	17
Military Training.....	6		
Transfer Credit from other Corinthian Colleges Schools.....	7		
ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP/ABHES-APPROVED MEDICAL ASSISTING PROGRAMS.....	7		
PROFICIENCY EXAMINATIONS (FOR QUARTER- BASED PROGRAMS).....	7		

Academic Appeals.....	17	Federal Financial Aid Programs .....	26
Satisfactory Academic Progress (SAP) Appeals.....	17	Federal Pell Grant .....	26
Reinstatement Following Suspension .....	17	Federal Supplemental Educational Opportunity	
Dismissal.....	17	Grant (FSEOG).....	26
Graduation.....	17	Federal Perkins Loan .....	26
Application of Grades and Credits.....	18	Federal Work Study (FWS).....	26
Transfer Credit.....	18	Federal Stafford Loans (FSL) .....	26
Satisfactory Academic Progress and Financial Aid .....	18	Federal Parent Loan for Undergraduate Students	
<b>SATISFACTORY ACADEMIC PROGRESS FOR</b>		(PLUS).....	26
<b>STUDENTS RECEIVING VETERANS ADMINISTRATION</b>		<b>ALTERNATIVE FINANCING OPTIONS .....</b>	<b>26</b>
<b>BENEFITS.....</b>	<b>18</b>	Alternative Loan Programs.....	26
Previous Credit for Veterans Affairs Beneficiaries .....	18	Institutional Payment Plans .....	26
Make-Up Assignments.....	18	<b>GRANTS AND SCHOLARSHIPS .....</b>	<b>26</b>
Maximum Time Frame for Veteran Students.....	18	Colorado Student Grant.....	26
Veterans Academic Probation .....	18	High School Scholarships – Thornton Campus .....	27
Veterans Reinstatement after Successful Appeal		Imagine America Scholarships.....	27
of Termination.....	19	<b>STUDENT SERVICES .....</b>	<b>27</b>
<b>STUDENT ACADEMIC APPEALS POLICY.....</b>	<b>19</b>	<b>CAREER SERVICES AND PLACEMENT OFFICE .....</b>	<b>27</b>
Assignment/Test Grades.....	19	<b>ADVISING SERVICES .....</b>	<b>27</b>
Final Course Grades .....	19	Student Finance .....	27
Attendance Violations .....	19	Academic Advising .....	27
Satisfactory Academic Progress (SAP) Appeals.....	19	Academic Dean, Department Chair and Student	
<b>ADMINISTRATIVE POLICIES.....</b>	<b>20</b>	Success Coordinator .....	27
<b>STUDENT CONDUCT CODE .....</b>	<b>20</b>	Career Advising.....	27
Background.....	20	College President.....	27
Student Conduct Code .....	20	Drug Counseling .....	28
Student Conduct Code Violations/Formal		Tutoring.....	28
Disciplinary Procedure.....	20	<b>HOUSING .....</b>	<b>28</b>
Appeals.....	20	<b>HEALTH AND SAFETY .....</b>	<b>28</b>
Academic Integrity .....	21	<b>INFORMATION RESOURCES LIBRARY .....</b>	<b>28</b>
<b>CAMPUS SECURITY AND CRIME AWARENESS</b>		<b>PARKING LOT.....</b>	<b>28</b>
<b>POLICIES .....</b>	<b>21</b>	<b>STUDENT LOUNGE.....</b>	<b>28</b>
Statistical Information .....	21	<b>EMERGENCY PHONE NUMBERS - AURORA AND</b>	
<b>CAMPUS COMPLETION RATE REPORTS .....</b>	<b>21</b>	<b>THORNTON.....</b>	<b>28</b>
<b>DRUG AWARENESS .....</b>	<b>21</b>	<b>COMMUNITY RESOURCES – COLORADO SPRINGS.....</b>	<b>28</b>
<b>WEAPONS POLICY.....</b>	<b>21</b>	<b>PROGRAMS OF STUDY BY LOCATION.....</b>	<b>30</b>
<b>ALCOHOL AND SUBSTANCE ABUSE STATEMENT .....</b>	<b>22</b>	<b>PROGRAMS OF STUDY BY LOCATION.....</b>	<b>30</b>
<b>SEXUAL HARASSMENT.....</b>	<b>22</b>	<b>DIPLOMA PROGRAMS .....</b>	<b>31</b>
<b>DRESS CODE.....</b>	<b>22</b>	<b>BUSINESS ACCOUNTING .....</b>	<b>31</b>
Allied Health Programs .....	22	<b>BUSINESS ACCOUNTING .....</b>	<b>32</b>
<b>CHILDREN/GUESTS ON CAMPUS.....</b>	<b>22</b>	<b>MEDICAL ADMINISTRATIVE ASSISTANT.....</b>	<b>33</b>
<b>POLICY AND PROGRAM CHANGES .....</b>	<b>22</b>	<b>MEDICAL ASSISTING.....</b>	<b>35</b>
<b>FINANCIAL INFORMATION .....</b>	<b>22</b>	<b>MEDICAL INSURANCE BILLING AND CODING.....</b>	<b>38</b>
<b>TUITION AND FEES – QUARTER-BASED PROGRAMS .....</b>	<b>22</b>	<b>MEDICAL INSURANCE BILLING AND CODING.....</b>	<b>41</b>
<b>TUITION AND FEES – MODULAR PROGRAMS.....</b>	<b>22</b>	<b>PHARMACY TECHNICIAN .....</b>	<b>43</b>
<b>BUYER'S RIGHT TO CANCEL – CANCELLATION .....</b>	<b>23</b>	<b>QUARTER-BASED PROGRAMS .....</b>	<b>45</b>
<b>OFFICIAL WITHDRAWALS.....</b>	<b>23</b>	<b>ACCOUNTING.....</b>	<b>45</b>
<b>REFUND POLICIES .....</b>	<b>23</b>	<b>ACCOUNTING/MINOR IN COMPUTER</b>	
Date of Withdrawal versus Date of Determination		<b>APPLICATIONS .....</b>	<b>46</b>
(DOD) .....	23	<b>ADMINISTRATIVE ASSISTANT .....</b>	<b>47</b>
Effect of Leaves of Absence on Refunds .....	24	<b>BUSINESS .....</b>	<b>48</b>
Textbook and Equipment Return/Refund Policy.....	24	<b>BUSINESS ADMINISTRATION.....</b>	<b>49</b>
Federal Return of Title IV Funds Policy.....	24	<b>COMPUTER INFORMATION SCIENCE .....</b>	<b>50</b>
Return of Unearned SFA Program Funds.....	24	<b>COMPUTER TECHNOLOGY .....</b>	<b>52</b>
Institutional Refund Calculation .....	24	<b>CRIMINAL JUSTICE .....</b>	<b>53</b>
<b>COLORADO REFUND POLICY.....</b>	<b>25</b>	<b>LEGAL ASSISTANT/PARALEGAL .....</b>	<b>54</b>
<b>REQUIREMENTS FOR GRADUATION .....</b>	<b>25</b>	<b>MEDICAL ASSISTING.....</b>	<b>55</b>
<b>POSTPONEMENT .....</b>	<b>25</b>	<b>NETWORK ADMINISTRATION.....</b>	<b>57</b>
<b>ON-LINE LEARNING COURSES .....</b>	<b>25</b>	<b>PARALEGAL .....</b>	<b>58</b>
<b>STUDENT FINANCING OPTIONS.....</b>	<b>25</b>	<b>PARALEGAL/LEGAL ASSISTANT .....</b>	<b>59</b>
Financial Assistance .....	25		
Student Eligibility.....	25		

SURGICAL TECHNOLOGIST..... 60

**COURSE OFFERINGS ..... 61**

    COURSE NUMBERING SYSTEM..... 61

    COURSE DESCRIPTIONS ..... 61

**CORINTHIAN COLLEGES, INC. ....73**

**STATEMENT OF OWNERSHIP ..... 74**

**APPENDIX A: ADMINISTRATION AND FACULTY .....75**

**APPENDIX B: TUITION AND FEES .....77**

**APPENDIX C: ACADEMIC CALENDARS AND HOLIDAYS ...79**

## ABOUT EVEREST COLLEGE

### MISSION STATEMENT

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

### OBJECTIVES

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

### HISTORY

#### Aurora and Thornton Campuses

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

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

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

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

#### Colorado Springs Campus

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

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

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

### INSTITUTIONAL ACCREDITATION

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

Accrediting Council for Independent Colleges and Schools (ACICS)

750 First Street, NE  
Washington, D.C. 20002  
(202) 336-6780  
www.acics.org

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

Everest College Institutional Memberships:

- Aurora Chamber of Commerce (Aurora Campus)
- Better Business Bureau
- Colorado Springs Chamber of Commerce (Colorado Springs Campus)
- Metro North Chamber of Commerce (Thornton Campus)
- Colorado Private School Association

### **PROGRAMMATIC ACCREDITATION:**

The Medical Assisting Programs at the Aurora, Colorado Springs and Thornton campuses are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

The Surgical Technology program of the Thornton campus is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

### **PROFESSIONAL RECOGNITIONS**

Everest College is approved by:

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

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

Everest College is approved and regulated by:

Colorado Department of Education  
Private Occupational Schools Board  
1380 Lawrence Street, Suite 1200  
Denver, CO 80204-2059  
303-894-2960

### **FACILITIES AND EQUIPMENT**

#### **Aurora Campus**

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

#### **Colorado Springs Campus**

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

#### **Thornton Campus**

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

#### **Handicapped Access**

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

### **STUDENT DISABILITY SERVICES/ACCOMMODATIONS**

This institution has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants



or students who would like to request disability service/accommodations must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Academic Appeals Policy" section of this catalog.

## **OFFICE HOURS**

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

Thornton Campus: (303) 457-2757

Aurora Campus: (303) 745-6244

Colorado Springs Campus (719) 638-6580.

## **STATEMENT OF NON-DISCRIMINATION**

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

## **ADMISSIONS**

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

Aurora Campus (303) 745-6244

Colorado Spring Campus (719) 638-6580

Thornton Campus (303) 457-2757

## **ENTRANCE REQUIREMENTS**

The institution admits students with high school diplomas or a recognized equivalent (such as the GED) or students beyond the age of compulsory school attendance. Students beyond the age of compulsory school attendance who do not have a high school diploma or recognized equivalent are required to apply for admission to the College under the Ability to Benefit Policy (see below).

Graduation from high school or its equivalent (such as the GED) is a prerequisite for admission to the College. Successful completion of a Careers Programs Assessment Test (CPAT) offered by ACT Inc. with a score of 120 or better is a prerequisite for admission. This standardized, 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.

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

### **Medical Assisting**

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

### **Pharmacy Technician and Surgical Technologist**

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

## **ABILITY TO BENEFIT POLICY**

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

### **GED Preparatory Program**

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

## ATB Testing

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

## Retesting Requirements

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

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

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

## Retaking the CPAT

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

## Denial of Admission

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

## Delayed Admission

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

## Skills Strengthening Course – Colorado Springs Campus Only

Applicants who score below 60% on any of the three CPAT tests required for admission to the college are required to take the Skills Strengthening course during their first quarter of attendance. The non-credit course is provided without charge at this time. The following minimum cutoff scores must be achieved to be exempt from the Skills Strengthening course:

Form B Scaled Score		Form C Scaled Score	
Language Usage:	46	Language Usage:	45
Reading Skills:	54	Reading Skills:	50
Numerical Skills:	54	Numerical Skills:	53

All students entering under the Ability to Benefit (ATB) provisions at the Colorado Springs campus are **required** to participate in the Skills Strengthening program.

## FOREIGN STUDENTS

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

## TRANSFER OF CREDITS

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

Students are allowed to transfer in, or test out of, up to 50% of their program requirements at Everest College to be awarded a degree/diploma. Additional information regarding transfer of credit is found in the academic section of this catalog.

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

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

## ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

Allied health 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)

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

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

If an applicant has an open warrant for a crime that would otherwise be given clearance, 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.

## ACADEMIC POLICIES

### ACADEMIC SESSION

#### Quarter Programs

The academic session for the quarter-based programs at Everest College is based upon a 12-week quarter. Students may begin school in a 6-week mini-quarter before proceeding into the regular 12-week quarter. Please consult the Academic Calendar (Appendix C) for specific dates.

#### Modular Programs

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

### CREDIT UNITS

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

#### Online Learning Courses

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

### CLASS PERIOD

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

### STUDENT LOAD (FOR QUARTER-BASED PROGRAMS)

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

## STUDENT STATUS

### Full-Time Students (For Quarter-Based Programs)

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

### AUDITING A COURSE

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

### REGISTRATION FOR CONTINUING STUDENTS

Students will register each quarter for the following quarter.

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

### CHANGE IN PROGRAM

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

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

### ACCEPTANCE OF PRIOR CREDIT

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

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

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

### Impact of Transfer Credit on SAP

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

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

### General Education

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

### Military Training

Everest College may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for transfer credit evaluation.

## **Transfer Credit from other Corinthian Colleges Schools**

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

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

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

## **ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP/ABHES-APPROVED MEDICAL ASSISTING PROGRAMS**

In order to be eligible for the AAMA CMA Certification/Recertification Examination based on academic credit transfer from a program not accredited by CAAHEP or ABHES, the following criteria must be met:

1. The medical assisting academic credits received at such non-accredited programs must fall within the 36-month period prior to the date of graduation from the accredited program.
2. Fifty (50) percent of the required medical assisting academic credit from the accredited program must be acquired from the accredited program granting the diploma/certificate/degree.
3. The requirements of the externship must be met as a graduating student through the accredited program granting the diploma/certificate/degree.
4. The externship requirement must be excluded in the academic credit transfer of fifty (50) percent. The externship requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.
5. No academic credit for life experiences shall be accepted in order to achieve eligibility for the AAMA CMA Certification/Recertification Examination.

## **PROFICIENCY EXAMINATIONS (FOR QUARTER-BASED PROGRAMS)**

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

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 in Appendix B. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study and Experiential Learning Evaluation/Portfolio may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of C will be posted to the academic transcript as a PE (see "Tuition & Fees" schedule in Appendix B).

## **INTER-CAMPUS TRANSFERS**

A complete transcript of all course work, with actual grades earned, at either the Thornton or Aurora campus is transferable to the other campus of Everest College, upon approval of the Academic Dean and Student Finance Department. Not all courses are offered at both campuses. Consult the Academic Dean for additional information.

## **SECOND DEGREE**

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

## **ONLINE LEARNING (FOR QUARTER-BASED PROGRAMS)**

The institution offers certain courses online. Certain courses are offered on line through the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses are similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material.

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.
- Have Internet access and an established email account.
- Have a 2.0 GPA to enroll in future online courses.
- Commence online contact with the course site within the first three days of the term.
- 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 "Tuition and Fees" schedule in Appendix B for specific charges.

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.

Online education allows students to further their academic and professional goals at any time and in any place.

Online learning supplements traditional classroom learning by providing a new and convenient educational experience to an ever-growing student population. With positive student response to the addition of online degrees, we have changed our academic offerings to meet the needs of distance learners.

The online educational programs are designed to prepare students for successful employment in the workplace. They emphasize real-world training that is tailored to meet the needs of potential employers. The fields of study focus on industries that offer solid, long-term career opportunities for graduates.

To make classes more readily available and convenient to students, the courses:

- Do not require that students and teachers be online at the same time;
- Include requirements for online group projects and instructor-led discussions that encourage the development of communication and teamwork skills;
- Begin and conclude in conjunction with the regularly scheduled quarters at participating campuses.

Online courses were originally offered to students who were also enrolled in the traditional classroom courses at our schools. However, as the curricula evolved to offer Associate's, Bachelor's, and Master's degrees in a variety of disciplines, we attracted a new group of students who were looking for a more flexible learning environment.

With online programs and participating campuses steadily increasing, we have employed long-term plans to expand and solidify our virtual university. The number and type of courses offered online will increase to meet the growing educational demands of students.

To maximize success within the online courses students must:

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

Certain fees may be charged to students registered in online courses. Please refer to the schedule of fees in Appendix B for specific charges.

## **DIRECTED STUDY**

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

## **ATTENDANCE**

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

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

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

## **Establishing Attendance / Verifying Enrollment**

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

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

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

### Monitoring Student Attendance

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

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

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

### Consecutive Absence Rule (All Programs)

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

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

### Percentage Absence Rule (Modular Programs)

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

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

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

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

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

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

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

### Additional Requirements for Veteran Students

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

### Date of Withdrawal

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

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

## **Date of Determination (DOD)**

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

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

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

## **Attendance Records**

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

## **LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

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

## **Re-admission Following a Leave of Absence**

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

## **Failure to Return from a Leave of Absence**

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

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

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

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

## **Effects of Leave of Absence on Satisfactory Academic Progress**

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

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

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

## **Veterans: Leave of Absence**

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



## GRADING SYSTEM – AURORA AND THORNTON CAMPUSES

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.

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

\*Not used in Allied Health Programs; in those programs, a grade of >69% is required to pass.

\*\*Not used in Modular Allied Health Programs.

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

## GRADING SYSTEM - COLORADO SPRINGS CAMPUS

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:

### Quarter-Based Programs and MIBC version 2-0:

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. The student has 14 calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade.	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
WM	Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA.	Not Calculated
WZ	Withdrawal for students called to immediate active duty military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
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

continued

### All Modular Programs except MIBC version 2-0:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
L	Leave of Absence	
W	Withdrawal	
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

\*Students taking courses listed as "Major Core Courses" in the Medical Assisting program will not be awarded a grade of D for those courses. Students in Medical Assisting major core courses must receive a grade of C or above to be considered to have passed the course.

### GPA and CGPA Calculations

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

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

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

### Medical Assisting Course Grades

Students taking courses listed as "Major Core Courses" in the Medical Assisting program will not be awarded a grade of D for those courses. Students in Medical Assisting major core courses must receive a grade of C or above to be considered to have passed the course.

## STUDENT RECOGNITIONS

### Quarter Programs

- **President's List:** Students who complete at least twelve (12) credit units during the quarter and attain a 4.00 grade point average will be named to the President's list.
- **Dean's List:** Students who complete at least twelve (12) credit units during the quarter and attain a 3.50 to 3.99 grade point average will be named to the Dean's list.
- **Perfect Attendance:** Students who have attained perfect attendance while attempting 12 or more quarter hours will be awarded a Perfect Attendance Certificate.
- **Summa Cum Laude Graduates:** During graduation ceremonies, Everest College recognizes those graduates who achieve Summa Cum Laude honors by earning a 4.0 cumulative grade point average.
- **Magna Cum Laude Graduates:** During graduation ceremonies, Everest College recognizes those graduates who achieve Magna Cum Laude honors by earning a 3.75 cumulative grade point average.

### Modular Programs

- **President's List:** Students achieving a grade point average of 4.0 will be named to the President's List for that module.
- **Dean's List:** Students achieving a grade point average of 3.5 to 3.99 will be named to the Dean's List for that module.
- **Perfect Attendance:** Students who have attained perfect attendance during a module will be awarded a Perfect Attendance Certificate.

### MAKE-UP DAYS

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

## **RETAKES**

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

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

## **DROP/ADD PERIOD**

The first 14 calendar days of each academic quarter are designated as the drop/add period for quarter-based programs. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the Academic Dean 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 drop/add period of each term. There are no charges for classes dropped during the drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

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

There is no drop/add period for modular programs.

## **REENTRANCE**

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

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

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

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

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

## **VETERANS INFORMATION**

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

## **WITHDRAWAL FROM COLLEGE**

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

## **COURSE WITHDRAWAL**

In order to withdraw from a course or courses, the student must meet with his or her Department Chair. Withdrawal may affect the student's financial aid eligibility. In cases of mitigating circumstances, the student must schedule an appointment with the Academic Dean in order to explore withdrawal alternatives.

## **GRADUATION**

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

## **Required Courses for Graduation**

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

## Modular Programs

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

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

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

## ACADEMIC TRANSCRIPTS AND DIPLOMAS

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

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

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

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately 10 to 20 business days.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

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

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

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

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

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

## STUDENT ID

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

## STUDENT GRIEVANCE POLICY

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

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

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

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

Colorado Department of Education  
Private Occupational Schools Board  
1380 Lawrence Street, Suite 1200  
Denver, CO 80204-2059  
303-894-2960

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

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

### Evaluation Periods for Satisfactory Academic Progress

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

### GPA and CGPA Calculations

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

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

### Rate of Progress Toward Completion (ROP) Requirements

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

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

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

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

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

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of

credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

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

### SATISFACTORY ACADEMIC PROGRESS TABLES - QUARTER-BASED PROGRAMS

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

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.5	66%	60%
41-54	2.0	1.75	66%	65%
55-72	N/A	2.0	N/A	66%

72 Quarter Credit Hour Quarter-Based Program (Network Admin). Total credits that may be attempted: 108 (150% of 72).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	1.75	1.75	66%	65%
65-108	N/A	2.0	N/A	66%

96 Quarter Credit Hour Quarter-Based Program (Acctg, Admin Asst, Bus, Bus Admin, CIS, Comp Tech, CJ, HSS, Legal Asst/Paralegal, Paralegal, Legal Asst/Paralegal). Total credits that may be attempted: 144 (150% of 96).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

97 Quarter Credit Hour Quarter-Based Program (MA). Total credits that may be attempted: 146 (150% of 97).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-146	N/A	2.0	N/A	66%

98 Quarter Credit Hour Quarter-Based Program (Surg Tech). Total credits that may be attempted: 147 (150% of 98).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-147	N/A	2.0	N/A	66%

## SATISFACTORY ACADEMIC PROGRESS TABLES - MODULAR PROGRAMS

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

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

### Academic Probation

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

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

### Suspension

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

### Academic Appeals

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

### Satisfactory Academic Progress (SAP) Appeals

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

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

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

### Reinstatement Following Suspension

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

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

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

### Dismissal

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

### Graduation

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

## **Application of Grades and Credits**

Transfer credits (T) are not included in the calculation of CGPA but are included in the "Total Number of Credit Hours Attempted" (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.

Developmental courses, non-credit and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the "Total Clock Hours Attempted" (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

For calculating rate of progress, F grades and WI (withdrawn) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

## **Transfer Credit**

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 1,500 clock hour program (with a maximum time frame of 2,250 clock hours) receives 250 clock hours of transfer credit and completes 250 clock hours in the first term of enrollment, the student will be evaluated as a student who has passed the 25% point of the program ( $500/1500 = 33.3\%$ ) at the end of the first term. However, if a student receives 500 clock hours of transfer credit and will complete 250 clock hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ( $750/1500 = 50\%$ ).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

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

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

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

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

## **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS**

### **Previous Credit for Veterans Affairs Beneficiaries**

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

### **Make-Up Assignments**

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

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

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

### **Veterans Academic Probation**

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The University retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated.



If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

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

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

## **STUDENT ACADEMIC APPEALS POLICY**

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

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

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

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

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

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

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

### **Assignment/Test Grades**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

### **Final Course Grades**

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

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

### **Attendance Violations**

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

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

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

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

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

### **Satisfactory Academic Progress (SAP) Appeals**

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

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

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

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

## **ADMINISTRATIVE POLICIES**

### **STUDENT CONDUCT CODE**

#### **Background**

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

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

#### **Student Conduct Code**

Students must show respect toward 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 that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of 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 that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the College's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated 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 code 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 that describes the specific examples of the student's misconduct and the consequences if further violations occur.

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

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

#### **Appeals**

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the College President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to

school. The student must appeal the decision within 14 days or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The College President's decision on an appeal shall be considered final.

### **Academic Integrity**

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

### **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

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

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

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

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

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

### **Statistical Information**

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

### **CAMPUS COMPLETION RATE REPORTS**

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

### **DRUG AWARENESS**

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

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

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

### **WEAPONS POLICY**

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

## **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

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

## **SEXUAL HARASSMENT**

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

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

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

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

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

## **DRESS CODE**

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

## **Allied Health Programs**

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

## **CHILDREN/GUESTS ON CAMPUS**

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

## **POLICY AND PROGRAM CHANGES**

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

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

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

## **FINANCIAL INFORMATION**

Tuition and fee information can be found in <b>Appendix B: Tuition and Fees</b> in this catalog.
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### **TUITION AND FEES – QUARTER-BASED PROGRAMS**

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

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

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

### **TUITION AND FEES – MODULAR PROGRAMS**

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

## **BUYER'S RIGHT TO CANCEL – CANCELLATION**

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

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

## **OFFICIAL WITHDRAWALS**

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

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

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

## **REFUND POLICIES**

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

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

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

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

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

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

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

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

## **Date of Withdrawal versus Date of Determination (DOD)**

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

### **Effect of Leaves of Absence on Refunds**

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

### **Textbook and Equipment Return/Refund Policy**

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

### **Federal Return of Title IV Funds Policy**

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

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

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

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

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

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

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

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

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

Refunds are allocated in the following order:

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

### **Return of Unearned SFA Program Funds**

The School must return the lesser of:

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

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

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

### **Institutional Refund Calculation**

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be

excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

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

### **COLORADO REFUND POLICY**

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

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

### **REQUIREMENTS FOR GRADUATION**

A student must:

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

### **POSTPONEMENT**

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

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

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

### **ON-LINE LEARNING COURSES**

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

### **STUDENT FINANCING OPTIONS**

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

#### **Financial Assistance**

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

#### **Student Eligibility**

To receive financial assistance you must:

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

## **Federal Financial Aid Programs**

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

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### **Federal Pell Grant**

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

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

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

### **Federal Perkins Loan**

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

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

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

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

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

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

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

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

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

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

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

## **ALTERNATIVE FINANCING OPTIONS**

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

### **Alternative Loan Programs**

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

### **Institutional Payment Plans**

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

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

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

## **GRANTS AND SCHOLARSHIPS**

### **Colorado Student Grant**

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



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

### **High School Scholarships – Thornton Campus**

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

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

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

### **Imagine America Scholarships**

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

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

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

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

## **STUDENT SERVICES**

### **CAREER SERVICES AND PLACEMENT OFFICE**

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

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

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

### **ADVISING SERVICES**

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

#### **Student Finance**

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

#### **Academic Advising**

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

#### **Academic Dean, Department Chair and Student Success Coordinator**

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

#### **Career Advising**

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

#### **College President**

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

## Drug Counseling

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

## Tutoring

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

## HOUSING

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

## HEALTH AND SAFETY

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

## INFORMATION RESOURCES LIBRARY

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

## PARKING LOT

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

## STUDENT LOUNGE

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

## EMERGENCY PHONE NUMBERS - AURORA AND THORNTON

### Mental Health Centers

Community Reach Center.....	(303) 853-3500
Mental Health Corp. of Denver .....	(303) 377-4300
Arapahoe County .....	(303) 795-6187
Aurora .....	(303) 693-9500
Jefferson County.....	(303) 425-0300
Boulder County.....	(303) 447-1665

### Other 24 Hour Lines

Comitis Crisis Center .....	(303) 343-9890
Denver Health Medical Center/Psychiatric ER/Acute Crisis Service .....	(303) 436-6266
Suicide/Depression Hotline.....	(303) 860-1200
Rocky Mountain Poison/Drug Center.....	(303) 629-1123
Youth Support Line – All Ages .....	(303) 894-9000

### Specialized Services

AIDS Information – Colorado Health Network/Colorado Aids Project.....	(303) 830-2437
Alcoholics Anonymous .....	(303) 322-4440
Alcoholism/Drug Abuse Information - The Council .....	(303) 825-8113
Child Care Help Line through United Way .....	(303) 433-8383
Child Care Referral Line.....	(303) 561-2244
Veterans Affairs Office – State .....	(303) 894-7474
Veterans Department of Affairs - Federal Agency.....	(800) 827-1000

### Other referral numbers are available through:

**Thornton Campus**  
Student Success Coordinator  
(303) 457-2757

**Aurora Campus**  
Student Success Coordinator  
(303) 745-6244

## COMMUNITY RESOURCES – COLORADO SPRINGS

### Emergency Phone Number

Police Emergency.....	911
Alcohol Emergency Services.....	(719) 573-5020

24 Hour Crises Line .....	(719) 633-3819
Crisis Center (24 hour).....	(719) 635-7000
<b>Mental Health</b>	
Pikes Peak Mental Health Crisis Center .....	(719) 635-7000
Mental Health Association .....	(719) 633-4601
<b>Specialized Services</b>	
Alcoholics Anonymous .....	(719) 573-5020
Drug/Alcohol Treatment .....	(719) 578-3150
Bus Service.....	(719) 475-9733
Ride Finders .....	(719) 471-7665
Domestic Violence Prevention Center.....	(719) 633-3819
Day Care Information and Referral.....	(719) 444-5930
American Red Cross .....	(719) 632-3563
Care and Share, Inc. ....	(719) 528-6767
Food Stamps.....	(719) 475-8014
Goodwill .....	(719) 633-8794
Physical Security-Crime Prevention, Ft. Carson .....	(719) 526-2158
Pikes Peak Legal Services .....	(719) 471-0380
<b>Other referral numbers available through the Academic Department, or call (719) 638-6580</b>	

## PROGRAMS OF STUDY BY LOCATION

<b>Diploma Programs</b>	<b>Aurora</b>	<b>Colorado Springs</b>	<b>Thornton</b>
Business Accounting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Homeland Security			<input checked="" type="checkbox"/> *
Medical Administrative Assistant	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Assisting	<input checked="" type="checkbox"/>		
Medical Insurance Billing/Coding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Office Administration			
Pharmacy Technician	<input checked="" type="checkbox"/>		
<b>Degree Programs</b>	<b>Aurora</b>	<b>Colorado Springs</b>	<b>Thornton</b>
Accounting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Accounting with minor in Computer Applications			<input checked="" type="checkbox"/> *
Administrative Assistant		<input checked="" type="checkbox"/>	
Business	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Business Administration		<input checked="" type="checkbox"/>	
Computer Information Science		<input checked="" type="checkbox"/>	
Computer Technology			<input checked="" type="checkbox"/> *
Criminal Justice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Assistant/Paralegal		<input checked="" type="checkbox"/>	
Medical Assisting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Network Administration			<input checked="" type="checkbox"/> *
Paralegal	<input checked="" type="checkbox"/>		
Paralegal/Legal Assistant			<input checked="" type="checkbox"/>
Surgical Technologist			<input checked="" type="checkbox"/>

\*No longer enrolling new students.

## DIPLOMA PROGRAMS

### BUSINESS ACCOUNTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	480	48	12 months	Thornton	1-1

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

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

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

#### Program Outline

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

## BUSINESS ACCOUNTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	480	48	12 months	Colorado Springs	0-0

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

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

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

### Program Outline

Course Number	Course Title	Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS	1105 Strategies for Success	4.0
CGS	2167C Computer Applications	4.0
CGS	2071 Spreadsheets	4.0
MTB	1103 Business Mathematics	4.0
MAN	1030 Introduction to Business Enterprise	4.0
SLS	1321 Career Skills	2.0
<b>Student will select one of the following:</b>		
MAN	2031 Let's Talk Business	2.0
OST	1141L Keyboarding	2.0
<b>MAJOR CORE REQUIREMENTS</b>		
APA	2111 Principles of Accounting I	4.0
APA	2121 Principles of Accounting II	4.0
ACG	2021 Introduction to Corporate Accounting	4.0
APA	2141 Computerized Accounting	4.0
ACO	1806 Payroll Accounting	4.0
TAX	2000 Tax Accounting	4.0
<b>PROGRAM TOTAL</b>		<b>48.0</b>

## MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Aurora*, Colorado Springs, Thornton	1-0

\*No longer enrolling new students.

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

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

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

### Program Outline

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

### Major Equipment

Autoclave	Calculators
Electronic Typewriters	Patient Examination Table
Personal Computers	Sphygmomanometer
Stethoscopes	Teletrainer
Transcription Machine	

### Module A: Office Finance

#### 6.0 Quarter Credit Hours

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

### Module B: Patient Processing and Assisting

#### 6.0 Quarter Credit Hours

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

**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/Skill-building 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/Skill-building 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/Skill-building 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/Skill-building Hours: 20.0

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

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

**Module X: Medical Administrative Assistant Externship****5.0 Quarter Credit Hours**

Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skill-building Hours: 0.0 Other Hours: 160



## MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Aurora	1-1

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

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

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

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

### Program Outline

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

### Major Equipment

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

### Module A - Patient Care and Communication

#### 6.0 Quarter Credit Hours

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

### Module B - Clinical Assisting and Pharmacology

#### 6.0 Quarter Credit Hours

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology

related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

### **Module C - Medical Insurance, Bookkeeping and Health Sciences**

**6.0 Quarter Credit Hours**

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

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

### **Module D - Cardiopulmonary and Electrocardiography**

**6.0 Quarter Credit Hours**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

### **Module E - Laboratory Procedures**

**6.0 Quarter Credit Hours**

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

### **Module F - Endocrinology and Reproduction**

**6.0 Quarter Credit Hours**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

### **Module G - Medical Law, Ethics and Psychology**

**6.0 Quarter Credit Hours**

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

### **Module X - Externship**

**5.0 Quarter Credit Hours**

Upon successful completion of Modules A through G, Medical 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. Lec Hrs: 0, Lab Hrs: 0, Other Hrs: 160

## MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Aurora	2-0

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

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

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

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

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

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

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

of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

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

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

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

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

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

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

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

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

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

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

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

**Module MIBP      Practicum      5.0 Quarter Credit Hours**

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

**Module MIBE      Externship      5.0 Quarter Credit Hours**

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

## MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	35	6 months	Aurora*, Colorado Springs, Thornton	1-0
*The Aurora campus is no longer enrolling new students in this version of the program. See the preceding pages for the version (version 2-0) that is now offered at Aurora.					

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

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

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of insurance billing and coding. Students study coding procedures as well as the proper management and execution of various medical insurance plan and programs. In simulated practice, students will also actually prepare insurance claim forms, both manually and by computer. Additional skills covered in this program will be the practice of interviewing and the documentation methods required to obtain and using patient information necessary for successful claims management.

Also covered in this program will be the ethical and legal responsibilities of the health care worker as they relate to the medical office and common office billing practices. Professionalism and general communication skills, both of which are considered essential to any health care professional, are taught and addressed throughout the entire program.

Completion of the Medical Insurance Billing and Coding program is acknowledged by the awarding of a diploma.

### Program Outline

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

#### Module A – Introduction to Medical Insurance and Managed Care

**6.0 Quarter Credit Hours**

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

#### Module B – Government Programs

**6.0 Quarter Credit Hours**

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

#### Module C – Electronic Data Interchange and Modifiers

**6.0 Quarter Credit Hours**

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students

will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

**Module D – Medical Documentation, Evaluation, and Management**

**6.0 Quarter Credit Hours**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

**Module E - Health Insurance Claim Forms**

**6.0 Quarter Credit Hours**

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. Prerequisite: None. Lec Hrs: 40, Lab Hrs: 40, Other Hrs: 0

**Once students have completed Modules A - E, they will be placed in their final module of training.**

**Module X – Externship**

**5.0 Quarter Credit Hours**

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E. Lec Hrs: 0, Lab Hrs: 0, Other Hrs: 160



## PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Aurora	1-0

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

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

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

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

### Program Outline

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

#### Module A Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

6.0 Quarter Credit Hours

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 Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

- Module C History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice** **6.0 Quarter Credit Hours**
- 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 and 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. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0

## QUARTER-BASED PROGRAMS

<b>ACCOUNTING</b>				
Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Aurora, Colorado Springs, Thornton	1-1

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

### Program Outline

Course Number		Course Title	Assoc. Degree Quarter Credit Hours	
<b>COLLEGE CORE REQUIREMENTS</b>				
SLS	1105	Strategies for Success	4.0	
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills	2.0	
<b>Associates students choose 8 credits from the following:</b>				
LIS	2004	Introduction to Internet Research	2.0	
MAN	2031	Let's Talk Business	2.0	
OST	2335	Business Communications	4.0	
MTB	1103	Business Math	4.0	
OST	1141L	Keyboarding	2.0	
CGS	2510C	Applied Spreadsheets	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>18.0</b>	
<b>MAJOR CORE REQUIREMENTS</b>				
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	
<b>Choose two courses from the following:</b>				
CGS	2510C	Applied Spreadsheets	4.0	
FIN	1103	Introduction to Finance	4.0	
ACG	2178	Financial Statement Analysis	4.0	
MAN	2021	Principles of Management	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>48.0</b>	
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications	4.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>30.0</b>	
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>	

## ACCOUNTING/MINOR IN COMPUTER APPLICATIONS

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Thornton*	0-0

\*No longer enrolling new students.

The program provides the student with a background in accounting and specialized training in computer applications. It is designed to prepare the student for entry-level positions in the accounting field.

### Program Outline

Course Number	Course Title	Assoc. Degree Quarter Credit Hours	
<b>REQUIRED COURSES</b>			
APA 2111	Principles of Accounting I	4	
APA 2121	Principles of Accounting II	4	
ACC 110	Payroll Accounting	4	
ACC 201	Intermediate Accounting I	4	
ACC 203	Income Taxes	4	
APA 2161	Introductory Cost/Managerial Accounting	4	
APA 2141	Computerized Accounting	4	
BUL 2131	Applied Business Law	4	
SLS 1105	Strategies for Success	4	
COM 105	Business Ethics in Professional Development	4	
CGS 2167C	Computer Applications	4	
CGS 2071	Spreadsheets	4	
CGS 1763C	Computer Operating System	4	
CSC 202	Using Spreadsheets in Business Applications	4	
ECO 100	Basic Economics	4	
MAN 1030	Introduction to Business Enterprise	4	
MGT 204	Principles of Supervision	4	
OST 1141L	Keyboarding	2	
SLS 1321	Career Skills	2	
<b>GENERAL EDUCATION COURSES</b>			
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
EVS 1001	Environmental Science	4	
SPC 2016	Oral Communications	4	
<b>PROGRAM TOTAL</b>			<b>96</b>

## ADMINISTRATIVE ASSISTANT

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Colorado Springs	0-0

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

Students are required to complete the following courses:

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

## BUSINESS

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Aurora, Thornton	1-1

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

### Business Administration

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

### Program Outline

Course Code	Course	Assoc. Degree Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS 1105	Strategies for Success	4.0
CGS 2167C	Computer Applications	4.0
SLS 1321	Career Skills	2.0
<b>Choose 8 credits from the following list:</b>		
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
OST 2335	Business Communications	4.0
LIS 2004	Introduction to Internet Research	2.0
MTB 1103	Business Math	4.0
OST 2725	Applied Word Processing	4.0
CGS 2510C	Applied Spreadsheets	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>		<b>18.0</b>
<b>MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS</b>		
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
<b>TOTAL ALL CONCENTRATIONS CREDIT HOURS</b>		<b>28.0</b>
<b>BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>		
FIN 1103	Introduction to Finance	4.0
MAN 2727	Strategic Planning for Business	4.0
MAR 2305	Customer Relations and Servicing	4.0
<b>Choose 2 of the following courses:</b>		
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
<b>TOTAL MAJOR CORE CREDIT HOURS</b>		<b>20.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications*	4.0
AML 2000	Introduction to American Literature	4.0
EVS 1001	Environmental Science	4.0
SLS 1505	Basic Critical Thinking	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>30.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

\*Online students take POS 2041 American National Government

## BUSINESS ADMINISTRATION

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Colorado Springs	0-0

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

### Program Outline

Course Number	Course Title	Assoc. Degree Quarter Credit Hours	
<b>REQUIRED COURSES</b>			
APA 2111	Principles of Accounting I	4	
APA 2121	Principles of Accounting II	4	
APA 2161	Introductory Cost/Managerial Accounting	4	
	<b>OR</b>		
ACG 2021	Introduction to Corporate Accounting		
BUL 2131	Applied Business Law	4	
SLS 1105	Strategies for Success	4	
SLS 1321	Career Skills	2	
CGS 2167C	Computer Applications	4	
OST 1141L	Keyboarding	2	
ECO 100	Basic Economics	4	
<b>REQUIRED COURSES</b>			
MAN 1030	Introduction to Business Enterprise	4	
MAR 1011	Introduction to Marketing	4	
MAN 2021	Principles of Management	4	
FIN 1103	Introduction to Finance	4	
MAR 2305	Customer Relations and Servicing	4	
MAN 2300	Introduction to Human Resources	4	
MAN 2500	International Business Management	4	
SBM 2000	Small Business Management	4	
CGS 2071	Spreadsheets	4	
CGS 1763C	Computer Operating Systems	4	
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
SPC 2016	Oral Communication	4	
MAT 1033	College Algebra	4	
PSY 2012	General Psychology	4	
EVS 1001	Environmental Science	4	
<b>PROGRAM TOTAL</b>			<b>96</b>

## COMPUTER INFORMATION SCIENCE

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Colorado Springs	1-4

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

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

### Programming:

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

### Network Administration:

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

### Web Design:

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

### Program Outline

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



	Approved IT Electives*	8.0	
<b>Choose one of the following two-course language sequences in Visual Basic or C++ (4 credits each):</b>			
COP 2170C	Computer Programming – Visual Basic I		
COP 2171C	Computer Programming – Visual Basic II		
COP 2224C	Computer Programming – C++ I		
COP 2228C	Computer Programming – C++ II		
	<b>PROGRAMMING MAJOR CORE</b>		<b>52.0</b>
<b>MAJOR CORE REQUIREMENTS – NETWORK ADMINISTRATION CONCENTRATION</b>			
CGS 1763C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
CEN 1509C	Computer Networking Fundamentals	4.0	
CEN 1561C	Network Operating Systems-Client	4.0	
CEN 1562C	Network Operating Systems-Server	4.0	
CET 1605C	Network Routing I	4.0	
CET 2607C	Network Routing II	4.0	
CTS 2320C	Network Management	4.0	
CEN 2327C	Network Infrastructure	4.0	
CEN 2303C	Network Directory Services	4.0	
CTS 2761C	Implementing and Supporting E-mail Services	4.0	
	Approved IT Electives*	8.0	
	<b>NETWORK ADMINISTRATION MAJOR CORE</b>		<b>52.0</b>
<b>MAJOR CORE REQUIREMENTS – WEB DESIGN CONCENTRATION</b>			
CEN 1509C	Computer Networking Fundamentals	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CGS 1800C	Web Site Design Methodology	4.0	
CGS 1821C	Web Content Development	4.0	
COP 2840C	Content Generation – Scripting Languages	4.0	
CGS 2820C	Web Authoring	4.0	
CGS 2877C	Web Animation	4.0	
GRA 2225C	Graphic Design Using Adobe Photoshop	4.0	
CGS 2177C	E-Commerce Systems Administration	4.0	
CGS 2910C	Web Design Portfolio Project	2.0	
	Approved IT Electives*	8.0	
	<b>WEB DESIGN MAJOR CORE</b>		<b>50.0</b>
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS or COP prefixes).			
<b>APPROVED ELECTIVES</b>			<b>8.0</b>
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Sciences	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>

## COMPUTER TECHNOLOGY

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Thornton*	0-0
*No longer enrolling new students				

This program introduces the basics of the major areas of computer knowledge for the workplace. It covers introduction to computers, computer networking fundamentals, programming basics, and introduction to computer application software. Upon completion of the program, students will be prepared for entry-level computer positions such as PC Specialist Assistant, Computer Technician Assistant, Help Desk Assistant, Computer Programming Assistant, and PC Applications Assistant. In addition, students will improve skills in general education areas such as mathematics and communications.

### Program Outline

Course Number	Course Title	Assoc. Degree Quarter Credit Hours
<b>REQUIRED COURSES</b>		
APA 2111	Principles of Accounting I	4
SLS 1105	Strategies for Success	4
COM 105	Business Ethics in Professional Development	4
CGS 2167C	Computer Applications	4
CSC 110	Introduction to Computer Programming ( <b>Thornton Campus</b> )	4
	<b>OR</b>	
CSC 110A	Introduction to Computer Programming ( <b>Aurora Campus</b> )	4
CGS 1763C	Computer Operating Systems	4
CSC 127	Introduction to Computer Networks	4
CSC 135	PC Maintenance and Troubleshooting	4
CSC 216	Pascal	4
CSC 220	Systems Analysis and Design	4
CSC 225	Adminstrating a Network	4
CSC 238	UNIX and System Administration	4
CSC 243	C++ Programming Language	8
CSC 246	Computer Workshop	4
CSC 290**	Computer Industry Research	
	<b>OR</b>	4
ETN 290**	Professional Experience	
MAN 1030	Introduction to Business Enterprise	4
OST 1141L	Keyboarding	2
SLS 1321	Career Skills	2
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	Composition I	4
ENC 1102	Composition II	4
MAT 1033	College Algebra	4
PSY 2012	General Psychology	4
EVS 1001	Environmental Science	4
SPC 2016	Oral Communications	4
<b>PROGRAM TOTAL</b>		<b>96</b>

\*Externship Hours.

\*\*NOTE: Regarding CSC 290 or ETN 290 - Only one of these courses will be required for graduation. Students must see Department Chair for approval. Total of theory and lab hours will depend upon which of these two courses are taken.

## CRIMINAL JUSTICE

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Aurora, Colorado Springs, Thornton	1-0

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

### Program Outline

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

## LEGAL ASSISTANT/PARALEGAL

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Colorado Springs	0-0

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

Students are required to complete the following courses:

### Program outline

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

## MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associate of Applied Science	1210-1230	97	24 months	Colorado Springs, Thornton	1-0

The Associate of Applied Science 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.

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

This program consists of 97 quarter credit hours, including college core requirements, major core requirements, and general education requirements. In addition to completion of all didactic and hands-on courses, students are also required to participate in a 160-hour externship prior to graduation from the program.

Completion of the Medical Assisting Program is acknowledged by the awarding of an A.S. Degree.

### Program Outline

Course Number	Course Name	Assoc. Degree Quarter Credit Hours	
<b>COLLEGE CORE REQUIREMENTS</b>			
CGS 2167C	Computer Applications	4.0	
OST 1141L	Keyboarding	2.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
MEA 1239	Medical Terminology	4.0	
MEA 1263	Anatomy and Physiology I	4.0	
MEA 1233	Anatomy and Physiology II	4.0	
MEA 1250	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	
MEA 1226L	Exams and Specialty Procedures (Lab)	2.0	
MEA 2260	Diagnostic Procedures	4.0	
MLS 2260L	Diagnostic Procedures (Lab)	2.0	
MEA 2244	Pharmacology	4.0	
MEA 1243L	Pharmacology (Lab)	2.0	
MEA 1304C	Medical Office Procedures	4.0	
MEA 2332C	Medical Finance and Insurance	4.0	
MEA 2561	Professional Procedures	2.0	
MEA 2802	Externship	5.0	
<b>Student will select 4.0 credits from the following courses:</b>			
MEA 2257L	Introduction to X-ray	4.0	
MEA 2346C	Medical Computer Applications	2.0	
HUN 1001	Basic Nutrition	2.0	
MEA 1006C	Therapeutic Communications	2.0	
MEA 2285L	EKG Interpretation	2.0	
MEA 2245L	Phlebotomy	2.0	
MEA 1105	Domestic Violence	2.0	
SYP 2742	Death & Dying	4.0	

	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>61.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
EVS 1001	Environmental Science	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24.0</b>
<b>PROGRAM TOTAL</b>			<b>97.0</b>

## NETWORK ADMINISTRATION

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associate of Applied Science	910	72	15 months	Thornton*	0-0

\*No longer enrolling new students

This program provides comprehensive training in multi-platform local area networks and wide area networks. Complete coverage of hardware and computer operating systems will be covered for all computer platforms. Extensive training in both Microsoft® and Novell® networking software will enable students to qualify for job opportunities such as an entry-level systems engineer or an entry-level network administrator.

Upon successful completion of all areas of the 15-month program, students will be awarded a diploma.

### Program Outline

COURSE NUMBER	COURSE TITLE	Assoc. Degree Quarter Credit Hours	
CGS 1270	Introduction to Desktop Computing	4	
CGS 1763C	Computer Operating Systems	4	
CGS 1280C	Computer Hardware Concepts	4	
CEN 1800	Diagnostics and Troubleshooting	2	
CGS 1300	Computer Networking Fundamentals	2	
CEN 1335	UNIX Operating System	4	
CEN 2100	Linux Operating System	4	
CEN 1505	Novell Administration I	4	
CEN 2505	Novell Administration II	4	
CET 1600C	Cisco Routers I	4	
CET 2610	Cisco Routers II	4	
CGS 2210	Windows 2000 Professional	4	
CEN 2306	Windows 2000 Server	4	
CEN 2320	Windows 2000 Network Infrastructure	4	
CEN 2600	Windows 2000 Directory Services Infrastructure I	2	
CEN 2650	Windows 2000 Directory Services Infrastructure II	4	
CEN 2700	Windows 2000 Directory Services Design	4	
CEN 2711	Implementing and Supporting Microsoft Proxy Server	4	
CEN 2720	Implementing and Supporting Microsoft Exchange Server	4	
SLS 1321	Career Skills	2	
<b>PROGRAM TOTAL</b>			<b>72</b>

## PARALEGAL

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associate of Applied Science	1390	96	24 months	Aurora	1-0

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

### Program Outline

Course Number	Course Title	Assoc. Degree Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS 2167C	Computer Applications	4.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
OST 2725	Applied Word Processing	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
PLA 1003	Introduction to Paralegal	4.0
PLA 2363	Criminal Procedure and the Constitution	4.0
PLA 1105	Legal Research and Writing I	4.0
PLA 2106	Legal Research and Writing II	4.0
PLA 2273	Torts	4.0
PLA 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
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>40.0</b>
<b>The students will select 8.0 credits from the following list:</b>		
PLA 2460	Bankruptcy	4.0
PLA 2930	Contemporary Issues and Law	4.0
PLA 2433	Business Organizations	4.0
PLA 2483	Introduction to Administrative Law	4.0
PLA 2610	Real Estate Law	4.0
PLA 2631	Environmental Law	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>8.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
SYG 2000	Principles of Sociology	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SLS 1505	Basic Critical Thinking	2.0
AML 2000	Introduction to American Literature	4.0
EVS 1001	Environmental Science	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>34.0</b>
<b>Total Quarter Credit Hours Required for Graduation</b>		<b>96.0</b>



## PARALEGAL/LEGAL ASSISTANT

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	96	24 months	Thornton	0-0

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

Students are required to complete the following courses:

### Program outline

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

## SURGICAL TECHNOLOGIST

Credential	Credit Units	Length	Campuses	Version
Associate of Applied Science	98	24 months	Thornton	1-1

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

Students will be required to complete 500 hours of clinical rotation for completion of this program. The 500 hours cannot be completed in the work place of the student or in a work setting where the student is being compensated for the hours.

Upon successful completion of this program, students are awarded an Associate of Applied Science Degree in Surgical Technology.

The admissions criteria for enrollment into the Surgical Technologist program include the following:

- Applicants must be a high school graduate or have a GED.
- Passage of the CPAT entrance examination with a score of 120.
- Enrollment Recommendation by the Surgical Technologist Program Admissions Interview Committee.
- Proof of passage of a physical examination prior to the program start date.
- Completion of all required injections prior to the start of the clinical rotation. (Clinical Rotation Requirement -- **NOT** admissions requirement.)
- Must pass drug screen. \* may be given at any point or multiple times
- Must pass background check.

### Program Outline

Course Number	Course Name	Assoc. Degree Quarter Credit Hours	
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
STS 1001	Principles and Practices of Surgical Technology	4.0	
MEA 1263	Anatomy and Physiology I	4.0	
MEA 1233	Anatomy and Physiology II	4.0	
MEA 1239	Medical Terminology	4.0	
MCB 2000	Microbiology and Infection Control	4.0	
STS 2007	Surgical Pharmacology	4.0	
STS 2171C	Surgical Technology I	4.0	
STS 2172C	Surgical Technology II	4.0	
STS 2173C	Surgical Procedures I	6.0	
STS 2174C	Surgical Procedures II	6.0	
MEA 1250	Diseases of the Human Body	4.0	
STS 2175C	Clinical Rotation I	5.0	
STS 2176C	Clinical Rotation II	11.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>64.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
PSY 2012	General Psychology	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	
EVS 1001	Environmental Science	4.0	
MAT 1033	College Algebra	4.0	
	<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24.0</b>
<b>PROGRAM TOTAL</b>			<b>98.0</b>

## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

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

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

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

### COURSE DESCRIPTIONS

<p><b>ACC 110 Payroll Accounting</b> This course provides the student with an opportunity to learn and become proficient in concepts and practices of payroll accounting. Prerequisite: APA 2111. Lec Hrs 040 Lab Hrs 000 Other Hrs 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>ACC 201 Intermediate Accounting I</b> This course explores concepts of accounting with emphasis on Income Statements, Balance Sheets, Statements of Retained Earnings, current assets and liabilities, property, physical plant and equipment, intangible assets, and the Statement of Cash Flows. Prerequisites: APA 2111 and APA 2121. Lec Hrs 040 Lab Hrs 000 Other Hrs 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>ACC 203 Income Taxes</b> This course is conducted as if the student will be completing tax returns for individuals or businesses. This is a hands-on course with the student being required to complete numerous IRS forms. Lec Hrs 040 Lab Hrs 000 Other Hrs 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>ACG 2021 Introduction to Corporate Accounting</b> This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>ACG 2178 Financial Statement Analysis</b> 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: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>ACG 2551 Non-Profit Accounting</b> In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>ACO 1806 Payroll Accounting</b> This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111.</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>AML 2000 Introduction to American Literature</b> This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>APA 1114 Office Accounting</b> This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting.</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>APA 2111 Principles of Accounting I</b> Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Lec Hrs 040 Lab Hrs 000 Other Hrs 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>APA 2121 Principles of Accounting II</b> This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>APA 2141 Computerized Accounting</b> This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>APA 2161 Introductory Cost/Managerial Accounting</b> This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>BUL 2131 Applied Business Law</b> This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000</p>	<p><b>4 Quarter Credit Hours</b></p>
<p><b>CCJ 1017 Criminology</b> A study of the nature and extent of crime an delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000</p>	<p><b>4 Quarter Credit Hours</b></p>

<b>CCJ 1024 Introduction to Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This is an introductory course dealing with the Criminal Justice System in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>CCJ 1610 Criminal Investigations</b>	<b>4 Quarter Credit Hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1910 Career Choices in Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2134 Criminal Procedure and the Constitution</b>	<b>4 Quarter Credit Hours</b>
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2288 Spanish for the Criminal Justice Professional</b>	<b>4 Quarter Credit Hours</b>
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2306 Introduction to Corrections</b>	<b>4 Quarter Credit Hours</b>
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2358 Criminal Justice Communications</b>	<b>4 Quarter Credit Hours</b>
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2679 Introduction to Victims Advocacy</b>	<b>4 Quarter Credit Hours</b>
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2943 Current Issues in Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>CEN 1056 Project Development</b>	<b>2 Quarter Credit Hours</b>
This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Lecture hours: 10. Lab hours: 20.	
<b>CEN 1335 UNIX Operating System</b>	<b>4 Quarter Credit Hours</b>
This course is designed give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computing environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO. Prerequisite: None. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CEN 1505 Novell Administration I</b>	<b>4 Quarter Credit Hours</b>
This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CEN 1509C Computer Networking Fundamentals</b>	<b>4 Quarter Credit Hours</b>
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
<b>CEN 1561C Network Operating Systems - Client</b>	<b>4 Quarter Credit Hours</b>
This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.	
<b>CEN 1562C Network Operating Systems - Server</b>	<b>4 Quarter Credit Hours</b>
This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.	
<b>CEN 1800 Diagnostics and Troubleshooting</b>	<b>2 Quarter Credit Hours</b>
This course builds on the material covered in the two prerequisites to give the student experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functioning personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1763C and CGS 1280C. Lecture Hrs 015. Lab Hrs. 010. Other Hrs. 000	
<b>CEN 2100 Linux Operating System</b>	<b>4 Quarter Credit Hours</b>
This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs. Prerequisite: None. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	

<b>CEN 2303C Network Directory Services</b>	<b>4 Quarter Credit Hours</b>
This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.	
<b>CEN 2306 Windows 2000 Server</b>	<b>4 Quarter Credit Hours</b>
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS 1300. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CEN 2320 Windows 2000 Network Infrastructure</b>	<b>4 Quarter Credit Hours</b>
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CEN 2306 and CGS 2210. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CEN 2327C Network Infrastructure</b>	<b>4 Quarter Credit Hours</b>
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.	
<b>CEN 2505 Novell Administration II</b>	<b>4 Quarter Credit Hours</b>
Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
<b>CEN 2600 Windows 2000 Directory Services Infrastructure I</b>	<b>2 Quarter Credit Hours</b>
Microsoft's next-generation directory service—Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN 2320. Lec Hrs 010 Lab Hrs 020 Other Hrs 000	
<b>CEN 2650 Windows 2000 Directory Services Infrastructure II</b>	<b>4 Quarter Credit Hours</b>
This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CEN 2700 Windows 2000 Directory Services Design</b>	<b>4 Quarter Credit Hours</b>
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
<b>CEN 2711 Implementing and Supporting Microsoft Proxy Server</b>	<b>4 Quarter Credit Hours</b>
This course provides students with an in-depth look at Microsoft Proxy Server 2. Working via lessons and hands on labs, students gain practical experience installing, administering, and troubleshooting Proxy server 2. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for Intranet access. Prerequisites: CEN 2306 and CEN 2320. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CEN 2720 Implementing and Supporting Microsoft Exchange Server</b>	<b>4 Quarter Credit Hours</b>
This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN 2306 and CEN 2320. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
<b>CET 1600C Cisco Routers I</b>	<b>4 Quarter Credit Hours</b>
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CET 1605C Network Routing I</b>	<b>4 Quarter Credit Hours</b>
This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.	
<b>CET 2607C Network Routing II</b>	<b>4 Quarter Credit Hours</b>
This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1605C. Lecture hours: 30. Lab hours: 20.	
<b>CET 2610 Cisco Routers II</b>	<b>4 Quarter Credit Hours</b>
This course expands upon the topics covered in Cisco Routers I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1600C. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CGS 1270 Introduction to Desktop Computing</b>	<b>4 Quarter Credit Hours</b>
This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills. Prerequisite: None. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	

<b>CGS 1280C Computer Hardware Concepts</b>	<b>4 Quarter Credit Hours</b>
Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
<b>CGS 1300 Computer Networking Fundamentals</b>	<b>2 Quarter Credit Hours</b>
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None. Lec Hrs 010 Lab Hrs 020 Other Hrs 000	
<b>CGS 1546C Introduction to Database Management</b>	<b>2 Quarter Credit Hours</b>
This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 1821C Web Content Development</b>	<b>4 Quarter Credit Hours</b>
This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20	
<b>CGS 2071 Spreadsheets</b>	<b>4 Quarter Credit Hours</b>
This course expands on the student's basic knowledge of Excel and applies the knowledge to solving common financial problems. Prerequisites: CGS 2167C and APA 2111. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
<b>CGS 2167C Computer Applications</b>	<b>4 Quarter Credit Hours</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CGS 2176 Intermediate Database Management</b>	<b>4 Quarter Credit Hours</b>
This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with the designing queries. Prerequisite: CGS 1546C. Lecture Hours 030. Lab Hours 020. Other Hours 000.	
<b>CGS 2177C E-Commerce Systems Administration</b>	<b>4 Quarter Credit Hours</b>
This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: None. Lecture hours: 30. Lab hours: 20.	
<b>CGS 2210 Windows 2000 Professional</b>	<b>4 Quarter Credit Hours</b>
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CGS 1300. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CGS 2461C Fundamental Programming Techniques</b>	<b>4 Quarter Credit Hours</b>
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudocode, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010C. Lecture hours: 30. Lab hours: 20.	
<b>CGS 2510C Applied Spreadsheets</b>	<b>4 Quarter Credit Hours</b>
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.	
<b>CGS 2820C Web Authoring</b>	<b>4 Quarter Credit Hours</b>
Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.	
<b>CGS 2877C Web Animation</b>	<b>4 Quarter Credit Hours</b>
This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects. Prerequisite: CGS 2820C. Lecture hours: 30. Lab hours: 20.	
<b>CGS 2910C Web Design Portfolio Project</b>	<b>2 Quarter Credit Hours</b>
This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site. Prerequisite: GRA 2225C and CGS 2877C. Lecture hours: 10. Lab hours: 20.	
<b>CIS 2325 Introduction to the Systems Development Life Cycle</b>	<b>4 Quarter Credit Hours</b>
This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisite: CGS 2167C. Lecture hours: 40. Lab hours: 0.	
<b>CJD 2250 Introduction to Interviews and Interrogations</b>	<b>4 Quarter Credit Hours</b>
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>CGS 1763C Computer Operating Systems</b>	<b>4 Quarter Credit Hours</b>
This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
<b>CGS 1800C Web Site Design Methodology</b>	<b>4 Quarter Credit Hours</b>
This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: CGS 2167. Lecture hours: 30. Lab hours: 20.	
<b>CJE 2100 Policing in America</b>	<b>4 Quarter Credit Hours</b>
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2670 Introduction to Forensics</b>	<b>4 Quarter Credit Hours</b>
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 2130 Criminal Evidence</b>	<b>4 Quarter Credit Hours</b>
This course considers the rules of evidence and rules of exclusion. In addition, suspects' rights and procedures for gathering evidence are also covered. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>COM 105 Business Ethics in Professional Development</b>	<b>4 Quarter Credit Hours</b>
Business ethics, one of the most important concerns in today's business world, is covered in this course. This course will be of value in helping a student improve his/her ability to make ethical decisions in business by providing a framework for identifying, analyzing, and controlling ethical issues in business decision making. In addition, the course includes career planning, resume writing, job search strategies, interviewing techniques, follow-up strategies, dealing with rejection, and conflict resolution. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>COP 2010C Programming Concepts</b>	<b>4 Quarter Credit Hours</b>
This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: None. Lecture hours: 40. Lab hours: 0.	
<b>COP 2170C Computer Programming- Visual Basic I</b>	<b>4 Quarter Credit Hours</b>
This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
<b>COP 2171C Computer Programming- Visual Basic II</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of COP 2241. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lecture hours: 30. Lab hours: 20.	
<b>COP 2224C Computer Programming – C++ I</b>	<b>4 Quarter Credit Hours</b>
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
<b>COP 2228C Computer Programming – C++ II</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of COP 2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lecture hours: 30. Lab hours: 20.	
<b>COP 2840C Content Generation - Scripting Languages</b>	<b>4 Quarter Credit Hours</b>
This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisite: CGS 1821C and CGS 2461C. Lecture hours: 30. Lab hours: 20	
<b>CSC 110 Introduction to Computer Programming</b>	<b>4 Quarter Credit Hours</b>
The student develops skills needed to analyze problems, prepare the logic needed to solve problems, prepare the logic needed to solve problems (using such tools as pseudocode and flow charts), and to implement the logic in a particular programming language (such as QuickBASIC). Emphasis is placed on structured programming, top-down design, and the control structures of sequence, repetition, and selection. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>CSC 110A Introduction to Computer Programming</b>	<b>4 Quarter Credit Hours</b>
The student develops skills needed to analyze problems, prepare the logic needed to solve problems, prepare the logic needed to solve problems (using such tools as pseudocode and flow charts), and to implement the logic in a particular programming language (such as QuickBASIC). Emphasis is placed on structured programming, top-down design, and the control structures of sequence, repetition, and selection. Prerequisite: None. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CSC 127 Introduction to Computer Networks</b>	<b>4 Quarter Credit Hours</b>
The student learns the basic concepts in networking computers, including communication and connectivity. Attention is given to a specific network, such as a Novell Network, so the student can gain hands-on experience in performing such tasks as managing files, setting up systems security, and using selected network utilities. Prerequisites: CGS 2167C and CGS 1763C. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	

<b>CSC 135 PC Maintenance and Troubleshooting</b>	<b>4 Quarter Credit Hours</b>
The student learns a variety of skills needed to maintain and troubleshoot problems with personal computers, including making system backups, performing routine maintenance, troubleshooting strategies, and making upgrades. These skills are put into practice in a laboratory setting. Prerequisite: CGS 1763C. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CSC 202 Using Spreadsheets in Business Applications</b>	<b>4 Quarter Credit Hours</b>
The student learns how to solve business problems and make informed business decisions through the integration of business problem solving skills with spreadsheet utilization skills. The focus of this course is on analyzing business problems and designing the appropriate worksheets to solve these problems. Spreadsheet skills are expanded to include macros and database functions. Prerequisites: CGS 2167C and CGS 2071. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CSC 216 Pascal</b>	<b>4 Quarter Credit Hours</b>
In this course, the student learns how to write, modify, and debug programs written in Pascal, a highly structured programming language. The manner in which the control structures of sequence, repetition, and selection are implemented in Pascal is examined. Other topics studied include variables and types of variables, subprograms in the form of procedures and functions, and arrays. Prerequisite: CSC 110. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CSC 220 Systems Analysis and Design</b>	<b>4 Quarter Credit Hours</b>
This course provides the student with an overview of the duties of the systems analyst with an understanding of the specific methods and techniques for conducting a systems project from the preliminary investigation through implementation. Prerequisites: CGS 2167C, CSC 110, CGS 1763C and CSC 216. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>CSC 225 Administering a Network</b>	<b>4 Quarter Credit Hours</b>
This course teaches the student how to administer a network of computers. Network administrative issues such as planning a network, configuring a network, supporting network users, using selected network utilities, and backing up and recovering files are explored in both lecture and laboratory settings. Prerequisites: CGS 2167C, CGS 1763C and CSC 127. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CSC 238 UNIX and System Administration</b>	<b>4 Quarter Credit Hours</b>
This course introduces the student to the UNIX operating system, including selected commands and their syntax, the UNIX Shell, using E-mail in UNIX, and how to manage files. Additional attention is given to system management and network administration procedures used within UNIX. Prerequisites: CGS 2167C, CGS 1763C and CSC 127. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CSC 243 C++ Programming Language</b>	<b>8.0 Quarter Credit Hours</b>
This course introduces students to the basic concepts, style, conventions and syntax of the C++ programming language, utilizing a problem solving approach. Basic concepts covered include data types, declarations, assignments, and input and output. The use of algorithm structures is examined. More advanced topics include functions, arrays, pointers, file structures and file processing. Prerequisite: CSC 110. Lec Hrs 060 Lab Hrs 040 Other Hrs 000	
<b>CSC 246 Computer Workshop</b>	<b>4 Quarter Credit Hours</b>
In this course, through workshop exercises, students gain in-depth experience with selected application programs, such as spreadsheets, databases, and/or desktop publishing and/or with selected programming languages, such as C, COBOL, or Pascal. This course provides an opportunity to use selected advanced features of application programs or programming languages in the context of solving various representative business problems. Prerequisites: CGS 2167C, CSC 110, CSC 216 and CSC 242. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CSC 290 Computer Industry Research</b>	<b>4 Quarter Credit Hours</b>
A self directed course in which the student pursues an approved computer-related study in some depth. The study may involve such activities, singly or in combination, as library research, field trips, detailed studies of software, concentrated career enhancing experiences on or off campus. Usually, the results of the study or experiences are to be summarized in a thorough and professional appearing report. Prerequisite: Approval by Department Chair. Lec Hrs 030 Lab Hrs 020 Other Hrs 000	
<b>CSD 160 Desktop Publishing</b>	<b>4 Quarter Credit Hours</b>
This is an introductory course to desktop publishing software. A study of one of the most widely used desktop publishing comprehensives is presented. Students learn how to use a desktop computer to get started, create a layout, construct borders, prepare for printing, and create tables, graphs and narrative. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
<b>CSD 242 Network Administration</b>	<b>4 Quarter Credit Hours</b>
This course introduces the concepts of network administration, setup, maintenance, and trouble shooting. Students shall understand network operations, be able to identify component parts to build a network system, network software configuration, file server operations, printer operations and network security. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
<b>CSD 246 Database Management</b>	<b>4 Quarter Credit Hours</b>
This course provides an understanding and application of database concepts for practical use in information systems with an emphasis on Microsoft Access. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
<b>CSD 280 Applications For the Internet</b>	<b>4 Quarter Credit Hours</b>
This course introduces the students to functions essential to Internet activity, including word processing, desktop publishing and Internet language applications. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	
<b>CTS 2320C Network Management</b>	<b>4 Quarter Credit Hours</b>
Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisite: CEN 1561C and CEN 1562C. Lecture hours: 30. Lab hours: 20.	
<b>CTS 2761C Implementing and Supporting E-Mail Services</b>	<b>4 Quarter Credit Hours</b>
This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.	
<b>DSC 2002 Introduction to Terrorism</b>	<b>4 Quarter Credit Hours</b>
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	



<b>ECO 100 Basic Economics</b>	<b>4 Quarter Credit Hours</b>
This course provides an introduction to micro and macroeconomics. The course also presents the principles of supply and demand, the function of money, the reasons for national income, the national banking system and the Federal Reserve. Decisions regarding fiscal policy, the distinction between fiscal and monetary policy, and the market mechanism are covered. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>ECO 102 Economics</b>	<b>4 Quarter Credit Hours</b>
This is a survey course including an introduction to principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>ENC 1101 Composition I</b>	<b>4 Quarter Credit Hours</b>
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>ENC 1102 Composition II</b>	<b>4 Quarter Credit Hours</b>
This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>ENG 1000 Business English</b>	<b>4 Quarter Credit Hours</b>
This course offers a thorough review of grammar and sentence structure and an overview of the sentence with focus on nouns, pronouns, verbs, adverbs, prepositions, conjunctions, and interjections. Prerequisite: None. Lecture Hours 040 Lab Hours 000 Other Hours 000.	
<b>ENG 201 English Literature</b>	<b>4 Quarter Credit Hours</b>
An extension of skills obtained in ENC 1101, this course is designed to develop reading and writing skills through review, discussion, and interpretation of literary materials including, but not limited to, contemporary and classical literature, drama, and poetry. The student will develop additional skills including research methods, formal report writing, editing, and oral presentation. Prerequisite: ENC 1101. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>ETN 290 Professional Experience</b>	<b>4 Quarter Credit Hours</b>
This course provides the student with the opportunity to utilize the skills learned in the classroom in an on-site, hands-on environment. The student gains insight into the expectations of employers and the educational standards necessary for an entry level career position. Students must meet specific departmental criteria for eligibility and the number of extern sites available is limited. Prerequisite: Approval by program advisor. Lec Hrs 000 Lab Hrs 000 Other Hrs 120	
<b>EVS 1001 Environmental Science</b>	<b>4 Quarter Credit Hours</b>
This non-laboratory course introduces the student to environmental issues through an understanding of the interrelationship of humans to their planet. Attention is focused on the Earth, its elements and problems. Realistic solutions to environmental concerns are explored through group projects, field trips, readings, and discussion. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>FIN 1103 Introduction to Finance</b>	<b>4 Quarter Credit Hours</b>
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>GRA 2225C Graphic Design Using Adobe Photoshop</b>	<b>4 Quarter Credit Hours</b>
This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.	
<b>HUM 100 Humanities</b>	<b>4 Quarter Credit Hours</b>
This course offers the student an opportunity to experience the areas of art, music, poetry and drama through a variety of approaches, in and out of the classroom, leading to an appreciation and understanding of aesthetic values in society. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>HUN 1001 Basic Nutrition</b>	<b>2 Quarter Credit Hours</b>
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	
<b>LIS 2004 Introduction to Internet Research</b>	<b>2 Quarter Credit Hours</b>
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs: 010 Lab Hrs: 020 Other Hrs: 000	
<b>MAN 1030 Introduction to Business Enterprise</b>	<b>4 Quarter Credit Hours</b>
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000	
<b>MAN 2021 Principles of Management</b>	<b>4 Quarter Credit Hours</b>
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>MAN 2031 Let's Talk Business</b>	<b>2 Quarter Credit Hours</b>
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lec. Hrs. 020.	
<b>MAN 2300 Introduction to Human Resources</b>	<b>4 Quarter Credit Hours</b>
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>MAN 2500 International Business Management</b>	<b>4 Quarter Credit Hours</b>
This course is a study of the characteristics, operation, and function of business in the global market of the 1990's. The following topics are included in the course: political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment.	

<b>MAN 2727 Strategic Planning for Business</b>	<b>4 Quarter Credit Hours</b>
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies that integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lecture Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>MAR 1011 Introduction to Marketing</b>	<b>4 Quarter Credit Hours</b>
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>MAR 2305 Customer Relations and Servicing</b>	<b>4 Quarter Credit Hours</b>
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with others to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>MAT 1033 College Algebra</b>	<b>4 Quarter Credit Hours</b>
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>MCB 2000 Microbiology and Infection Control</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.	
<b>MEA 1006C Therapeutic Communications</b>	<b>2 Quarter Credit Hours</b>
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. Prerequisite: None. Lecture Hrs 020. Lab Hrs. 000. Other Hrs. 000	
<b>MEA 1105 Domestic Violence</b>	<b>2 Quarter Credit Hours</b>
This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MEA 1207 Basic Clinical Procedures</b>	<b>4 Quarter Credit Hours</b>
This course, which is designed to be taken concurrently with MEA 1207L, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0 Prerequisite: MEA 1239. Co requisite: MEA 1207L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MEA 1207L Basic Clinical Procedures Lab</b>	<b>2 Quarter Credit Hours</b>
This course, which is designed to be taken concurrently with MEA 1207, provides the student with practice necessary to acquire the skills discussed in the Basic Clinical Procedures lecture. Under the direct supervision of a clinical instructor, students will demonstrate proficiency and be "checked off" on new skills as they are mastered. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0. Prerequisite: MEA 1239. Co requisite: MEA 1207. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MEA 1226C Exams and Specialty Procedures</b>	<b>4 Quarter Credit Hours</b>
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 1226L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MEA 1226L Exams and Specialty Procedures Lab</b>	<b>2 Quarter Credit Hours</b>
This course is designed for the student to practice and acquire the skills learned in the Exams and Specialty Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 1226C. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MEA 1233 Anatomy and Physiology II</b>	<b>4 Quarter Credit Hours</b>
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: MEA 1239 and MEA 1263 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MEA 1239 Medical Terminology</b>	<b>4 Quarter Credit Hours</b>
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>MEA 1243L Pharmacology Lab</b>	<b>2 Quarter Credit Hours</b>
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, MEA 1250. Co requisite: MEA 2244. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MEA 1250 Diseases of the Human Body</b>	<b>4 Quarter Credit Hours</b>
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.	
<b>MEA 1263 Anatomy and Physiology I</b>	<b>4 Quarter Credit Hours</b>
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems. Prerequisite: MEA 1239. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.	
<b>MEA 1304C Medical Office Procedures</b>	<b>4 Quarter Credit Hours</b>
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, 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	

<b>MEA 1385 Medical Law and Ethics</b>	<b>2 Quarter Credit Hours</b>
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment. Prerequisite: None. Lecture Hrs 020. Lab Hrs. 000. Other Hrs. 000	
<b>MEA 2244 Pharmacology</b>	<b>4 Quarter Credit Hours</b>
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases. A body systems approach will be used. Prerequisites: MEA 1263, MEA 1233, and MEA 1250. Co requisite: MEA 1243L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MEA 2245L Phlebotomy</b>	<b>2 Quarter Credit Hours</b>
This course provides instruction in phlebotomy procedures and techniques of blood specimen collection in a clinical setting. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MEA 2260, MLS 2260L. Lecture Hours: 10.0 Lab Hours: 20.0 Other Hours: 0.0.	
<b>MEA 2257L Introduction to X-ray</b>	<b>4 Quarter Credit Hours</b>
This course is designed to educate the student in the role of the limited radiographer in the health care system, and introduce the equipment and procedures involved in radiography. Topics will include anatomy, basic concepts of radiation, radiation protection and safety, and patient positioning. In addition, this course presents concepts that will prepare students to take state licensure examinations at the "basic x-ray machine operator" level. Prerequisite: MEA 1263, MEA 1233. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MEA 2260 Diagnostic Procedures</b>	<b>4 Quarter Credit Hours</b>
This course, which is designed to be taken concurrently with MEA 2750, will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms, and urinalysis will be covered. Prerequisite: MEA 1207, MEA 1207L, MEA 1263, MEA 1233, MEA 1250 Co requisite: MLS 2260L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MEA 2285L EKG Interpretation</b>	<b>2 Quarter Credit Hours</b>
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	
<b>MEA 2332C Medical Finance and Insurance</b>	<b>4 Quarter Credit Hours</b>
This course will train the student in major medical insurance and claims forms processing, including information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and banking procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>MEA 2346C Medical Computer Applications</b>	<b>2 Quarter Credit Hours</b>
This course is designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Prerequisite: None. Lecture Hrs 015. Lab Hrs. 010. Other Hrs. 000	
<b>MEA 2561 Professional Procedures</b>	<b>2 Quarter Credit Hours</b>
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.	
<b>MEA 2802 Medical Assistant Externship</b>	<b>5 Quarter Credit Hours</b>
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed with the exception of MEA 2561, Professional Procedures, which will be taken concurrently with the externship. Lecture Hrs 000. Lab Hrs. 000. Other Hrs. 160	
<b>MGT 204 Principles of Supervision</b>	<b>4 Quarter Credit Hours</b>
This course is an introduction to the basics of supervisory management. The focus of the course is on the managerial functions of supervision including planning, organizing, staffing, directing, and controlling. Factors of human relations, employee training and development, employee discipline, leadership, communications, legal and safety concerns of supervision are studied. Prerequisite: None. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>MLS 2260L Diagnostic Procedures Lab</b>	<b>2 Quarter Credit Hours</b>
This course is designed for the student to practice and acquire the skills learned in MEA 2260, Diagnostic Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Prerequisite: MEA 1207, MEA 1207L. Co requisite: MEA 2260. . Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTB 1103 Business Mathematics</b>	<b>4 Quarter Credit Hours</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000	
<b>OST 1141L Keyboarding</b>	<b>2 Quarter Credit Hours</b>
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lecture Hrs 000. Lab Hrs. 040. Other Hrs. 000	
<b>OST 1401C Office Operations</b>	<b>2 Quarter Credit Hours</b>
This course provides students with the essential knowledge and skills to be successful in today's office workplace. Students will learn to be productive team members, process information using different technologies including the Internet, and communicate effectively to both customers and other members of the organization. Topics also covered included proper telephone use, preparing travel arrangements, and assisting in meeting preparation. Prerequisite: None. Lecture Hours: 010 Lab Hours 020 Other Hours 000.	
<b>OST 2335 Business Communications</b>	<b>4 Quarter Credit Hours</b>
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1102 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>OST 2355 Records Management</b>	<b>4 Quarter Credit Hours</b>
A study of the efficient control of business records. This course will cover the basic rules of filing and records management, and the technology used in records management. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>OST 2725 Applied Word Processing</b>	<b>4 Quarter Credit Hours</b>
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lec. Hrs 030 Lab Hrs 020 Other Hrs. 000.	
<b>PAR 204 Trial Preparation and Procedure</b>	<b>4 Quarter Credit Hours</b>
This course is a culmination of knowledge and skills obtained throughout the legal program. Emphasis is placed on interviewing, investigation, discovery, research and trial procedures needed to prepare a case for trial. Moot trials may be part of this class. Prerequisites: PLA 1003, PLA 1105, PLA 2106 and PLA 2203. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>PLA 1003 Introduction to Legal Assisting (Colorado Springs and Thornton Campuses)</b>	<b>4 Quarter Credit Hours</b>
Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>PLA 1003 Introduction to Paralegal (Aurora Campus)</b>	<b>4 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 1105 Legal Research and Writing I</b>	<b>4 Quarter Credit Hours</b>
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>PLA 1700 Legal Ethics and Social Responsibility</b>	<b>4 Quarter Credit Hours</b>
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>PLA 2106 Legal Research and Writing II</b>	<b>4 Quarter Credit Hours</b>
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analyses of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>PLA 2203 Civil Procedure</b>	<b>4 Quarter Credit Hours</b>
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleadings, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>PLA 2273 Torts</b>	<b>4 Quarter Credit Hours</b>
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2308 Criminal Procedures</b>	<b>4 Quarter Credit Hours</b>
This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>PLA 2363 Criminal Procedure and the Constitution</b>	<b>4 Quarter Credit Hours</b>
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2423 Contract Law</b>	<b>4 Quarter Credit Hours</b>
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2433 Business Organizations</b>	<b>4 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2460 Bankruptcy</b>	<b>4 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>PLA 2483 Introduction to Administrative Law</b>	<b>4 Quarter Credit Hours</b>
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2600 Wills, Trusts, and Probate</b>	<b>4 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2610 Real Estate Law</b>	<b>4 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2631 Environmental Law</b>	<b>4 Quarter Credit Hours</b>
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2763 Law Office Management</b>	<b>4 Quarter Credit Hours</b>
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2800 Family Law</b>	<b>4 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2930 Contemporary Issues and Law</b>	<b>4 Quarter Credit Hours</b>
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2940 Paralegal Externship</b>	<b>4 Quarter Credit Hours</b>
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. Student must be in good standing as stated in the Standards of Satisfactory Academic Progress and in the last quarter of their program and/or have approval of the Department Chair. Lecture Hrs 000. Lab Hrs. 000. Other Hrs.120	
<b>POS 2041 American National Government</b>	<b>4 Quarter Credit Hours</b>
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PSY 2012 General Psychology</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>SBM 2000 Small Business Management</b>	<b>4 Quarter Credit Hours</b>
This course gives a comprehensive overview of the theory behind the management of a small business, and the practical concerns of the manager of a small business. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>SEC 103 Introduction to Office Technology</b>	<b>4 Quarter Credit Hours</b>
This course will present an overview of office technology with an emphasis on records management and electronic calculators and 10-key skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>SEC 203 Office Management</b>	<b>4 Quarter Credit Hours</b>
This course analyzes the nature of office work and the functions of office management. Special attention is given to records management, systems analysis, work simplification, motion economy, forms control, office layout and work measurement. The course stresses the managerial functions for the office and office personnel. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>SEC 285 Administrative Assistant Externship (Elective)</b>	<b>4 Quarter Credit Hours</b>
The student will work in an administrative assisting environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prerequisite: Completion of all other coursework and approval of the Department Chair; recommended for the last quarter of associate program. Lecture Hrs 000. Lab Hrs. 000. Other Hrs. 120	
<b>SLS 1105 Strategies for Success</b>	<b>4 Credits Hours</b>
This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	
<b>SLS 1321 Career Skills</b>	<b>2 Quarter Credit Hours</b>
This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hrs 020. Lab Hrs. 000. Other Hrs. 000	
<b>SLS 1505 Basic Critical Thinking</b>	<b>2 Quarter Credit Hours</b>
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	

<b>SPC 2016 Oral Communications</b> This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000	<b>4 Quarter Credit Hours</b>
<b>STS 1001 Principles and Practices of Surgical Technology</b> This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course is professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.	<b>4 Quarter Credit Hours</b>
<b>STS 2007 Surgical Pharmacology</b> This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: College Algebra. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.	<b>4 Quarter Credit Hours</b>
<b>STS 2171C Surgical Technology I</b> 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. Lecture Hours: 030 Lab Hours: 020 Other Hours: 000.	<b>4 Quarter Credit Hours</b>
<b>STS 2172C Surgical Technology II</b> 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. Lecture Hours: 030 Lab Hours: 020 Other Hours 000.	<b>4 Quarter Credit Hours</b>
<b>STS 2173C Surgical Procedures I</b> This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: Medical Terminology, A&P I and A&P II. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.	<b>6 Quarter Credit Hours</b>
<b>STS 2174C Surgical Procedures II</b> This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: Surgical Procedures I. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.	<b>6 Quarter Credit Hours</b>
<b>STS 2175C Clinical Rotation I</b> This course is designed to provide the student with supervised, practical hands-on and observational experience 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: Surgical Procedures I, Surgical Procedures I, and Microbiology. Lecture Hours: 000 Lab Hours: 000 Other Hours: 150.	<b>5 Quarter Credit Hours</b>
<b>STS 2176C Clinical Rotation II</b> This course is a continuation of the skills practiced in STS 2810STS 2175C with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and the out-patient surgery department. Prerequisite: All Major Medical Core. Lecture Hours: 000 Lab Hours: 000 Other Hours: 480.	<b>11 Quarter Credit Hours</b>
<b>SYG 2000 Principles of Sociology</b> A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4 Quarter Credit Hours</b>
<b>SYP 2742: Death and Dying</b> 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	<b>4 Quarter Credit Hours</b>
<b>TAT 250 Corporate Travel Management and Meeting Planning</b> This course relates corporate travel to the business community. Emphasis includes the interpretation of business policies, procedures of a corporate travel agent, supervisor, and manager in a travel or business environment, interrelationships among corporate travel departments and others in the industry, financial management, automation, and corporate travel operations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	<b>4 Quarter Credit Hours</b>
<b>TAX 2000 Tax Accounting</b> 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.	<b>4 Quarter Credit Hours</b>
<b>TYP 101 Keyboarding for Computers I</b> This is a beginning typewriting course designed to develop touch typing skills on a computer keyboard. Basic features of personal and business letters, reports, and tables are introduced. The course is designed to develop correct techniques and promote a minimum passing accuracy of 25 words per minute. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	<b>4 Quarter Credit Hours</b>
<b>TYP 201 Keyboarding for Computers II</b> This course is designed to develop high-level document production skill with an emphasis on proofreading and mailability in the areas of varied business styles, technical papers, reports, and forms. The course is designed to develop correct techniques and promote minimum passing accuracy of 45 words per minute. Prerequisites: CGS 2167C and TYP 101. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	<b>4 Quarter Credit Hours</b>
<b>TYP 202 Keyboarding for Computers III</b> This course is designed to develop advanced typewriting skills with timed production typewriting, emphasis on proofreading and mailability of business projects without direct supervision, with components for the executive, legal, medical, accounting and government secretaries. Students should achieve a minimum passing rate of 55 words per minute. Prerequisites: CGS 2167C, TYP 101 and TYP 201. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	<b>4 Quarter Credit Hours</b>
<b>WDP 105 Word Processing I</b> This course will study the use of current word processing programs. The student will be introduced to the general features of different word processing programs and the ability to judge which program can satisfy the student's needs, with an emphasis on Microsoft Word. Prerequisite: CGS 2167C. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000	<b>4 Quarter Credit Hours</b>
<b>WDP 107 Word Processing II</b> This course will provide more advanced skill and speed in order to obtain an entry-level position as a word processing operator. It will include more advanced Microsoft Word features. Prerequisites: CGS 2167C, TYP 101 and WDP 105 Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000.	<b>4 Quarter Credit Hours</b>

## CORINTHIAN COLLEGES, INC.

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

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 Seattle, WA (main campus)  
 Vancouver, WA (branch of Ashmead College, Seattle, WA)

**Bryman College**

Lynnwood, WA (branch of Everest College, Renton, WA)

**Everest College**

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 Arlington, TX (branch of Everest Institute, Rochester, NY)  
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 Colorado Springs, CO (main campus)  
 Dallas, TX (branch of Everest College, Portland, OR)  
 Everett, WA (branch of Everest College, Bremerton, WA)  
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)  
 Gardena, CA (main campus)  
 Hayward, CA (main campus)  
 Los Angeles (Wilshire), CA (main campus)  
 McLean, VA (branch of Everest College, Colorado Springs, CO)  
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)  
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)  
 Mesa, AZ (branch of Everest College, Phoenix, AZ)  
 North Aurora, IL (branch of Everest Institute, Brighton, MA)  
 Ontario, CA (main campus)  
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
 Phoenix, AZ (main campus)  
 Portland, OR (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 Salt Lake City, UT (main campus)  
 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Skokie, IL (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)  
 Tacoma, WA (branch of Everest College, Bremerton, WA)  
 Thornton, CO (main campus)  
 Torrance, CA (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)  
 West Los Angeles, CA

**Everest Institute**

Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)  
 Atlanta (Downtown), GA (main campus)

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

**Florida Metropolitan University**

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

**Las Vegas College**

Henderson, NV (main campus)

**National School of Technology**

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

**WyoTech**

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

## STATEMENT OF OWNERSHIP

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

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



## APPENDIX A: ADMINISTRATION AND FACULTY

### AURORA CAMPUS

<b>Administration</b>		
Pat Draper-Hardy	President	MA Organizational Management, University of Phoenix, Denver, CO BS Occupational Guidance, Mesa State College, Grand Junction, CO
Mark Plitzuweit	Academic Dean	BA Psychology, Wisconsin Lutheran College, Milwaukee, WI MAEd Education Administration, University of Phoenix
John Heckman	Director of Admissions	
Myra Tagle	Director of Finance	AAS Accounting, Parks College, Aurora, CO
Gabriel Bicking	Director of Career Services	
David Mathews	Registrar	
Anna Andrews	Librarian	MA Library Information Science, University of South Carolina, Columbia, SC

<b>Department Chairs</b>		
Michael Sandham	Accounting Business Administration	BA Western State College, Gunnison, CO MA Western State College, Gunnison, CO
Ron Flowers	Paralegal Criminal Justice	AA Columbia College, Columbia, MO BA Columbia College, Columbia, MO AS Westwood College of Technology, Denver, CO
Janet Mack	Allied Health Programs	AAS Denver Technical College, Denver, CO BS National American University, Denver, CO

<b>Faculty</b>		
Julia Hatcher	Medical	BA University of Northern Colorado
Lois Seibert	Medical	EMT Manitoba Health, Manitoba Canada NA, HCA Red River Community College, Manitoba Canada
Patricia Sherry	Medical	BS, CMA, MT, ASCP Michigan State University, East Lansing, MI
Elaine Paintin	Medical	Diploma Parks College AAS Cambridge College
Mandy Broussard	Medical	Certificate Concorde Career Institute, Denver, CO AAS Morgan Community College, Ft. Morgan, CO
James Irwin	Computer Technology	AS Pima Community College, Tucson, AZ AS Community College of the USAF, Colorado Springs, CO BS Colorado Technical University, Colorado Springs, CO
Eric Johnson	General Education	BA University of Colorado, Boulder, CO MA University of Northern Colorado, Fort Collins, CO

### COLORADO SPRINGS CAMPUS

<b>Administration</b>		
James Hadley	President	Ph.D. Psychology. Saybrook Graduate School and Research Center, San Francisco, CA MA, Marriage, Family, and Child Counseling – Chapman University, Orange CA. BS, Psychology, University of Maryland – European Division
Heidi Godbold	Academic Dean	MEd, National Louis University BS, Baylor University
Sarah Yanez	Director of Finance	AAS, Blair College, Colorado Springs, CO
Don Webb	Director of Admissions	MBA, University of Phoenix
Open	Director of Career Services	
Megan Miller	Business Manager	BS, Oregon State University
Matthew McNulty	Librarian	BA, University of Pennsylvania
Mary Trudo	Registrar	AAS, Pueblo Community College
Tory White	Externship Coordinator	BS, University of Phoenix
Theresa Archuleta	Financial Aid Representative	MA, University of Colorado, Colorado Springs
Jason Dunn	Financial Aid Representative	
Traci Thompson	Financial Aid Representative	AAS, Wharton Jr. College
Nicole Mileto	Financial Aid Representative	AAS, Pikes Peak Community College

<b>Department Chairs</b>		
Maureen Stepp	Business; Technology	Computers; BS Pennsylvania State University
Ronda Bilderback	Medical	BS Business Mgt - Kaplan; AAS Nursing
Eston Schwecke	Paralegal; Criminal Justice	MS, California State University, Los Angeles BS, University of Southern California
<b>Faculty</b>		
Beverly Goede	Medical; LPN, Shepard/Gill School of Nursing	
Lynn Gregory	Criminal Justice; MA University of Colorado, BS, Oklahoma State University	
Marilyn Keck	Business; BA, Drake University	
Jacquetta McFarland	Medical; RMA, Denver Technical College	
Roxanne Phillips	Accounting; MBA, BS, University of Colorado	
Maureen Stepp	Computers; BS Pennsylvania State University	
Tim Forquer	Computers; BSEE, Cannon University	

### THORNTON CAMPUS

<b>Administration</b>		
Bruce R Pileggi	President	BBA University of San Diego, CA MBA Marketing Management, Westwood College, CO
Raines Guinn	Academic Dean	BS Metropolitan State College of Denver, CO
Carissa Barton	Director of Admissions	BA Hastings College, Hastings, NB
Kim Martinez	Director of Student Finance	
Diane Booren	Director of Career Services	BS University of Colorado, CO
Loren Kingsley	Director of Student Accounts	BA University of Colorado at Denver, CO
Susie Weisbrod	Student Services Coordinator	BA Journalism, University of Hawaii at Manoa, HI BA Behavioral Science, Concordia University, CA
Bruce Doughty	Registrar	
J. Anand Prabhakar	Network Administrator	MA Colorado School of Mines, Golden, CO BA Osmania University
Toshiko Mihara	Librarian	MLS University of Denver, CO
Dale Meyer	On-Line Learning Coordinator	BA University of Northern Colorado, Greeley, CO

<b>Department Chairs</b>		
Raines Guinn	Business, Accounting & Computers	BS Metropolitan State College of Denver, CO
Bob Poston	Surgical Technology	Diploma Glendale Career College, CST, BLS,
Geary Gorup	Legal Studies	JD University of Kansas, KS BA Kansas State University, KS
Jennifer Vaughan	Medical Programs	AS Parks College, CO
<b>Faculty</b>		
Tina Coleman	Medical	NCICS, CO
Ivan Nikolaeff	Business	BS University of Denver, CO
Cindy Nowik	General Education	BS University of Illinois, IL
Derek Regensburger	Legal Studies	JD George Washington, Washington DC BA Wesleyan, CT
George Stein	ST Instructor	CFA, BS University of California, Los Angeles, CA
Kim Sanders	ST Clinical Instructor	CST, ST Diploma Cambridge College, CO
Nicole Peterson	ST Clinical Coordinator	ST Diploma Concorde Career College, CO

## APPENDIX B: TUITION AND FEES

### AURORA AND THORNTON CAMPUSES - QUARTER-BASED PROGRAMS:

	Tuition per credit hour*	
	Aurora (Effective 07/16/07)	Thornton (Effective 07/16/07)
<b>Degree Programs</b>		
Accounting	\$320	\$320
Business	\$320	\$320
Criminal Justice	\$320	\$320
Medical Assisting		\$320
Paralegal	\$320	\$320
Surgical Technologist		\$326
<b>Quarter-Based Diploma Programs</b>		
Business Accounting		\$320

\*Effective July 16, 2007, tuition includes all fees.  
Tuition will be charged on a quarterly basis.

### \*AURORA AND THORNTON CAMPUSES - MODULAR PROGRAMS

Modular Diploma Programs	Program Length	Credit Units	Tuition*	
			Aurora (Effective 07/23/07)	Thornton (Effective 07/23/07)
Medical Administrative Assistant	8 Modules	47.0		\$11,445
Medical Assisting	8 Modules	47.0	\$11,445	
Medical Insurance Billing/Coding	6 Modules	35.0	\$9,907	\$9,907
Pharmacy Technician	8 Modules	47.0	\$11,690	

Effective for new students enrolling in July 23, 2007 and thereafter, tuition includes all standard fees.

For programs requiring a background check, a \$52 fee will be charged.

The cost of uniforms, books and supplies is not included in the tuition shown above. Other fees may apply. See the "Additional Fees" section following.

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

\*Students are provided one official transcript free of charge upon completing graduation requirements.

continued

**COLORADO SPRINGS - QUARTER-BASED PROGRAMS**

<b>Program</b>	<b>Cost per credit unit*</b>	<b>Books (estimated)</b>
Associate of Applied Science in Business Administration	\$290.00	\$325/quarter
Associate of Applied Science in Accounting	\$290.00	\$325/quarter
Associate of Applied Science in Criminal Justice	\$290.00	\$325/quarter
Associate of Applied Science in Paralegal	\$290.00	\$325/quarter
Associate of Applied Science in Computer Information Systems	\$290.00	\$500/quarter
Associate of Applied Science in Medical Assisting	\$290.00	\$325/quarter
Associate of Applied Science in Administrative Assistant	\$290.00	\$325/quarter
Business/Accounting Diploma	\$290.00	\$325/quarter
*All standard fees are included in cost of tuition.		
Effective date: July 16, 2007		

**COLORADO SPRINGS CAMPUS - MODULAR PROGRAMS**

<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>Estimated Text/Materials</b>
Medical Administrative Assistant	8 Modules	47	\$11,045	\$1,100
Medical Insurance Billing/Coding	6 Modules	35	\$9,348	\$900
Effective date: July 30, 2007				

## APPENDIX C: ACADEMIC CALENDARS AND HOLIDAYS

Modular Programs Effective July 23, 2007, the Colorado campuses will follow the schedule below	
2007	
Start	End
Jul 23	Aug 20
Aug 22	Sep 19
Sep 24	Oct 22
Oct 24	Nov 20
Nov 28	Jan 3, 2008

Modular Program Schedule Aurora Campus Only 2008	
Start	End
Jan 9	Feb 6
Feb 6	Mar 5
Feb 12	Mar 11
Mar 17	Apr 10
Apr 16	May 13
May 19	Jun 16
Jun 19	Jul 16
Jul 21	Aug 14
Aug 20	Sep 17
Sep 22	Oct 16
Oct 20	Nov 13
Nov 17	Dec 15
Dec 16	Jan 20

Quarter-Based Diploma Programs 2007	
Jul 16	Oct 6
Aug 27	Oct 6
Oct 15	Jan 12, 2008
Nov 26	Jan 12, 2008
<b>12-Week Term</b>	
6-Week Mini-Term	

Colorado Springs and Thornton Calendar for Modular Allied Health Programs 2008	
Start Dates	End Dates
Jan 9	Feb 6
Feb 12	Mar 11
Mar 17	Apr 10
Apr 16	May 13
May 19	Jun 16
Jun 19	Jul 16
Jul 21	Aug 14
Aug 20	Sep 17
Sep 22	Oct 16
Oct 20	Nov 13
Nov 17	Dec 15
Dec 16	Jan 20

For Aurora Campus Only: Medical Assisting December Start	
Start	End
December 17, 2007	January 28, 2008
February 6, 2008	March 5, 2008
<b>Winter Breaks for December 17 Starts Only :</b>	
January 28, 2008-February 5, 2008	
March 6, 2008-March 16, 2008	
Students who started classes on December 17 will join blend in with the existing modular schedule beginning on March 17, 2008.	

Student Holidays 2007	
Labor Day	Sep 03
Thanksgiving	Nov 22 & 23
Christmas	TBA

## Quarter-Based Degree Programs

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

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

**Everest College**  
**Aurora, Colorado Springs and Thornton Campuses**  
**2007-2008 catalog, revision date 052708**  
**Addenda**

■ **ADDENDUM effective June 25, 2008:**

The following is an addition to the Grievance Policy on Page 14.

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

■ **ADDENDUM effective June 16, 2008: The course code for Criminal Procedure and the Constitution has been changed to CJL 2134 for Aurora, Thornton and Colorado Springs.**

■ **ADDENDUM effective June 16, 2008: The following course descriptions have been revised as follows.**

<p>PLA 1003 Introduction to Legal Assisting (Colorado Springs)  Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course. Prerequisite: None. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000</p>	<p>4 Quarter Credit Hours</p>
<p>PLA 1003 Introduction to Paralegal (Aurora Campus and Thornton Campuses)  This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4 Quarter Credit Hours</p>

■ **ADDENDUM effective June 16, 2008: The following course description has been revised as follows.**

<p>MEA 2260 Diagnostic Procedures  This course, which is designed to be taken concurrently with MLS 2260L, will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms, and urinalysis will be covered. Prerequisite: MEA 1207, MEA 1207L, MEA 1263, MEA 1233, MEA 1250 Co requisite: MLS 2260L. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.</p>	<p>4 Quarter Credit Hours</p>
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■ **ADDENDUM effective June 16, 2008: The Surgical Technologist program at Thornton is an Associate in Science credential program.**

■ **ADDENDUM effective June 16, 2008: The Entrance Requirements section on page 3 of the catalog is revised as follows.**

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

■ **ADDENDUM effective June 19, 2008: the modular program calendar for the Aurora, Thornton, and Colorado Springs campuses is revised as follows:**

<p>Modular Schedule for the  Colorado Campuses  2008 – 2010</p>	
<p>2008</p>	
<p>Starts</p>	<p>Ends</p>

Everest College  
Aurora, Colorado Springs and Thornton Campuses  
2007-2008 catalog, revision date 052708  
Addenda

19-Jun	16-Jul
21-Jul	14-Aug
18-Aug	15-Sep
17-Sep	14-Oct
16-Oct	12-Nov
13-Nov	11-Dec
15-Dec	January 26, 2009
2009	
Starts	Ends
28-Jan	25-Feb
26-Feb	25-Mar
30-Mar	23-Apr
27-Apr	21-May
26-May	22-Jun
24-Jun	21-Jul
23-Jul	19-Aug
20-Aug	17-Sep
21-Sep	15-Oct
19-Oct	12-Nov
16-Nov	14-Dec
15-Dec	January 26, 2010
2010	
Starts	Ends
27-Jan	24-Feb
25-Feb	24-Mar
29-Mar	22-Apr
26-Apr	20-May
24-May	21-Jun
23-Jun	22-Jul

■ **ADDENDUM effective June 12, 2008:** The following tuition and fees will take effect August 25, 2008 for students enrolled in the following degree programs at the Aurora and Thornton campuses.

	Credit Hours	Tuition per credit hour*	
		Aurora (Effective 11/16/07)	Thornton (Effective 11/12/07)
<b>Degree Programs</b>			
Accounting	96	\$352	\$352
Business	96	\$352	\$352
Criminal Justice	96	\$352	\$352
Medical Assisting	<del>96</del> 97		\$352
Network Administration <i>Come Science / Network Adm</i>	96		\$352
Paralegal	96	\$352	\$352
Surgical Technologist	<del>96</del> 98		\$352 359
<b>Quarter-Based Diploma Programs</b>			
Business Accounting	48		\$352
Tuition effective August 25, 2008			
*Effective July 21, 2008, tuition includes all fees. <i>Delete</i>			



**Everest College**  
**Aurora, Colorado Springs and Thornton Campuses**  
**2007-2008 catalog, revision date 052708**  
**Addenda**

Tuition will be charged on a quarterly basis.

■ **ADDENDUM effective June 12, 2008:** The following tuition and fees will take effect July 21 for all students enrolled in the following diploma programs at the Aurora and Thornton campuses.

Modular Diploma Programs	Program Length	Credit Units	Tuition*	
			Aurora (Effective 07/23/08)	Thornton (Effective 07/23/08)
Medical Administrative Assistant	8 Months	47.0		\$12,590
Medical Assisting	8 Months	47.0	\$12,680	
Medical Insurance Billing/Coding	8 Months	47.0	\$12,949	\$12,949
Pharmacy Technician	8 Months	47.0	\$12,910	

~~Tuition effective July 21~~  
 Effective for new students enrolling in July 21, 2008 and thereafter, tuition includes all standard fees.  
 For programs requiring a background check, a \$52 fee will be charged.  
 The cost of uniforms, books and supplies is not included in the tuition shown above. Other fees may apply. See "Additional Fees".

■ **ADDENDUM effective July 1, 2008:** The following tuition and fees table is updated for the Colorado Springs campus.

Program	Cost per credit unit*	Books (estimated)
Associate of Applied Science in Business Administration	\$328.00	\$325/quarter
Associate of Applied Science in Accounting	\$328.00	\$325/quarter
Associate of Applied Science in Criminal Justice	\$328.00	\$325/quarter
Associate of Applied Science in Paralegal	\$328.00	\$325/quarter
Associate of Applied Science in Computer Information Systems	\$330.00	\$500/quarter
Associate of Applied Science in Administrative Assistant	\$328.00	\$325/quarter
Business/Accounting Diploma	\$15,580**	\$325/quarter

\*All standard fees are included in cost of tuition.  
 \*\*Total tuition price not cost per credit unit  
 Effective date: July 1, 2008

Program	Program Length	Credit Units	Tuition	Estimated Text/Materials
Medical Administrative Assistant	8 Months	47	\$12,040	\$1,100
Medical Assisting	8 Months	47	\$12,240	\$900
Medical Insurance Billing/Coding	6 Months	35	\$12,040	\$900

Effective date: January 1, 2008

■ **ADDENDUM effective May 29, 2008,** the following course descriptions have been updated.

<p><b>CGS 1280C Computer Hardware Concepts</b> <span style="float: right;"><b>4 Quarter Credit Hours</b></span></p> <p>Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. No prerequisite. Lecture hours: 30. Lab hours: 20.</p>
<p><b>CGS 1763C Computer Operating Systems</b> <span style="float: right;"><b>4 Quarter Credit Hours</b></span></p> <p>This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. No prerequisite. Lecture hours: 30. Lab hours: 20.</p>

**Everest College**  
**Aurora, Colorado Springs and Thornton Campuses**  
**2007-2008 catalog, revision date 052708**  
**Addenda**

<b>CIS 2325 Introduction to the Systems Development Life Cycle</b>	<b>4 Quarter Credit Hours</b>
This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. No prerequisite. Lecture hours: 40. Lab hours: 0.	

■ **ADDENDUM effective 05/27/08, the following accreditation information on page 2 is revised as follows:**

**PROGRAMMATIC ACCREDITATION:**

The Medical Assisting Programs at the Aurora, Colorado Springs and Thornton campuses are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs  
 1361 Park Street  
 Clearwater, FL 33756  
 727-210-2350  
[www.caahep.org](http://www.caahep.org)

The Surgical Technology program of the Thornton campus is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

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

■ **ADDENDUM effective 05/06/08, the following grading table is updated for the Colorado Springs campus.**

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. The student has 14 calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade.	0
IP	In Progress	Not Calculated
W	Withdrawal	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WZ	Withdrawal for students called to immediate active duty military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
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

■ ~~ADDENDUM effective October 8, 2007, the THORNTON campus is now offering the Medical Insurance Billing and Coding program (version 2.0) that is listed on page 38 of the catalog. New~~

Everest College  
Aurora, Colorado Springs and Thornton Campuses  
2007-2008 catalog, revision date 052708  
Addenda

students in the MIBC program at the Thornton campus will be enrolled in this version rather than in version 1-0 (on page 41 of the catalog).

■ ADDENDUM effective March 4, 2008, the holiday calendar for the Thornton campus is revised as follows:

Student Holidays (Thornton Campus) 2008	
Memorial Day	May 16
Independence Day	July 4
Labor Day	September 1
Thanksgiving	November 27 & 28
Christmas	December 24 - January 4

■ ADDENDUM effective January 8, 2008, the following replaces the fifth bullet of the admissions requirements for the Surgical Technology program on page 60:

- Completion of all required injections (Hepatitis-B, MMR, PPD, Varicella) prior to the start of the clinical rotation. (Clinical rotation requirement -NOT admissions requirement.)

■ ADDENDUM effective January 8, 2008, the following start date calendar (page 79 in the catalog) is updated for the AURORA and THORNTON campuses:

Aurora - Medical Assisting and Pharm Tech Thornton - MIBC December Start	
Start	End
December 17, 2007	January 30, 2008
February 5, 2008	March 11, 2008
Winter Breaks for December 17 Starts Only :	
January 31, 2008-February 4, 2008	
March 12, 2008-March 16, 2008	
Students who started classes on December 17 will join blend in with the existing modular schedule beginning on March 17, 2008.	

■ ADDENDUM effective January 1, 2008, on page 77, the additional fees for the Aurora and Thornton campuses are updated as follows (removing the transcript fee):

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

■ ADDENDUM effective January 1, 2008, the following language is updated on page 14:

Everest College  
Aurora, Colorado Springs and Thornton Campuses  
2007-2008 catalog, revision date 052708  
Addenda

## ACADEMIC TRANSCRIPTS AND DIPLOMAS

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

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

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

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

■ **ADDENDUM effective January 1, 2008, the following language is updated on page 24:**

### Textbook and Equipment Return/Refund Policy

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

■ **ADDENDUM effective January 1, 2008, the following language is added:**

### Externship Training

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

Students who do not start their externship for more than 14 calendar days will be dropped from the program by the school.

Externship training will be scheduled for 3, 4 or 5 days per week. Students waiting for externship placement will be considered scheduled for a 3 day per week externship.

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.

■ **ADDENDUM effective January 1, 2008, the following satisfactory academic progress table is added for the version 2-0 MIBC program at Aurora:**

47 Quarter Credit Hour Modular Program (Medical Insurance Billing and Coding v 2.0). Total credits that may be attempted: 70 (150% of 47).
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**Everest College**  
**Aurora, Colorado Springs and Thornton Campuses**  
**2007-2008 catalog, revision date 052708**  
**Addenda**

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%

- **ADDENDUM** effective December 17, 2007, the holiday dates on page 79 of the catalog are updated as follows:

<b>Student Holidays</b>	
<b>2007</b>	
Labor Day	Sep 03
Thanksgiving	Nov 22 & 23
Christmas	12/21/07 – 1/1/08

- **ADDENDUM** effective December 17, 2007, the section entitled “Academic Credit Transfer Policy for CAAHEP/ABHES-approved Medical Assisting Programs” on page 7 of the catalog is replaced with the following

***Academic Credit Transfer Policy for CAAHEP-accredited Medical Assisting Programs***

In order for a student to transfer credit into a CAAHEP-accredited Medical Assisting program, the receiving campus must follow guidelines established by AAMA as stated below: Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript. CAAHEP-approved Medical Assisting programs are offered at the following campuses: Aurora, Colorado Springs, and Thornton.

- **ADDENDUM** effective November 8, 2007, the following start date calendar is updated for the **COLORADO SPRINGS** campus:

Colorado Springs, MIBC, MDA	
2007	
Start	End
1/2/07	1/26/07
1/29/07	2/23/07
2/26/07	3/23/07
3/26/07	4/27/07
4/30/07	5/25/07
5/29/07	6/22/07
6/25/07	7/27/07
7/30/07	8/24/07
8/27/07	9/21/07
9/24/07	10/26/07
10/29/07	11/21/07

**Everest College**  
**Aurora, Colorado Springs and Thornton Campuses**  
**2007-2008 catalog, revision date 052708**  
**Addenda**

11/26/07	12/21/07
12/10/07	1/17/08
2008	
1/2/08	1/25/08
1/28/08	2/22/08
2/25/08	3/21/08
3/24/08	4/25/08
4/28/08	5/23/08
5/27/08	6/20/08
6/23/08	7/25/08
7/28/08	8/22/08
8/25/08	9/19/08
9/22/08	10/24/08
10/27/08	11/21/08
11/24/08	12/19/08

■ **ADDENDUM effective January 1, 2008, tuition and fees for the COLORADO SPRINGS campus are updated as follows:**

**COLORADO SPRINGS - QUARTER-BASED PROGRAMS**

Program	Cost per credit unit*	Books (estimated)
Associate of Applied Science in Business Administration	\$296.00	\$325/quarter
Associate of Applied Science in Accounting	\$296.00	\$325/quarter
Associate of Applied Science in Criminal Justice	\$296.00	\$325/quarter
Associate of Applied Science in Paralegal	\$296.00	\$325/quarter
Associate of Applied Science in Computer Information Systems	\$296.00	\$500/quarter
Associate of Applied Science in Medical Assisting	\$296.00	\$325/quarter
Associate of Applied Science in Administrative Assistant	\$296.00	\$325/quarter
Business/Accounting Diploma	\$296.00	\$325/quarter
*All standard fees are included in cost of tuition.		
Effective date: Jan 14, 2008		

**COLORADO SPRINGS CAMPUS - MODULAR PROGRAMS**

Program	Program Length	Credit Units	Tuition	Estimated Text/Materials
Medical Administrative Assistant	8 Modules	47	\$11,045	\$1,100
Medical Assisting	8 Modules	47	\$11,045	\$900
Medical Insurance Billing/Coding	6 Modules	35	\$9,348	\$900
Effective date: January 1, 2008, 2007				

■ **ADDENDUM effective December 6, 2007, the programs of study by location table is updated as follows:**

Diploma Programs	Aurora	Colorado Springs	Thornton
Business Accounting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Homeland Security			<input checked="" type="checkbox"/> *
Medical Administrative Assistant	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Medical Insurance Billing/Coding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Everest College**  
**Aurora, Colorado Springs and Thornton Campuses**  
**2007-2008 catalog, revision date 052708**  
**Addenda**

Office Administration			
Pharmacy Technician	<input checked="" type="checkbox"/>		
<b>Degree Programs</b>	<b>Aurora</b>	<b>Colorado Springs</b>	<b>Thornton</b>
Accounting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Accounting with minor in Computer Applications			<input checked="" type="checkbox"/> *
Administrative Assistant		<input checked="" type="checkbox"/>	
Business	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Business Administration		<input checked="" type="checkbox"/>	
Computer Information Science		<input checked="" type="checkbox"/>	
Computer Technology			<input checked="" type="checkbox"/> *
Criminal Justice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Assistant/Paralegal		<input checked="" type="checkbox"/>	
Medical Assisting		<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>
Network Administration			<input checked="" type="checkbox"/> *
Paralegal	<input checked="" type="checkbox"/>		
Paralegal/Legal Assistant			<input checked="" type="checkbox"/>
Surgical Technologist			<input checked="" type="checkbox"/>

\*No longer enrolling new students. Only returning students who can finish the program prior to the completion of the teach out will be allowed to re-enter.

■ **ADDENDUM effective December 5, 2007, the COLORADO SPRINGS campus is now offering Medical Assisting Program on page 35 of the catalog.**

■ **ADDENDUM effective December 5, 2007, the following language is added to the program outline for the Medical Assisting Program:**

Pre-requisites in the Medical Assisting program can be waived at the discretion of the Academic Dean if it is in the best interest of the student and is educationally sound and the reason for the waiver is documented in the student's file.

■ **ADDENDUM effective November 28, 2007, on page 18 under "Maximum Time Frame for Veteran Students," the sentence that states: "The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half" is deleted.**

■ **ADDENDUM effective November 28, 2007, on page 9 in the catalog, the subsection entitled "Additional Requirements for Veteran Students" is removed.**

■ **ADDENDUM effective November 28, 2007, on page 13 of the catalog, the section entitled "Veterans Information" is amended as follows:**

Everest College  
Aurora, Colorado Springs and Thornton Campuses  
2007-2008 catalog, revision date 052708  
Addenda

**VETERANS INFORMATION**

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

■ **ADDENDUM effective November 12, 2007, tuition and fees for the AURORA and THORNTON campuses are updated as follows:**

**TUITION AND FEES - QUARTER-BASED PROGRAMS:**

	Tuition per credit hour*	
	Aurora (Effective 11/16/07)	Thornton (Effective 11/12/07)
<b>Degree Programs</b>		
Accounting	\$320	\$320
Business	\$320	\$320
Criminal Justice	\$320	\$320
Medical Assisting		\$320
Network Administration		\$320
Paralegal	\$320	\$320
Surgical Technologist		\$326
<b>Quarter-Based Diploma Programs</b>		
Business Accounting		\$320

\*Effective July 16, 2007, tuition includes all fees.

Tuition will be charged on a quarterly basis.

**\*TUITION AND FEES - MODULAR PROGRAMS**

Modular Diploma Programs	Program Length	Credit Units	Tuition*	
			Aurora (Effective 07/23/07)	Thornton (Effective 07/23/07)
Medical Administrative Assistant	8 Modules	47.0		\$11,445
Medical Assisting	8 Modules	47.0	\$11,445	
Medical Insurance Billing/Coding	8 Modules	47.0	\$11,772	\$11,772
Pharmacy Technician	8 Modules	47.0	\$11,690	

Effective for new students enrolling in July 23, 2007 and thereafter, tuition includes all standard fees.

For programs requiring a background check, a \$52 fee will be charged.



**Everest College**  
**Aurora, Colorado Springs and Thornton Campuses**  
**2007-2008 catalog, revision date 052708**  
**Addenda**

The cost of uniforms, books and supplies is not included in the tuition shown above. Other fees may apply. See the "Additional Fees" section following.

ADDITIONAL FEES	AMOUNT	
Proficiency Examination Testing Fee - Non-refundable fee assessed for each Proficiency Examination (Cannot be paid from Title IV financial aid funds)	\$20.00	per credit hour
Transcript Fee *	\$5.00	

\*Students are provided one official transcript free of charge upon completing graduation requirements.

■ **ADDENDUM effective November 12, 2007, the COLORADO SPRINGS campus is now offering version 2-0 of the Computer Information Science Associate of Applied Science degree (program outline below). New CIS students at the Colorado Springs campus will be enrolled in this version of the program. Version 1-4 will no longer enroll new students.**

**Associate of Applied Science**  
**Computer Information Science**

The Associate of Applied Science Degree in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. AS Degree students must complete the required coursework in the major core from one of the listed areas of concentration. The following describes each area of concentration.

Programming:

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

Network Administration:

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

Web Design:

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

Course Number	Course Name	Associates Degree Quarter Credit Hrs
<b>College Core Requirements</b>		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0

**Everest College**  
**Aurora, Colorado Springs and Thornton Campuses**  
**2007-2008 catalog, revision date 052708**  
**Addenda**

CGS 2167C	Computer Applications	4.0
Choose one of following courses (students taking Web Design concentration <i>must</i> take Project Development <i>and</i> one of the other two choices):		
CEN 1056	Project Development	2.0
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
<b>Total Quarter Credit Hours:</b>		<b>12.0 (14.0 for Web Design students)</b>

**Major Core Requirements - Programming Concentration**

APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CEN 1509C	Computer Networking Fundamentals	4.0
CGS 1763C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CIS 2325	Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives*	8.0

Choose one of the following two-course language sequences in Visual Basic or C++ or Java or C# (4 credits each). 8.0

COP 2170C	Computer Programming - Visual Basic I	
COP 2171C	Computer Programming - Visual Basic II	
COP 2224C	Computer Programming - C++ I	
COP 2228C	Computer Programming - C++ II	
COP 2250C	Computer Programming - Java I	
COP 2805C	Computer Programming - Java II	
COPP 2280C	Computer Programming - C# I	
COPP 2281C	Computer Programming - C# II	
<b>Programming Major Core:</b>		<b>52.0</b>

**Major Core Requirements - Network Administration Concentration**

CGS 1763C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
CEN 1509C	Computer Networking Fundamentals	4.0
CEN 1561C	Network Operating Systems-Client	4.0
CEN 1562C	Network Operating Systems-Server	4.0
CET 1605C	Network Routing I	4.0
CET 2607C	Network Routing II	4.0
CTS 2320C	Network Management	4.0
CEN 2327C	Network Infrastructure	4.0
CTS 2303C	Network Directory Services	4.0
CIS 2354C	Network Security Fundamentals	4.0

Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4 credits each). 8.0

CENP 2345C	Network Security	
CISP 2475	Designing Network Security	

**Everest College**  
**Aurora, Colorado Springs and Thornton Campuses**  
**2007-2008 catalog, revision date 052708**  
**Addenda**

CENP 2420     Implementing and Administering Databases  
 CENP 2450     Database Design

**Network Administration Major Core:     52.0**

**Major Core Requirements - Web Design Concentration**

CEN 1509C	Computer Networking Fundamentals	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CGS 1800C	Web Site Design Methodology	4.0
CGS 1821C	Web Content Development	4.0
COP 2840C	Content Generation - Scripting Languages	4.0
CGS 2820C	Web Authoring	4.0
CGS 2877C	Web Animation	4.0
GRA 2225C	Graphic Design Using Adobe Photoshop	4.0
CGS 2177C	E-Commerce Systems Administration	4.0
CGS 2910C	Web Design Portfolio Project	2.0
	Approved IT Electives*	8.0

**Web Design Major Core:     50.0**

\*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).

**Approved Electives     8.0**

To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

**General Education Requirements**

ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
EVS 1001	Environmental Sciences	4.0

**Total Quarter Credit Hours:     24.0**

**Total Quarter Credit Hours Required for Graduation:     96.0**

On page 51, the course CEN 2303C Network Directory Services should be CTS 2303C Network Directory Services. This change should also be made to the course description on page 66.

■ **ADDENDUM effective November 28, 2007, the THORNTON campus will be offering the Medical Insurance Billing and Coding program on pages 38-40 of the catalog. New students will no longer be enrolled in the program on page 41-42.**

■ **ADDENDUM effective October 22, 2007, faculty for the THORNTON campus are corrected as follows:**

**THORNTON CAMPUS**

Administration		
Bruce R Pileggi	President	BBA University of San Diego, CA

**Everest College**  
**Aurora, Colorado Springs and Thornton Campuses**  
**2007-2008 catalog, revision date 052708**  
**Addenda**

		MBA Marketing Management, Westwood College, CO
Raines Guinn	Academic Dean	BS Metropolitan State College of Denver, CO
Carissa Barton	Director of Admissions	BA Hastings College, Hastings, NE
Kim Martinez	Director of Student Finance	
Diane Booren	Director of Career Services	BS University of Colorado, CO
Loren Kingsley	Director of Student Accounts	BA University of Colorado at Denver, CO
Susie Weisbrod	Student Services Coordinator	BA Journalism, University of Hawaii at Manoa, HI BA Behavioral Science, Concordia University, CA
Bruce Daughy	Registrar	
J. Anand Prabhakar	Network Administrator	ME Colorado School of Mines, Golden, CO BA Osmania University
Toshiko Mihara	Librarian	MLS University of Denver, CO
Dale Meyer	On-Line Learning Coordinator	BA University of Northern Colorado, Greeley, CO

Department Chairs		
Raines Guinn	Business, Accounting & Computers	BS Metropolitan State College of Denver, CO
Bob Poston	Surgical Technology	Diploma Glendale Career College, CST, BLS,
Geary Gorup	Legal Studies	JD University of Kansas, KS BA Kansas State University, KS
Jennifer Vaughan	Medical Programs	AS Parks College, CO
Faculty		
Tina Coleman	Medical	NCICS, CO
Ivan Nikolaeff	Business	BS University of Denver, CO
Cindy Nowik	General Education	BS University of Illinois, IL
Derek Regensburger	Legal Studies	JD George Washington, Washington DC BA Wesleyan University, CT
George Stein	ST Instructor	BS University of California, Los Angeles, CA, CFA and CST
Kim Sanders	ST Clinical Instructor	ST Diploma Cambridge College, CO, CST
Nicole Peterson	ST Clinical Coordinator	ST Diploma Concorde Career College, CO

Bruce Alexander...please remove this below from the addendum. This is already accurately displayed in the catalog.  
**Aurora Campus**

Terry Maltby	Director of Career Services	BS Central Michigan University, MI JD California Western School of Law, CA
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