

# Everest

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2010-2011 CATALOG

EVE Northwest 090110

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

<b>LOCATIONS</b>	
<b>Everest Colleges</b>	
<p>Bremerton Campus            155 Washington Ave Ste 200            Bremerton, WA 98337            Phone (360) 473-1120            Fax (360) 792-2404</p>	<p>Everett Campus            906 SE Everett Mall Way,            Suite 600            Everett, WA 98208            Phone (425) 789-7960            Fax (425) 789-7989  <i>A branch of the Bremerton Campus</i></p>
<p>Fife Campus            4905 Pacific Hwy East 3A            Fife, WA 98424            Phone (253) 926-1435            Fax (253) 926-0651  <i>A branch of the Seattle Campus</i></p>	<p>Portland Campus            425 S.W. Washington Street            Portland, Oregon 97204            Phone (503) 222-3225            Fax (503) 228-6926</p>
<p>Renton Campus            981 Powell Ave., S.W., Suite 200            Renton, Washington 98057            Phone (425) 255-3281            Fax (425) 255-9327</p>	<p>Seattle Campus            Northgate Meridian Building            2111 N. Northgate Way, Suite 300            Seattle, WA 98133            Phone (206) 440-3090            Fax (206) 440-3239</p>
<p>Tacoma Campus            2156 Pacific Avenue            Tacoma, WA 98402            Phone (253) 207-4000            Fax (253) 207-4031  <i>A branch of the Bremerton Campus</i></p>	<p>Vancouver Campus (392)            120 N.E. 136th Avenue, Suite 220            Vancouver, Washington 98684            Phone (360) 885-3152            Fax (360) 885-3151  <i>A branch of the Seattle Campus</i></p>
<p>Vancouver Campus (548)            120 N.E. 136th Avenue, Suite 130            Vancouver, Washington 98684            Phone (360) 254-3282            Fax (360) 254-3035  <i>A branch of the Portland campus</i></p>	
<b>Everest Institutes</b>	
<p>Tigard Campus            9600 Southwest Oak, 4<sup>th</sup> Floor            Tigard, OR 97223            Phone (503) 892-8100            Fax (503) 892-8871  <i>A branch of the Seattle Campus</i></p>	

The Bremerton, Everett, Fife, Portland, Renton, Seattle, Tacoma, Vancouver (548) and Vancouver (392) campuses are licensed under Chapter 28c.10 RCW; inquiries or complaints regarding this or any other private vocational school may be made to the Work Force Training Board, 128 Tenth Avenue SW, P.O. Box 43105, Olympia, Washington 98504-3105, web: [wtb.wa.gov](http://wtb.wa.gov) (360) 753-5662, [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov).

The Tigard campus is licensed by the Oregon Department of Education, 225 Capitol Street, N.E., Salem, Oregon, 97310-0203, 503-378-3569.

Everest College, Portland campus, is a unit of a business organization authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to:

Oregon Office of Degree Authorization  
1500 Valley River Drive, Suite 100  
Eugene, Oregon 97401  
541-687-7452  
Web: [www.osac.state.or.us/oda](http://www.osac.state.or.us/oda)

Everest Colleges – Bremerton, Everett and Tacoma are authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Everest Colleges-Bremerton, Everett and Tacoma to offer the following degree programs: Associate of Applied Science in Business (Tacoma, Everett & Bremerton); and Associate of Applied Science in Paralegal (Tacoma & Everett). Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

Higher Education Coordinating Board  
917 Lakeridge Way  
P.O. Box 43430  
Olympia, WA 98504-3430  
360-753-7800  
Email: [info@hecb.wa.gov](mailto:info@hecb.wa.gov)  
Web: [www.hecb.wa.gov](http://www.hecb.wa.gov)

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## **A MESSAGE FROM THE PRESIDENTS**

*“Career training is not an expense, but an investment in your future which pays dividends for a lifetime.”*

We’d like to personally welcome you to Everest Schools and congratulate you on your decision to invest in your future through education. We hope you will find our quality programs, outstanding faculty, and “we care” attitude, the right combination to help you succeed. Your success will depend, in large part, on your approach to learning. We encourage you to make the most of your education. Go beyond what is required and really take the time to develop new skills, try out new ideas, and challenge yourself to reach beyond what you thought was possible for yourself.

Being successful at Everest School, and in the world of work, may require you to step outside your comfort zone and try new things or adopt new habits. Adjusting to new experiences can make you feel uneasy and insecure. Eleanor Roosevelt once said “You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do.” We encourage you to meet your challenges with courage, to put all of your effort into becoming the best you can be. At Everest Schools, we consider ourselves your partner in success. We care about your success and will provide you with the tools you need to acquire the knowledge and skills necessary to succeed in the workplace. It is up to you to put those tools to work. The administration, the faculty, the staff, and your fellow students are here to support and help you as you take this important step toward creating a better future for yourself.

We look forward to working together to enable you to realize your dream.



Meredyth Given  
School President, Everett



Janet O'Connell  
School President, Bremerton



Mardell Lanfranco  
School President, Portland



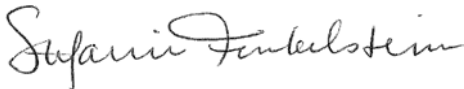
Michele O'Neill  
School President, Renton



Brad Kuchenreuther  
School President, Vancouver (548) and Vancouver (392)



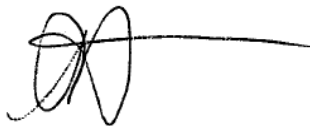
Timothy E. Allen  
School President, Tacoma



Stefanie Finkelstein  
School President, Seattle



Lorine Hill  
School President, Fife



Siri Dixon  
School President, Tigard

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## **ABOUT EVEREST COLLEGES AND EVEREST INSTITUTE**

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

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

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

### **EDUCATIONAL PHILOSOPHY**

The Corinthian Colleges, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities.

To offer students the training and skills that will lead to successful employment, the schools will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

### **MISSION STATEMENT AND OBJECTIVES**

#### **Mission Statement**

Everest is an independent, private, degree and diploma-granting school of Allied Health, Business and Technical Education. The School is dedicated to preparing students from diverse backgrounds with the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements; and it encourages lifelong learning and growth both on the job and in life.

#### **Objectives**

1. To be an effective contributing member to Washington and Oregon state's workforce development efforts.
2. To encourage our students to become contributing members in their communities.
3. To provide job-relevant education to all qualified students.
4. To provide skills to assist the student with lifelong learning skills on the job and in life.
5. To provide the community with specialized personnel for employment in entry-level and related career path positions.
6. To provide placement assistance to all graduates in the field for which they were trained.
7. To maintain our faculty, equipment, and teaching methods within the standards set forth by our licensing, authorizing and accrediting bodies.
8. To continually provide professional development training for faculty and staff members.

### **COLLEGE FACILITIES**

The Bremerton campus facilities consist of 18,884 square-feet. It contains of lecture classrooms, clinical laboratories and computer labs.

The Everett campus facilities consist of a 24,244-square-feet containing lecture classrooms, clinical laboratories and computer labs.

The Tacoma campus facilities consist of a 47,409 square-feet containing lecture classrooms, clinical laboratories and computer labs.

The Portland campus facilities consist of 35,479 square feet. It contains of lecture classrooms, clinical laboratories and computer labs.

The Vancouver (548) campus facilities consist of 23,036 square-feet containing lecture classrooms, clinical laboratories and computer labs.

The Renton campus occupies three floors and over 41,760 square-feet containing lecture classrooms, clinical laboratories and computer labs.

The Seattle campus facilities consist of 19,319 square feet. It contains of lecture classrooms, clinical laboratories and computer labs.

The Tigard campus facilities consist of 20,646 square-feet. It contains of lecture classrooms, clinical laboratories and computer labs.

The Vancouver (392) campus facilities consist of 17,961 square-feet. It contains of lecture classrooms, clinical laboratories and a small computer lab.

## **COLLEGE HISTORY**

### **Bremerton, Everett, and Tacoma Campuses**

In 1922, Bryman College, formerly known as Eton, was founded by W.B. Barger and established as Bremerton Business School to serve the Bremerton and Kitsap Peninsula area. In 1962 Bremerton Business School was acquired by George C. and Lois Aloha Bates, who owned and operated the school until their retirement in 1985.

In 1985 Joseph W. Edmonds acquired Bremerton Business School and changed the school name to Eton Business College. The main campus of Eton moved to new facilities in Port Orchard in 1986, and Eton acquired Puget Sound Institute of Technology and Travel Central and moved into an additional location in Federal Way.

In 1987 Eton opened the doors at its campus in Everett, and Eton Business College was renamed Eton Technical Institute. In December 1999, Eton was purchased by Career Choices, Inc. and became Eton Education, Inc. doing business as (DBA) Eton Technical Institute.

In 2000 Eton's Everett campus moved to its spacious facility in the Everett Mall Office Park. In 2003 the new campus in Tacoma was opened. Also in August of 2003 Career Choices, Inc. was purchased by Corinthian Colleges, Inc. as a wholly owned subsidiary. In March 2004 Eton Technical Institute's name changed to Bryman College. In October 2004, Bryman closed its Federal Way campus. In January of 2007 the Port Orchard campus moved to its current location in Bremerton. In April of 2007 the name of all three campuses was changed to Everest College.

### **Portland and Vancouver (548) Campus**

Everest College in Portland was established as Western Business School in 1955. During the years since 1955, the School has moved four times, each time into a larger and more modern facility, reflecting the successful growth of the School.

In 1957 Western Business College became the first School in Oregon to offer data processing employment training. Western Business College was also the first Oregon School to provide hands-on training in the classroom on its own computer equipment. Since its founding, the School has continuously updated its curriculum and facilities to meet successfully the ever-changing employment needs.

In 1979 Western Business College established a new branch school in Vancouver, Washington, to meet the growing business training and employment needs of southwestern Washington. In July 1998 the campus moved into its new facility at its current location in Stonemill Center, 120 NE 136th Avenue, Suite 130. In October of 1996, the school was acquired by Rhodes Colleges, Inc., which owns schools located throughout the United States. In December of 2005 the name of the School was changed to Everest School

The Portland campus is in the heart of downtown Portland on S.W. Washington Street between Fourth and Fifth Avenues. This central location provides easy access from any part of the Portland metropolitan area.

This school is a unit of a business corporation authorized by the State of Oregon to offer and confer the academic degree described herein, following a determination that state academic standards will be satisfied under OAR-583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Eugene, Oregon 97401.

### **Renton Campus**

Everest College in Renton, Washington, formerly Bryman College, was part of the Bryman Colleges that were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. Bryman College, formerly known as the Career Floral Design Institute, was acquired by Corinthian Colleges, Inc. on June 30, 1996, and the name was changed to Bryman School.

In 1996, following a review of the need for trained allied health professionals, the Medical Administrative Assistant program was approved. In February 1997, Bryman College moved its main school to the SeaTac area of Seattle. In response to the demand for trained allied health professionals, Bryman College added the Medical Assistant program to begin upon the opening of the new Seattle facility. The Dental Assistant Program was added in August 1998. From June 2002 through October 2007, a branch campus operated in Lynnwood, WA.

The Renton campus moved into a new larger facility at its current location in March of 2002. This additional space allowed for the addition of a fourth program, Pharmacy Technician. In April of 2007 the name of the Renton Campus was changed to Everest School.

### **Seattle, Fife, Tigard and Vancouver (392) Campuses**

Everest, formerly Ashmead College, was founded in September 1974 as the Seattle Massage School to teach massage skills to people wishing to practice professional massage in Washington State. Throughout the 1980's and 1990's, Seattle Massage School was recognized nationally as an innovator and leader in massage education. Seattle Massage School was the first massage school in Washington to be licensed by the state and the second massage school on the west coast to receive national accreditation by the Accrediting Commission for Continuing Education and Training (ACCET). Seattle Massage School offered the first advanced course for continuing education in 1987.

To provide students with a well-rounded, real-world learning experience and to provide massage services to the community, an in-house Student Clinic was created in 1989. In response to employer demand, the School developed and implemented fourth-term courses involving a Hospital Internship beginning in 1993 and a Sports Internship beginning in 1997, continuing our commitment to provide the greatest training opportunities for students.

In September 1991, the School opened its first branch campus in Fife to better serve students in this area. A second branch campus operated in Everett from June 1993 through December 2007. To serve southwestern Washington and northern Oregon, a third branch campus was opened in February 1999 in Vancouver, Washington. In July of 2002 Ashmead School celebrated the opening of its fifth campus in Tigard, Oregon.

In 1999 the School adopted the new name, Ashmead College, which better reflects the geographic reach and scope of programs available across the nation for those who are seeking to make a difference and a good living. The Fitness Trainer Program was launched in November 1999 to support the growing demand for qualified and skilled professionals in the health and fitness industry.

In August 2003 Corinthian Colleges, Inc. purchased Career Choices, Inc., the owner of Ashmead College, as a wholly owned subsidiary. In December of 2007 the name of the Seattle, Vancouver and Fife campuses was changed to Everest College and the Tigard campus was changed to Everest Institute.

## **ACCREDITATION**

The Bremerton, Everett, Fife, Portland, Seattle, Tacoma, Tigard, Vancouver (548), and Vancouver (392) campuses are accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas. The Bremerton, Everett, Portland, Seattle, Tacoma, and Vancouver (548) campuses are also accredited to award Associate 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, Suite 980

Washington, D.C. 20002-4241

202-336-6780

[www.acics.org](http://www.acics.org)

The Renton campus is accredited by the Accrediting Commission of Career Schools and Colleges.

Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302

Arlington, Virginia 22201

(703) 247-4212

[www.accsct.org](http://www.accsct.org)

The Medical Assistant programs of Bremerton, Everett, Portland, Renton and Vancouver (548) are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

Phone: 727-210-2350; Fax: 727-210-2354

[www.caahep.org](http://www.caahep.org)

The Medical Assistant diploma program at the Tacoma campus has received programmatic accreditation from the Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N

, Falls Church, VA 22043

Phone: 703-917-9503

[www.abhes.org](http://www.abhes.org)

Everest schools are qualified centers of higher learning with approved programs of study that meet recognized academic standards. Accreditation means a school employs a professional staff, has adequate facilities and equipment, and has stability and permanence within the educational community.

## **MEMBERSHIPS**

- American Massage Therapy Association – Seattle, Vancouver (392)
- Better Business Bureau - Bremerton, Fife, Everett, Portland, Renton, Seattle, Tacoma, Tigard, Vancouver (392), and Vancouver, (548)
- Bremerton Chamber of Commerce - Bremerton Campus
- Everett Chamber of Commerce - Everett Campus
- Northwest Career College Federation – Bremerton, Fife, Everett, Portland, Renton, Seattle, Tacoma, Tigard, Vancouver (392), and Vancouver, (548)
- National Association of Student Financial Aid Administrators (NASFAA) - Bremerton, Fife, Everett, Portland, Renton, Seattle, Tacoma, Tigard, Vancouver (392), and Vancouver, (548)
- OASFAA (Oregon Association of Student Financial Aid Administration) – Tigard and Portland
- Portland Business Alliance – Portland Campus
- Tacoma Chamber of Commerce - Tacoma Campus
- Washington Financial Aid Association (WFAA) - Bremerton, Fife, Everett, Renton, Seattle, Tacoma, Vancouver (392), and Vancouver, (548)
- Western Association of Student Financial Aid Administrators (WASFAA) - Bremerton, Fife, Everett, Renton, Seattle, Tacoma, Vancouver (392), and Vancouver, (548)

## **APPROVALS**

- Washington State Board of Pharmacy – Bremerton, Everett, Renton, Tacoma, and Portland
- Washington State Board of Massage – Fife, Seattle, Tacoma, Vancouver, and Tigard
- Oregon Board of Massage Therapists – Tigard
- Oregon State Board of Pharmacy - Portland

- Selected programs of study at Bremerton, Everett, Fife, Tacoma, Vancouver (392), and Vancouver, (548) are approved by the Workforce Training and Education Coordinating Board’s State Approving Agency (WTCEB/SAA) for enrollment of veterans and eligible beneficiaries to receive benefits under Title 38 and Title 10, USC.
- VA Approval – Bremerton, Everett, Renton, Tacoma, Seattle, Portland, and both Vancouver campuses

## **LICENSURE**

See inside front cover for all licensure and approvals.

## **ADVISORY BOARDS**

Everest advisory boards ensure that educational activities are consistent with the community’s business and professional skills needs. Advisory board meetings are held on each Everest campus to advise, counsel, and share information with staff members, practitioners, and other interested parties. The advisory boards evaluate curriculum, procedures, policies, and facilities to continuously strengthen curriculum in order to support both student and business occupational objectives.

# **ADMISSIONS**

## **ADMISSION POLICY**

Graduation from high school or its equivalent is a prerequisite for admission to the School except for those students admitted under the Ability to Benefit Policy (see below). Everest College accepts Ability-to-Benefit (ATB) students for the Massage Therapy, Medical Assistant, Medical Administrative Assistant, Medical Insurance Billing and Coding, and Dental Assistant program. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other recognized equivalency. Degree granting applicants at Bremerton, Everett, Tacoma, Vancouver (548) and Portland and diploma, certificate applicants at Vancouver (548) and Portland are required to successfully complete an assessment examination, the Career Programs Assessment Test (CPAT). This standardized, nationally normed test is administered by the School and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program. These applicants are required to achieve a combined score of 120.

All applicants are required to sign a statement verifying that they have graduated from high school or obtained a GED or to attest to the fact that they have not graduated from high school for ATB students. Applicants for degree programs must have a high school diploma, GED or recognized equivalent.

Hepatitis B vaccination shall be recommended for all students in allied health programs who have potential exposure unless: the student has previously received the complete Hepatitis B vaccination series; the student has had the disease or antibody testing has revealed such exposure; or the vaccination of the student is contraindicated for medical reasons, such as the student is pregnant. Students are responsible for fees associated with all immunizations.

Transfer students who are high school graduates or GED holders (or other recognized equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above-referenced test. Applicants who have completed the ACT with a composite score of at least 15 or the SAT with a score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test. The student must provide evidence of test ACT or SAT test scores.

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

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

- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian);
- Administration and evaluation of applicable entrance examination; and
- Financial Aid forms (if applicant wishes to apply for financial aid).

The School reserves the right to reject students if the items listed above are not successfully completed. Once an applicant has completed and submitted the Enrollment Agreement, the School reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the School are refunded. Students should be aware that the financial aid eligibility may change between the time of application and final enrollment.

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

1. Renton and Portland Campus: Furnish proof by providing the School with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file.
2. Bremerton, Everett, Fife, Portland, Seattle, Tacoma, Vancouver (392) and Vancouver (548) need to sign an “Attestation Regarding High School Graduation or Equivalency” indicating that they meet the School’s requirements for admission.

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

In the state of Washington, students with foreign diplomas where they received their high school instruction in a language other than English must show the ability to benefit by taking the Wonderlic. These applicants are subject to the same testing procedures as ATB students, see ATB testing section located on page 3.

Students are responsible for meeting the requirements of the School catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

Everest College does not offer training in English as a Second Language.

## **ABILITY TO BENEFIT POLICY (REENTRY STUDENTS ONLY)**

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain diploma at the school, as noted in the school catalog. 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 and 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. Federal law requires that the school make the ability to benefit determination on the basis of the applicant's score on an ATB exam. The school will admit under the Ability to Benefit policy applicants who provide an official score report that meets or exceeds the passing scores as specified in the federal register on the CPAT, COMPASS, or Wonderlic. See ATB Testing section below. 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**

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

### **ATB Testing**

A skills assessment test required to be taken by all applicants who do not have a high school diploma or recognized equivalent, or who are not eligible to receive federal student aid as a home schooled student, in order to show the ability to benefit from a program offered. The Wonderlic Basic Skills Test are the only Ability-to-Benefit test that may be administered at the schools.

### **Required Passing Score**

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for COMPASS, ASSET (forms B2, C2, D2, and E2), and the Wonderlic Basic Skills Test (forms VS-1, VS-2, QS-1, QS-2) as defined by the U.S. Department of Education are:

<b>ATB Test:</b>	<b>COMPASS</b>	<b>ASSET</b>	<b>Wonderlic</b>
Required Passing Scores:	Numerical: 25 Reading: 62 Writing: 32	Reading: 35 Writing: 35 Numerical: 33	Verbal: 200 Quantitative: 210

### **Retesting Requirements: Wonderlic**

An applicant who has failed the Wonderlic Basic Skills Test may be offered a chance to retest subject to the following conditions:

1. There is reason to doubt the accuracy of a test administration or the ATB minimum score is less than one (1) standard error of measurement from the applicant's score;
2. There is reason to believe that a meaningful change is likely to have occurred in the examinee's level of knowledge and skills due to the examinee's participation in an academic intervention (e.g., a review or remediation of basic skills);
3. The student must retest in both test areas using an alternate form of the test;
4. The student may not take the same form of a test more than two (2) times in a twelve (12) month period;
5. The student may be retested on the same form of the test only if at least sixty (60) days have passed since he or she was initially tested on that form; and
6. A student who fails to pass the test in four (4) attempts shall be denied admission and may not reapply to the school until one (1) year has passed since the first taking of the test.

### **ATB Advising**

By choosing to admit ATB students, the school has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

#### **Pre-Enrollment**

Prior to enrollment, all ATB students shall:

- Be provided with information on GED preparatory and completion programs
- Be advised regarding what steps the school is taking to make preparatory programs available
- Be encouraged to obtain a GED prior to completion of their program
- Receive career advising to be documented using the ATB Disclosure Form

#### **Post-Enrollment**

All ATB students shall receive academic and career advising during their first and third evaluation periods (i.e., term, module, phase, level, or quarter). Thereafter, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 2.5 in associate degree programs or 80% in diploma programs. These advising sessions shall be documented using the ATB Advising Form.

### **Delayed Admission**

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

withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

## **ALLIED HEALTH PROGRAMS**

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the College. Due to regulations regarding X-rays, applicants to the Dental Assistant Program must be at least 17 years old. Washington Authority Codes (WACS) require Medical Assistants to have a high school diploma or recognized equivalency certificate (GED) to perform venipuncture or injections. Employment opportunities may be limited without meeting this requirement.

## **MASSAGE THERAPY PROGRAMS**

All Massage Therapy graduates must pass one of the national standardized examinations and state practical exam (if applicable) to obtain a massage therapy credential from their respective state.

Everest is committed to graduating students who possess the skills, knowledge, and professional integrity required to be successful massage therapists. As part of this commitment, all applicants who are seeking admission to massage therapy programs must undergo a criminal background screening prior to admission. Only criminal background screenings conducted through the school-approved agency will be accepted. The background screening shall include:

- 10 year auto address history check (except in States where limitations apply)
- 2 name searches (1 additional AKA)
- 1 social security trace – address trace report
- 1 statewide sex offender search (based on each reported address history)
- 1 OIG search (Medicare/Medicaid-related fraud)
- 1 Federal Search or 1 jurisdiction

An applicant shall not be admitted if the background screening identifies a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the last ten (10) years:

- Assault
- Battery
- Abuse of any form
- Sexual crimes

An applicant may, with the approval of the Vice President of Curriculum (or designee) be admitted if the background screening identifies a conviction, pending case, or un-completed deferral/diversion for any other crime within the last ten (10) years. The School President (or designee) shall meet with all such applicants, advise them of the result of the criminal background screening, and give them the option to withdraw their application for admission to the program. This meeting shall be documented using the Notice and Acknowledgement of Criminal Background Screening Results.

Background check fees are charged and due at the time of enrollment.

## **PHARMACY TECHNICIAN PROGRAM**

Students enrolling in the Pharmacy Technician program are required to be high school graduates or have received their GED and are not eligible to apply under the Ability to Benefit provision. Pharmacy students must also clear a background check with the states of Washington and Oregon. All Pharmacy Technician graduates must pass a national standardized examination to obtain a pharmacy technician credential from their respective state board of Pharmacy.

## **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/internships 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). Likewise, the State of Oregon requires a criminal background check for pharmacy technicians prior to obtaining a temporary license.

Corinthian Colleges Inc. and Everest are cooperating with clinical facilities to meet the JCAHO mandates. Everest is also ensuring that students entering the Pharmacy Technician programs can complete their program which includes a required externship and state license.

Students enrolling in the Pharmacy Technician programs, Dental Assistant (WA only), and Associate's degree programs, as well as those medical programs requiring a JCAHO externship, including re-entry students, will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties);
- 2 name searches (up to two married names);
- 1 social security trace – address trace report;
- 1 statewide sex offender search;
- 1 OIG search (Medicare/Medicaid related fraud).
- The background check for Oregon also includes: 1 Oregon statewide criminal court search

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

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

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

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

A background check and clearance may be required for externship/clinical site placement and employment in some fields. If a student desires to complete his/her externship/clinical or become employed at a hospital or any medical facility requiring a background check, the results of the background check will be shared with the hospital externship site, and the results of the background check will also be maintained in the student's permanent file. The student has the right to dispute the information reported and is entitled, upon written request, to a complete and accurate disclosure of the investigation's nature and scope, as well as a written summary of his/her rights and remedies under the law.

To obtain employment in the security, justice or legal fields, the student may be required to submit the following to a prospective employer: either a criminal history check from the Police department or Sheriff's office in the jurisdiction in which he/she resides or an FBI background report. Employers in many public safety organizations, such as law enforcement agencies, fire and rescue services, government security offices, as well as other employers, may require applicants to undergo a series of application screening processes that may include a background investigation, physical agility test, and/or psychological examination. Students who have a confirmed background of drug abuse, poor credit, arrests or convictions for domestic violence, felonies or other crimes or who have association with extremist groups and/or terrorists, street gangs or known felons, may face difficulty finding employment and may not be eligible for employment in certain career positions.

Students who are convicted of crimes of violence, drug-related crimes or felonies while enrolled at the school may become ineligible for certain career positions and for government financial aid. The student remains responsible for any and all financial obligations to the school.

## **INTERNATIONAL STUDENT ADMISSION POLICY**

The Bremerton, Everett, Tacoma, Portland, Seattle, and Vancouver (392) campuses are authorized under federal law to enroll non-immigrant alien students. International students who want to study in a regular program at Everest must have a TOEFL score of at least 450 (paper-based) or 133 (computer-based) and pass the entrance evaluation examination. The TOEFL is not a substitute for all or any individual part of the general entrance exam. International students shall complete the TOEFL in addition to the same sections of the general entrance exam that all students are required to take.

## **COURSE WORK TAKEN AT FOREIGN INSTITUTIONS**

Course work taken at a foreign institution (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken at a United States institution. The School accepts the evaluations of foreign course work from the following services:

- World Education Services, Inc., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (305) 358-6688, [www.wes.org](http://www.wes.org).
- Josef Silny & Associates, Inc., International Educational Consultants, 7101 S.W. 102 Ave., Miami, FL 33173, 305-273-1616, [www.jsilny.com](http://www.jsilny.com)
- Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, [www.ece.org](http://www.ece.org)

## **TRANSFER CREDIT**

Students with earned School credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar. (See the table of schools owned by CCI in the back of this catalog.) Grades earned more than 10 years ago are not accepted except to fulfill general education and School core requirements. Courses in the medical sciences and computer sciences have a five-year time limit for transfer. In Oregon, students must complete at least 50% of all program hours in residence.

Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term/module of enrollment. Transcripts received after the end of the first term/module may be considered at the discretion of the Academic Dean/Director of Education.

The information below describes the process at Everest College for transferring credits.

Students are asked to provide the Director of Education/Academic dean a copy of or a request for his/her transcript as well as a course description of transferable courses (preferably a College catalog) if requested by Everest. In addition, students may be asked to take a test to demonstrate competency.

The Director of Education/Academic Dean reviews applicable courses as they pertain to the student's program of study and fills out the transfer credit form. If any credits are accepted by Everest, the Director of Education/Academic Dean will notify the student regarding which credits were accepted and transferred.

The Director of Education/Academic Dean will work with the Registrar, School President and Director of Financial Aid to complete the enrollment process based on the student's revised schedule and any tuition adjustments.

The student will receive a TR grade on his/her transcript for credits transferred, which will count as credits attempted and successfully completed but will not be calculated into a student's GPA.

Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. They must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified. In the case of veterans, Everest will review previous education and training and adjust credit and tuition, where appropriate, in accordance with the Department of Veteran's Affairs Regulations CFR 21.4253 (d) (3).

The Bremerton, Everett, Seattle, and Tacoma campuses do not give credit for experiential learning or provide advanced placement.

## **ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP-ACCREDITED MEDICAL ASSISTANT PROGRAMS (BREMERTON, EVERETT, PORTLAND, RENTON, VANCOUVER - 548)**

Advanced Placement, via transfer of credit, experiential learning and/or other methods, used toward completion of the Medical Assistant program must be consistent with institutional accrediting agency's relevant policy.

Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript.

CAAHEP-approved Medical Assistant programs are offered at the following campuses: Portland, Renton and Vancouver.

1. The Medical Assistant 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 Assistant 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 Assistant 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/Re-certification Examination.

The Everest campuses in Bremerton, Tacoma, and Everett do not give credit for experiential learning or provide advanced placement.

## **TRANSFER CREDIT**

The school acknowledges that learning takes place in both formal academic settings and in non-academic settings. Accordingly, the School has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning.

In general, the School considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, the school will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council of Education (ACE).

## **Specific Requirements**

### **Accreditation**

The school will consider awarding transfer credit for any course taken at a regionally or nationally accredited institution recognized by either the Council for Higher Education Accreditation (CHEA) or the United States Department of Education. For purposes of this policy, an institution that has received candidacy status from an accreditor is considered to be accredited.

**Note: If the institution in question does not meet the above accreditation requirements, the campus should submit the transcript and any supporting documentation to the Transfer Center to determine if transfer credit may be awarded.**

### **Comparability**

The school has designated three (3) types of credit that it may award as transfer credit:

- **Course Credit** – is the strictest of all transfer credit The school awards. Course credit must be a match in the scope, depth, and breadth of the transfer course.
- **Discipline Credit** – is less restrictive than course credit. Discipline credit must be a match in the same discipline as the course being waived.
- **Subject Area Credit** – affords the student the most flexibility in awarding transfer credit. Subject area credit may only be used in College Core and the general education areas of social science and science.

**Note: A graduate level or diploma program course must meet Course Credit requirements in order for transfer credit to be awarded.**



## Level of Course Work

All college level coursework falls into one of the categories described below. When analyzing a course for possible transfer credit, it is important to properly identify the correct level.

- **College Preparatory** – Courses in this category are offered at most colleges and are typically taken as remedial coursework. Courses taken in this category are not eligible for transfer credit. Generally, college preparatory courses are numbered in the 000 – 999 range if using a 4 digit course numbering system or in the 00 – 99 range if using a 3 digit course numbering system.
- **Lower-Division Undergraduate Courses** – Courses in this category are normally taken in the first two years of a baccalaureate program, in programs leading to an associate degree, and credits earned in diploma programs. Generally, lower-division courses are numbered in the 1000 – 2999 range if using a 4 digit course numbering system or in the 100 – 299 range if using a 3 digit course numbering system.
- **Upper-Division Undergraduate Courses** – Courses in this category are normally taken during the last two years of a baccalaureate program. They typically apply concepts learned in the lower division, and require a higher degree of analysis and critical thought. Generally, upper-division courses are numbered in the 3000 – 4999 range if using a 4 digit course numbering system or in the 300 – 499 range if using a 3 digit course numbering system.
- **Graduate Level Courses** – Courses in this category are found in graduate level programs. These courses often require independent study, original research, critical analysis, and professional application of the specialized knowledge or discipline. Students enrolled in such courses have completed a baccalaureate program. Generally, graduate level courses are numbered in the 5000 – 6999 range if using a 4 digit course numbering system or in the 500 – 699 range if using a 3 digit course numbering system.

## Applicability

In order to award transfer credit, the course in question must be relevant to the student's desired program at The school. For example, a student enrolling in a massage therapy program would not receive transfer credit for an engineering course taken elsewhere. However, a student enrolling in an associate or bachelor degree program may be awarded transfer credit for the engineering course (as elective credit).

## Required Grades

For diploma, associate, and bachelor degree programs, a letter grade of C (70%) or better is required for transfer credit to be awarded. For graduate programs, a letter grade of B (80%) or better is required for transfer credit to be awarded.

## Academic Time Limits

For diploma, associate, and bachelor degree programs, the following time limits apply to a course being considered for transfer credit:

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

For graduate programs, the transferring course must be transferred within five (5) years of completion.

**Note: Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion.**

## Maximum Transfer Credits Accepted

Students enrolled in a diploma, associate, or bachelor degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma in Washington and at least 50% of the program in residency in Oregon. The remaining 75% / 50% of the program may be any combination of transfer credit, national proficiency credit, The school developed proficiency credit, or Prior Learning Assessment.

Students enrolled in graduate programs may transfer no more than 24 quarter credits.

## Coursework Completed at Foreign Institutions

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

## TRANSFER OF CREDITS TO OTHER SCHOOLS

Transfer of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation. Everest does not imply, promise, or guarantee transferability of credits earned here to any other institution. The career training programs of the School are terminal in nature and are designed for the graduate's employment upon graduation.

## STUDENTS TRANSFERRING PROGRAMS OR SEEKING ADDITIONAL CREDENTIALS

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.

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.

### **PROFICIENCY EXAMINATION (PORTLAND AND VANCOUVER 548)**

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/Director of Education or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the Add/Drop period. Students are afforded one Proficiency Examination attempt per course.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean/Director of Education. 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 may be used to satisfy up to 25% of the required credits 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 and Fees" schedule, Appendix B).

## **ACADEMIC POLICIES**

### **GRADING SYSTEM**

Final grades are reported at the completion of each grading term/module and are available electronically on the student portal.

NOTE: The D grade is not used for any modules or courses that are a part of an allied health program, including all "core" courses offered in medical programs. A grade of 70% or higher is required to pass these courses. However elimination of the D grade does not apply to general education and School core courses. Scores 69% or less in modular and Allied Health programs are considered failing grades. Courses that have been failed must be retaken. Failed courses must be repeated and are calculated as an attempt in SAP calculations.

**Bremerton, Everett, Fife, Portland, Renton, Seattle Tacoma, Tigard, Vancouver392, Vancouver 548**

<b>Grade</b>	<b>Quality Points</b>	<b>Meaning</b>	<b>Percentage Scale</b>
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C	2.0	Good	79-70
D**	1.0	Poor	69-60**
F*** or Fail†	0.0	Failing	59-0***
P /F	Not Calculated	Pass or Fail (for externship or practicum classes only)	
IP	Not Calculated	In Progress (for externship or thesis courses only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
PE	Not Calculated	Pass by Proficiency Exam	
W	Not Calculated	Withdrawal	
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress	
TR	Not Calculated	Transfer (Modular Programs and CampusVue)	

\*\* Not used in Allied Health Programs.

\*\*\* Due to programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For all other Allied Health Programs, F (failing) is 69-0%.

† CampusVue Grade

<b>Applies To All Courses</b>	
<b>Course Repeat Codes</b>	
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

### **Marks of Progress**

Everest College offers select courses on a Pass/Fail basis. Students who fail these courses will proceed through the probationary stages. Students are required to repeat and pass these courses in order to graduate.

The following is a list of courses at Everest College that require a P grade:

Number	Course Name	Credits
GE103	Master Student II	0.6
EX195	Dental Assistant Externship	5.3
EX197	Medical Billing Externship	6.0
EX194	Retail or Hospital Externship	5.3
MDAD-X-01	Externship	5.0

A P grade will count as credits attempted and successfully completed but will not be calculated into a student's GPA.

### Grade Point Average

A student's cumulative grade point average (CGPA) is calculated on credit hours earned at Everest College. The CGPA is computed by taking the credit value of each class multiplied by the value of the grade earned in each class. The accumulated number of all classes is then divided by the total number of credits attempted. The letter grade of F is counted as hours attempted, but not credit hours successfully completed.

Any courses for which an F grade is earned must be successfully completed in order to graduate.

CGPA necessary for graduation from individual programs as well as National and State Certification CGPA requirements may vary.

### Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation – All Campuses

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

Transcripts for work completed may be requested from the School Registrar. One copy will be provided upon graduation.

No remedial courses are included in the curriculum. Students must complete all practical, lecture and special topic coursework in order to fulfill the graduation requirements.

### Administrative Withdrawal

Students who withdraw in the progression of a module will receive a W with a credit value of zero (WZ if withdrawing due to military service). These credits are not considered "successfully completed" and do count toward credits attempted.

### PASS/NOT-PASSING COURSES

Everest offers select courses on a pass/non-passing basis. Students who fail to complete classes will be required to retake and pass the course in order to graduate in that program. Students may also be allowed to receive incomplete grades in these classes. See Failing /Incomplete Grades Section. Fees for repeat credits may apply. The following is a list of courses at Everest that require a pass grade:

Number	Course Name	Credits
MTD 119	Spa Therapies I	1.5
MTD 120	Spa Therapies II	1.5
MTD 219	Spa Therapies III	1.5
MTD 207	Spa Therapies IV	1.5
MTD 234	Spa Therapies V	1.5
MTD 240	Spa Therapies VI	1.5
MTD 255	Spa Therapies VII	1.5
MTD 248	Spa Therapies VIII	1.5

A P grade will count as credits attempted and successfully completed but will not be calculated into a student's GPA. A NP or Not Passing grade in these courses will not affect the student's GPA. A student may not graduate in the spa specialist program without passing grades in all the spa courses.

Grades – Grades are distributed to students one week after the final date of the term or module. Grades are stored electronically which once entered become the final record.

## **WITHDRAWALS –**

To withdraw from a module or course, students must request approval Academic Dean/DOE... Extreme academic or personal hardship is considered the only justification for withdrawal.

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

Students who are contemplating withdrawing from a module/course should be cautioned that:

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

## **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 School. The GPA for each term is calculated by dividing the quality points earned in a term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

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

## **GRADE APPEAL**

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the grades are mailed from the school. In linear programs, appeals of final course grades must be made by the sixth (6<sup>th</sup>) calendar day of the subsequent term. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

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

Further appeals must be through the Grievance Policy. See "Student Academic Appeals Policy" in this catalog.

## **REPEAT POLICY**

Students who fail a module/course must retake that module/course. The failing grade will be averaged into their GPA at the end of the module/course and remain in effect until the module/course is repeated and a new grade is earned. If repeating is required, the length of the program must not exceed 1.5 times the planned program length.

When students repeat a module/course, the higher of the two grades received for that module is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

## **CPR/FIRST AID POLICY (FIFE, SEATTLE, TIGARD, VANCOUVER)**

CPR/First Aid certification is a required class and student must hold valid certification upon graduation. The school offers quarterly classes. Students may choose to take these classes outside of school but must first obtain approval from the registrar. If the student shows proof of certification, he/she will receive a Satisfactory (S) grade for CPR/First Aid class. A student who fails to obtain CPR/First Aid certification at Everest or show proof of equivalent to the registrar will not be allowed to graduate and will be withdrawn from the program. The school encourages students to take First Aid/CPR during their third and fourth modules.

## **EXTERNSHIP/CLINICAL TRAINING**

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

The School recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

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

Students who interrupt their externship/clinical training for more than 14 consecutive calendar days from their last date of attendance, excluding holidays, and breaks will be dropped from the program by the College.

Modular students in programs that contain an externship are subject to the school academic calendar until they have started on their externship assignment. Once a student has started externship, the student is subject to the work calendar specified by their externship site.

## **REQUIREMENTS FOR GRADUATION**

A student must:

1. Successfully complete the program with a 2.0 (70%) cumulative 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.

## **GRADUATION REQUIREMENTS – ALLIED HEALTH PROGRAMS**

To be eligible for graduation, students in Allied Health programs must:

- Complete all required classroom modules with a grade of at least 70% and all major core courses in allied health degree programs with a grade of at least C;
- Meet the grade requirements for the module components, if applicable;
- Complete a total required clock hours in an approved externship (if applicable), 240 hours for modular Pharmacy Technician students;
- Receive satisfactory evaluations from the externship facility (if applicable).

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the

After the successful completion of the graduation requirements, the graduate is eligible to receive either a diploma or an Associate of Applied Science degree based upon the student's program of study.

## **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 is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks (in Virginia, the lesser of fourteen [14] consecutive calendar days OR seven [7] consecutive instructional days), 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 school shall be promptly withdrawn.
- All students who state they will return must:
  1. Attend their next scheduled class session
  2. File an appeal within five (5) calendar days of the violation
  3. Have perfect attendance while the appeal is pending
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school
- Note: For linear programs, the consecutive absence rule is applied to days missed in the term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

### **Percentage Absence Rule (Modular Programs)**

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

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom 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 classroom hours missed	Attendance warning letter sent
20% of the remaining classroom 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 total hours for all courses in the term	Attendance warning letter sent
40% of the total hours for all courses in the term	Withdrawn from the course and dismissed from school

Note: For linear programs, the consecutive absence rule is applied to days missed in the term. For modular programs, the consecutive absence rule is applied to days missed in the total 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 to NSLDS (National Student Loan Database System). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall also be the last date of attendance.

### 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.

### ADD/DROP PERIOD - QUARTER BASED PROGRAMS

The first 14 calendar days of each academic quarter are designated as the Add/Drop period for students in 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 Add/Drop 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 third week of the term. There are no charges for classes dropped during the Add/Drop period. A student who attends a class beyond the Add/Drop period or who attends a class and does not drop it within the Add/Drop 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 calendar days of the mini-term are considered the Add/Drop period. Holidays that fall during this timeframe are not counted as part of the Add/Drop period.

There is no Add/Drop period for modular classes.

### DEGREE PROGRAM COURSE LOADS

Normal course loads for Everest School students are as follows:

- Day students: three or five courses per regular term.
- Evening students: three or four courses per regular term.
- Day mini-term students: two or three courses per mini-term on a more intensive schedule.
- Evening mini-term students: two courses per mini-term on a more intensive schedule.

Students may register for more than the normal course load if they can demonstrate sufficient motivation and quality of work to justify an accelerated or enriched program. Students should make appropriate arrangements with the Student Finance Office if an accelerated program allows early graduation.

### **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 reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

#### **Extension of LOA**

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

- The student submits a completed **LOA Extension Request Form** before the end date of the current leave
- There is a reasonable expectation the student will return
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate modules required for completion of the program will be available to the student on the date of return

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

#### **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.

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

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 or module.

### **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: 12 credit hours earned

24 credit hours attempted = 50% ROP

### **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 credit hours are noted in the following tables.



### Satisfactory Academic Progress Tables

49 Quarter Credit Hour Modular Program with letter grades. Total credits that may be attempted: 73 (150% of 49).

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
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-73	N/A	2.0	N/A	66.66%

47 Quarter Credit Hour Modular Program (Dental Assistant, MAA, MA). 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	66.66%	N/A
13-24	70%	25%	66.66%	25%
25-48	70%	63%	66.66%	63%
49-70	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (MIBC v 2.0). Total credits that may be attempted: 70 (150% of 47).

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-48	2.0	1.8	66.66%	63%
49-70	N/A	2.0	N/A	66.7%

41.3 Quarter Credit Hour Program (DA, PhT). Total credits that may be attempted: 62 (150% of 41.3).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	1.0	66.66%	N/A
13-18	2.0	1.5	66.66%	N/A
19-36	2.0	1.75	66.66%	60%
37-62	N/A	2.0	N/A	66.7%

54 Quarter Credit Hour Program (MT). Total credits that may be attempted: 81 (150% of 54).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-55	2.0	1.3	66.66%	55%
56-66	2.0	1.65	66.66%	64%
67-81	2.0	2.0	N/A	66.7%

48 Quarter Credit Hour Quarter-Based Program (AC3, BACC1, MA1). 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	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.5	66.66%	60%
41-54	2.0	1.75	66.66%	65%
55-72	N/A	2.0	N/A	66%

49 Quarter Credit Hour Quarter-Based Program (PHT). Total credits that may be attempted: 73 (150% of 49).

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	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.5	66.66%	60%
41-54	2.0	1.75	66.66%	65%
55-73	N/A	2.0	N/A	66%

50 Quarter Credit Hour Modular Program (Pharm Tech). Total credits that may be attempted: 75 (150% of 50).

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	66.66%	N/A
13-24	70%	25%	66.66%	25%
25-48	70%	63%	66.66%	63%
49-75	N/A	70%	N/A	66.7%

62.5 Quarter Credit Hour Quarter-Based Program (Massage Therapy). Total credits that may be attempted: 93.75 (150% of 62.5).				
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	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.25	66.66%	50%
41-52	2.0	1.5	66.66%	60%
53-64	2.0	1.75	66.66%	65%
65-93.75	N/A	2.0	N/A	66%

74.5 Quarter Credit Hour Quarter-Based Program (Massage Therapy – Spa Program). Total credits that may be attempted: 111.75 (150% of 74.5).				
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
1-20	2.0	N/A	66.66%	N/A
21-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.25	66.66%	50%
41-52	2.0	1.5	66.66%	60%
53-64	2.0	1.75	66.66%	65%
65-111.75	N/A	2.0	N/A	66%

78 Quarter Credit Hour Quarter-Based Program (Massage Therapy – Sports Program). Total credits that may be attempted: 117 (150% of 78).				
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
1-20	2.0	N/A	66.66%	N/A
21-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.25	66.66%	50%
41-52	2.0	1.5	66.66%	60%
53-64	2.0	1.75	66.66%	65%
65-117	N/A	2.0	N/A	66%

64 Quarter Credit Hour Quarter-Based Program (AC4, ST8, ST8L). Total credits that may be attempted: 96 (150% of 64).				
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
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.25	66.66%	50%
41-52	2.0	1.5	66.66%	60%
53-64	2.0	1.75	66.66%	65%
65-96	N/A	2.0	N/A	66%

72 Quarter Credit Hour Quarter-Based Program (NISS). Total credits that may be attempted: 108 (150% of 72).				
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
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.25	66.66%	50%
41-52	2.0	1.5	66.66%	60%
53-64	2.0	1.75	66.66%	65%
65-108	N/A	2.0	N/A	66%

75 Quarter Credit Hour Quarter-Based Program (MA2). Total credits that may be attempted: 112 (150% of 75).				
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
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.25	66.66%	50%
41-52	2.0	1.5	66.66%	60%
53-64	2.0	1.75	66.66%	65%
65-112	N/A	2.0	N/A	66%

90 Quarter Credit Hour Quarter-Based Program (ST9E). Total credits that may be attempted: 135 (150% of 90).				
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
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-89	2.0	1.75	N/A	66%
90-135	N/A	2.0	N/A	66%

96 Quarter Credit Hour Quarter-Based Program (AAC, BUS, CIS, Criminal Justice, Paralegal). Total credits that may be attempted: 144 (150% of 96).				
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
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	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 (MAD3, PHTA). Total credits that may be attempted: 145 (150% of 97).				
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
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66%
96-145	N/A	2.0	N/A	66%

## 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.

### **Notification of Probation**

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic probation. Additionally, all students on probation must participate in academic advising. The following timelines apply for all students placed on academic probation:

- For programs with an Add/Drop period;
  - Students must be notified in writing by the end of the add/drop period of the probationary term; and
  - Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
  - Students must be notified in writing by the end of the first week of the probationary term; and
  - Must receive academic advising by the end of the second week of the probationary term.

If a student's probationary status extends over consecutive academic terms, a second written Notice of Academic Probation is not required. However, the Academic Advising Plan and the Evaluation of Progress form must be updated at the end of each academic term/evaluation period that the student is on probation.

### **Academic 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.

### **Academic 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.

### **Graduation**

Students must complete their program within the maximum time frame and with a 2.0/70% CGPA as stated in the school catalog in order to graduate.

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

- Grades A through D are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- 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 (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.
- For calculating rate of progress, F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP ( In Progress) will also be counted as hours attempted but not

as hours successfully completed; however, when the IP is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

- 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.

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

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

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

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

### **Washington State Need Grant (Renton Campus Only) - Satisfactory Academic Progress Requirements**

Students who are eligible for the Washington State Need Grant must meet satisfactory academic progress standards that exceed the requirement to maintain eligibility for federal financial assistance. At the end of each academic term, satisfactory academic progress is evaluated for all recipients of Washington State Need Grants. To remain eligible for the Washington State Need Grant an eligible student must:

1. Meet the Satisfactory Academic Progress cumulative grade point average and rate of progress requirements as described in this catalog,
2. Have successfully completed at least 50% of the cumulative credits attempted,
3. Have attempted less than 125% of the credits in the standard length of the program in which the student is enrolled, and
4. Have been on satisfactory academic progress probation for no more than two academic terms while enrolled at the school.

Students who do not meet these standards will be denied eligibility for the Washington State Need Grant.

A student who has been denied, may file an appeal as outlined in the student academic appeals policy given in this catalog. Should an appeal be approved, the school financial aid administrator may re-instate the grant on the basis of professional judgment.\*\*

Students who have been denied the Washington State Need Grant, may submit a request for re-instatement of the grant upon re-establishing satisfactory academic progress as required above at the end of a term. The grant will be re-instated in the term following the re-establishment of satisfactory academic progress for the Washington State Need Grant.\*\*

\*\*Reinstatement of funds canceled disbursements of WSNB funds are subject to availability of funds at the time 50% of program is completed.

### **Transfer Credit**

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

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

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

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

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements,

maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

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

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

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

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

### **Make-Up Work**

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work is normally provided only when students provide documentation of illness, or other extenuating or mitigating circumstances that prevented class attendance. Make-up work must be completed within ten (10) calendar days after the end of the term/module.

### **Make-Up Assignments**

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

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

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

### **Veterans Academic Probation**

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

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

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

## **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:

5. A personal bias or arbitrary rationale;
6. Standards unreasonably different from those that were applied to other students;
7. A substantial, unreasonable, or unannounced departure from previously articulated standards;
8. 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.

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

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the School computer system. Permanent records are kept in paper form, microfiche or microfilm. The School 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 School are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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

### **ONLINE LEARNING**

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

To maximize success within the online courses, students must:  
Have a computer with a system profile that meets or exceeds the following:

- Windows Systems

Windows 2000, XP, Vista, and Windows 7  
64 MB Ram  
28.8 kbps modem (56K recommended)  
Sound Card & Speakers  
Recommended Browser: Microsoft Internet Explorer 7.0  
Recommended Browser: Mozilla Firefox 2.0  
Supported Browser: Microsoft Internet Explorer 6.0  
Supported Browser: Mozilla Firefox 3.0  
or...

- Mac Systems

Mac OS X or higher (in classic mode)  
32 MB RAM (64 recommended)  
28.8 kbps modem (56K recommended)  
Sound Card & Speakers  
Recommended Browser: Safari 3.0  
Recommended Browser: Mozilla Firefox 2.0  
Supported Browser: Safari 2.0  
Supported Browser: Mozilla Firefox 3.0

- Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as you have access to your courses;
- 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.

## **STUDENT AWARDS**

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

## **REQUIRED STUDY TIME**

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

## **POLICY AND PROGRAM CHANGES**

The School reserves the right to change any provision or requirements in this catalog at any time without notice. The School reserves the right to substitute equivalent classes within each diploma or degree program. Students will be notified of any such changes. The School may add or delete programs of study. Further, the School reserves the right to add or delete courses from published programs of study.

The School further reserves the right to require a student to withdraw from the School for just cause, defined as any cause deemed detrimental to the School, as determined by the President.

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

## **STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY**

Computing resources are an integral part of the educational experience at CCI. Responsible use of those resources is essential to student success. IT resources are provided to support the educational goals of CCI, and shall be used appropriately, and in accordance with local, state/provincial, and federal laws.

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

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;

- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Student Code of Conduct;
- Use of CCI logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

## **INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE**

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

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

## **MODULAR PROGRAMS**

### **MODULAR SCHEDULE**

Everest College offers its modular programs on a six-week and four-week modular basis consisting of lecture, laboratory work, and typically an externship period for most programs. Students may start programs at the College every four to six weeks, depending on the program. Students attend up to four to nine specialty modules, depending upon their program of study. Finally, students participate in an externship in the programs that require externships where additional hands-on and professional-level experience is provided.

During a module, students may take up to six individual courses. The length in hours for each course varies according to its credit value.

### **MODULAR APPROACH**

The modular system uses a spiral approach to learning, which has been found to be very effective with adult learners. In the modular system, students have many opportunities to revisit and review concepts that are repeated and reinforced.

New students study courses in the same classroom with continuing students. This is advantageous for new students because they benefit from interaction with more experienced students, who help them to adjust and guide them along. Advanced students benefit from assisting new students through review of essential material. Students form strong bonds with one another as they work closely together in the classroom. No student is alone, and each student learns teamwork.

Students who have benefited from Everest College's modular system note that the close friendships they make, the supportive atmosphere, and the constant review and introduction of new material are instrumental to their success both in school and after graduation.

### **SCOPE AND SEQUENCE**

Students engage in specialty courses. The specialty curriculum is presented in a continuous rotation with the exception of some programs that offer a pre-mod as an introductory module. Within specialty modules and core module, the majority of program courses are offered as stand-alone components of curriculum. These specialty and core modules do not require prerequisites unless noted otherwise.

Similarly, courses are designed to be self-contained units. Each specialty module brings together compatible concepts from its component courses. Students start their program in the module currently offered at the time of their entry and progress in order, as each module is self-contained. Thus, specialty curriculum is open entry, open exit in design. Each course within a specialty module begins with fundamentals then builds to the presentation of more advanced material that students need to successfully meet course objectives.

### **MODULAR CLASSROOM**

Teaching methods for the modular classes are somewhat different from those found in a more traditional classroom. Instructors individualize instruction as much as possible in order to teach to all levels of students. Instructors use a variety of approaches to teaching, such as lecture, demonstration, hands-on exercises, guest speakers, working with partners, group study, self-directed learning, and tutoring outside class to address the needs of the beginner, the experienced, and the expert student.

## **ADMINISTRATIVE POLICIES**

### **STATEMENT OF NON-DISCRIMINATION**

Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, or citizenship status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The School President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits



discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School President. The School President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that their complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

## **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 or campus ADA coordinator. 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.

## **STUDENT RECORDS**

In compliance with Public Law 93-380 of 1974, the Family Educational Rights and Privacy act, Everest College has adopted policies and procedures that permit students the opportunity to review their educational records upon request. Educational records refer to the records, files, documents, and other material containing information directly related to the student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff. These items are not accessible or revealed to any other individuals. Everest College will not permit access to or release of educational records without the written consent of the student.

## **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 education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar 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 Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Directory Information**

The institution has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- Name
- Address
- Telephone numbers
- Major and/or minor fields of study

- Diploma/Degree sought
- Expected date of program completion
- Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

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

## **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.

Everest School prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any School activity. If a student suspects someone to be under the influence of any drug (or alcohol), he or she should immediately bring this concern to the attention of the Academic Dean/Director of Education or School President. Violation of Everest School'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.

## **SEXUAL HARASSMENT POLICY**

The School will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued that legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The School will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the School President or Academic Dean/Director of Education. The School President or Academic Dean/Director of Education will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

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

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest 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 sex offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the

local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.fbi.gov/hq/cid/cac/registry.htm>.

### **Statistical Information**

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

### **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. Everest School maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the School and a complaint with local law enforcement.

### **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% 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.

### **STUDENT CODE OF CONDUCT**

#### **Background**

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

- The School maintains the right to discipline students found in violation of School policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. School Work Study students who violate the student conduct of conduct in the performance of their School 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 School-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the School.
- Students dismissed from one Corinthian Colleges, Inc. School for violation of the student conduct code shall not be eligible for admittance to another CCI School.

#### **Applicability**

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

#### **Generally**

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

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The School President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

#### **Conduct Affecting the Safety of the Campus Community**

CCI reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The School President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft

- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

### **Other Prohibited Conduct**

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
  - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law (see below)

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

### **Violations of Local, State, Provincial, or Federal Law**

CCi students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this Code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed, and that the student committed it. In such instances, the School President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this Code independent of any criminal proceeding.

### **Limitations on Students with Pending Disciplinary Matters**

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

- Enroll or attend classes at another CCi location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School President

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

### **Inquiry by the School President**

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

### **Conduct Which Does Not Warrant a Suspension or Dismissal**

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

### **Conduct Which Warrants a Suspension or Dismissal**

If the School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed
- The specific sanction being imposed
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice

### **Sanctions**

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

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

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

**Dismissal** – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President.

Note: Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal are:

- Community Service and/or participation in educational programs
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage

- Referral to receive outside counseling services
- Removal from school sponsored housing

### **Academic Dishonesty**

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 on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school

One or more of the sanctions listed below may be imposed for academic dishonesty:

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course/module
- Suspension or Dismissal from the school

### **Appeal Process**

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

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

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

The Student Conduct Committee shall:

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

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

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

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

### **Record of Disciplinary Matter**

All disciplinary files shall be kept separate from the student academic files until resolved.

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA) and PIPEDA. Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed. When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

### **CLASS SIZE**

Classes are small, with an average class ratio of 15 students to one instructor for lab and 30 students to one instructor for lecture. When enrollment in a specialty lab grows beyond 15 students, instructors have access to additional resources to be able to spend time with individual students if requested. Lecture and lab sizes can go higher depending on the facility and the subject taught.

## **DRESS AND APPEARANCE CODE.**

A clean neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times. Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

Students enrolled in allied health programs must follow allied health program dress code located under Allied Health program section of the catalog. Uniforms are not always included in the tuition price and should be ordered as soon as possible after acceptance into the program.

## **EVEREST COLLEGE ALLIED HEALTH PROGRAM DRESS AND APPEARANCE CODE**

Your general appearance will be evaluated daily by the instructor. Listed below are the specific criteria you must follow to maintain professional appearance. Students in violation of the dress code policy will be sent home to change. Non-compliance may be grounds for dismissal.

The following are a required part of your daily routine in preparing yourself for class.

### **A. Personal Hygiene – All programs**

- Maintain good personal hygiene on a daily basis.
- Hair should be combed and styled daily for uniform wear and should be pulled back off the shoulders. Hair color and highlights should be a natural shade. Bright colors (pink, blue, green, orange, purple, yellow, etc.) are not acceptable.
- Only complimentary conservative makeup should be worn.
- Males - Facial hair should be trimmed and groomed. Moustaches and beards must be trimmed to an appropriate length.
- Allied Health - Your hands are in constant view of the patient. Nails must be manicured to a conservative length for hygienic reasons. Your instructor will determine if nail length is appropriate.

### **B. Uniform –**

- You are required to wear a clean, well fitting, uniform with while in school every day for all programs offered at the school. All students are required to wear the issued uniform with the school logo. No rips; no tears.
- You may wear long sleeved solid color shirts or sweaters underneath your uniform. All garments worn beneath the uniform must be tucked in. No inappropriate messages/images.
- Your name badge must be worn each day.
- Lab coats are required for Dental Assistant and Pharmacy Technician students.
- Shoes Allied Health - Colored athletic or uniform shoes are required while in uniform. The shoe must be clean and in good condition, leather or vinyl, and closed-toe. Athletic or uniform shoes are the only type of footwear allowed. No canvas shoes for Dental or Medical Assistant students. Socks are required. No flip flops. No open toed shoes.
- Non Allied Health Programs: Must wear issued polo. Pants can be matching solid color dress pant or khakis. Solid color skirts are acceptable, but must be knee length or longer. No jeans, shorts, spandex, capris, overalls, cargo pants, sweats, leggings, stirrup pants, no cut-offs.
- Shoes Non Allied Health Programs should be appropriate for the business environment. No flip flops. Socks are required.

### **C. Accessories – All programs**

- Jewelry should be conservative and kept to the minimum. Rings or bracelets should not be worn with the exception of a wedding or engagement ring and a wristwatch, preferably with a second hand. Small post earrings or very small hoop earrings may be worn. No more than two earrings per ear.
- No visible body piercings are allowed and must be removed. This includes eyebrow, cheek, lip, and tongue and nose piercings.
- Hats or head coverings of any kind may not be worn in the classroom. No do-rags, stocking caps or bandanas allowed on campus or in class.

## **CLOTHING AND PERSONAL PROPERTY**

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

## **HEALTH/MEDICAL CARE**

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

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

## **STUDENT GRIEVANCE PROCEDURES**

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

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the accrediting commission or state. Please direct all inquiries to:

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

Accrediting Commission of Career Schools and Colleges of Technology (Renton Campus)  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247-4212  
(703) 247-4533 (fax)

OR

Oregon Office of Degree Authorization  
1500 Valley River Dr., Suite 100  
Eugene, OR 97401  
541-687-7452

State of Washington  
Workforce Training and Education Coordinating Board  
128 10th Avenue, SW  
P.O. Box 43105  
Olympia, Washington 98504-3105  
360-753-5662

**Or**  
Superintendent of Public Instruction  
Oregon Department of Education  
255 Capitol Street NE  
Salem, OR 97310-0203  
Phone: 503-378-3569  
Higher Education  
Coordinating Board  
917 Lakeridge Way  
P.O. Box 43430  
Olympia, WA 98504-3430  
Phone: 360-753-7800

## **WEATHER EMERGENCIES**

### **Bremerton**

Students attending any classes that start before noon will follow the Central School District School Closure policy. Students that start class after 12:01 pm will call the campus to check to see if afternoon or evening classes will be held. Late starts will affect only am. A two-hour morning delay means classes start 2 hours late (e.g, if you normally go to school from 8:00 am – 11:50 am, on a late start day you would attend class from 10:00 am – 1:50 pm).

The campus President reserves the right to schedule make up hours and/or assignments for hours missed due to school closures during inclement weather. The students will be notified of these makeup hours and be required to attend or be marked absent.

### **Everett Fife, Renton, Seattle, Tacoma, Vancouver (548 & 392)**

These campuses utilize school.net. for emergency closure information. This site disseminates information to all the major news networks. Students can also sign up to receive an alert email when school closure information updated.

### **Portland, Tigard, and Vancouver (392) Campuses**

Information on campus closings for any reason will be posted on all major TV channels – KATU, KOIN, KGW as well as on their websites. Additionally information will be posted on [www.flashalert.net](http://www.flashalert.net).

## **FINANCIAL INFORMATION**

### **TUITION AND FEES**

The current tuition and fees schedule can be found in **Campus Information sections** in this catalog. The Enrollment Agreement obligates the student and the College for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the enrollment agreement and this College catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

#### **Voluntary Prepayment Plan**

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

#### **Additional Expenses**

Charges for textbooks and equipment are separate from tuition. Incidental supplies, such as paper and pencils, are to be furnished by students.

### **QUARTER BASED PROGRAMS**

For students in quarter-based programs, the tuition and fees listed in Appendix B will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. Increases will not occur more than once per academic year. For residents of the state

of Washington enrolled in diploma programs, however, the tuition and fees for subsequent quarters will remain unchanged unless there is a break in enrollment or a program change.

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

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

## **MODULAR PROGRAMS**

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

Arrangements for payment of tuition and book charges (if any) must be made in advance of the first day of classes for each term for which the student is enrolled. The School charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled. At the beginning of each term, the School charges the student's book account for books issued for that term.

Everest School reserves the right to terminate a student's enrollment if the student fails to meet financial obligations. The School also reserves the right to withhold all official documents such as transcripts, grades, diplomas, and degrees until all charges have been paid.

## **Transportation**

In addition to the typical tuition, fees, books, and registration fee, students should budget \$75 to \$175 per month for transportation costs to and from school.

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

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

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on page 1 of the catalog. 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.

## **EXIT INTERVIEW**

In the event of withdrawal prior to graduation, the student is expected to schedule an exit interview with the Academic Dean/Director of Education or the Registrar.

## **OFFICIAL WITHDRAWALS**

An official withdrawal is a withdrawal that is 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. A student who has not attended class for 14 consecutive calendar days will be considered to have withdrawn as of the student's last recorded date of attendance and will be subject to the refund policy. 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. 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.

## **WITHDRAWAL PROCEDURES FOR OREGON RESIDENTS**

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. 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).

Timely notification by the students will result in the students' being charged tuition and fees for only the portion of the payment period or period of enrollment that they attended as well as ensuring a timely return of federal funds and any other refunds that may be due. Failure of students to provide official notification to the School of the intent to withdraw means that



the students will continue to be obligated for the tuition and fees and will delay the return of federal funds to the appropriate programs and will delay returning any other refunds that may be due.

When a student withdraws from the School, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The institution will also calculate the amount of tuition and fees for which the student is obligated based on its refund policy. Depending on when the student withdraws, the tuition and fee charges may either exceed the amount of Title IV grants and loans received or be less than the amount of Title IV grants and loans received. If the amount of tuition and fee charges exceeds the amount of Title IV funds earned, the student, or parent in the case of dependent students, may owe the institution additional money for the remaining balance. The student or parent may owe back Title IV funds if the student has not earned 100% of the Title IV funds based on his or her attendance in the quarter. Further, depending on when a student withdraws, the student may even owe 50% of his or her grant funds back to the Title IV program.

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. The School's Finance Department is available to provide assistance to students in order to determine the exact impact of early withdrawal on their repayment obligations.

If a student would like to rescind his or her official notification of withdrawal, the student needs to provide a statement in writing that he or she is continuing to participate in academically related activities and intends to complete the payment period or period of enrollment. The statement should be completed in the office of the Academic Dean/Director of Education. If the student subsequently ceases to attend prior to the end of the quarter, then the rescission will be cancelled and the original date of official notification will be used unless the School can document a later date of the student's attendance at an academically related activity.

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice to the office of the Academic Dean/Director of Education. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

## **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.

## **Discontinued programs**

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated and the refund must be paid within 30 days after receipt of such a request.

## **Date of Withdrawal vs. Date of Determination (DOD)**

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the

student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Federal Perkins loans
4. Direct PLUS loans.
5. Federal Pell Grants for which a return of funds is required.
6. Academic Competitiveness Grants for which a return of funds is required.
7. National Smart Grants for which a return of funds is required.
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

### **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 over payment 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.)

## **STATE GRANT REPAYMENT POLICY REQUIREMENTS (RENTON CAMPUS)**

### **GENERAL**

State Grant recipients, who withdraw from the institution, are expelled, or otherwise complete zero credits in any given term must repay state grants on a prorated basis.

For the purposes of this policy, "Award" is the amount of state grant for which the student was eligible during the enrollment period, after the school made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

### **AUTHORITY**

State Need Grant (WAC 250.20.051(4))

Educational Opportunity Grant (EOG program manual guidance)

### **KNOWN LAST DATE OF ATTENDANCE**

- If a student's last date of attendance can be verified and is prior to or on 50% of the term, the state grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).
- If the last date of attendance occurs after **50%** of the term, the state grant award is considered 100% earned and no state grant repayment is due.

#### **State grant repayment formula: Known last date of attendance, prior to or on 50% of the term**

1. The percent of state grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percent of state grant earned from 100%; this equals the percent of unearned state grant.
3. Multiply the percent of unearned state grant by the grant amount.
4. Multiply the amount from step 3 by 50% to determine the state grant repayment due.

#### **Example: Known last date of attendance, prior to or on 50% of the term:**

A student is awarded \$400 for a state grant and completed 20% of the term prior to withdrawal. The state grant repayment is calculated as follows:

1. The unearned percentage equals 80% (100% less 20% completed).
2. Unearned aid equals \$320 (80% of \$400 state grant award).
3. The repayment equals \$160 (\$320 X 50% reduction).

### **UNKNOWN LAST DATE OF ATTENDANCE**

If a student attends a portion of a term and withdraws with no verified last date of attendance, the state grant repayment will be 50% of the grant amount with no additional adjustments.

### **NO-SHOW REPAYMENTS**

If a state grant recipient never attends courses in the term for which they received a state grant award, the state grant repayment is 100% of the award. If a school is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

#### **General repayment policies:**

1. Repayments are based on the state grant award amount, including enrollment and packaging adjustments.
2. Verified withdrawal dates after 50% of the term equate to 100% earned state grant.
3. Unofficial withdrawals/no known last date of attendance equate to repayment of 50% of the state grant award.
4. No shows are 0% earned and equate to repayment of 100% of the state grant.
5. Official withdrawals or verified last date of attendance repayment calculation:  
State grant award amount multiplied by the percent of unearned state grant multiplied by the 50% reduction equals the state grant repayment due.
6. The 50% reduction applied at the end of the repayment computation addresses un-reimbursable start up education costs and reduces the barrier for students intending to return to school.
7. Repayments of less than \$50 should not be referred to the HECB.
8. Institution repayment refund policy:

**Public institutions** may choose from the following options:

1. Return the repayment amount directly to the Higher Education Coordinating Board (HECB) and collect from the students.
2. During the current academic year, the institution may collect student repayments and deposit them into their institutional State Grant funds to be awarded to other eligible students.
3. Refer students directly to HECB.

**Private institutions** that participate in the **warrant payment process** should refer students directly to HECB.

**Private institutions** that participate in the **Electronic Fund Transfer process** should return state grant repayments directly to the HECB and collect from the students.

### **Pro-Rata Refund Calculation Policy**

For first-time students in quarter-based programs and all students in modular programs, including Oregon residents, the School will perform a pro rata refund calculation for students who terminate their training before completing 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 calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year (WA state) or modular quarter (OR state). The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps.

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.

4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

## **REFUND POLICY - STUDENTS CALLED TO ACTIVE MILITARY DUTY**

### **Newly Admitted Students**

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

### **Continuing Students**

Continuing students called to active military duty are entitled to the following:

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

Note: The pro rata refund will be calculated as follows:

The total number of scheduled classroom hours up to and including the student's LDA divided by the total number of classroom hours in the program.

### **Continuing Modular Diploma Students**

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

## **OREGON CANCELLATION AND REFUND POLICY (APPLIES TO ALL CONTINUING STUDENTS) PORTLAND CAMPUS**

- (1) A student may cancel enrollment by giving written notice to The School. If notice occurs:
  - (a) Within five business days of the date of enrollment, all monies paid shall be refunded; or
  - (b) After five business days of the date of enrollment and prior to the commencement of classes, The School may retain only the published registration/application fee. Such fee shall not exceed 15 percent of the total tuition cost, or \$150, whichever is less.
- (2) If training is terminated by the student or The School after commencement of classes, unless The School has discontinued the program of instruction, the student is financially obligated to The School according to the following formulas or maximum charges:
  - (a) If a student withdraws prior to completion of 50 percent of the enrollment period, the student shall be entitled to a pro rata refund of the tuition charged and paid for the enrollment period, less registration/application fees, supply fees, and any other legitimate charges owed by the student;
  - (b) If a student withdraws upon completion of 50 percent or more of the enrollment period, the student shall be obligated for the tuition charged for the entire enrollment period and shall not be entitled to any refund;
  - (c) The term "Pro rata refund" means a refund of tuition paid for that portion of the enrollment period beyond the last recorded date of attendance. The date for determining that portion shall be the published class schedule and the last recorded date of attendance by the student; and
  - (d) To calculate charges under subsections (2)(a) through (c) of this rule:
    - (A) When a program is measured in clock hours, the portion of the enrollment period for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last recorded day of attendance by the student;
    - (B) When a program is measured in credit hours, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last recorded day of attendance by the student; and
    - (C) For other measurements of time such as days, weeks, or months, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of weeks or months into the number of weeks or months accrued according to the published class schedule as of the last recorded day of attendance by the student.
- (3) In calculating charges under subsections (2)(a) through (d) of this rule:
  - (a) The term "tuition cost" shall include direct tuition charges including any lab fees. The School shall adopt and publish policies regarding credits issued for the return of resalable books and supplies and/or the proration of user fees, other than lab fees;
  - (b) The School shall not charge a withdrawal fee of more than \$25;
  - (c) Any refund shall be calculated on the basis of the published class schedule using the last day of actual attendance as the termination date. The student shall not be charged for a leave of absence, granted according to The School's written attendance policy in the calculation of refunds;
  - (d) The School may adopt and apply refund calculations more favorable to the student than those described under subsections (2)(a) through (d) of this rule.
- (4) When a cancellation, termination or completion occurs, a calculation of all allowable charges under sections (1), (2) and (3) of this rule shall be made, using the last recorded date of attendance as a baseline. If such calculations evidence that The School received total payments greater than its allowable charges:

- (a) Within 40 days after notification of such cancellation, termination or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by The School, together with a refund equal in amount to monies paid to The School in excess of those allowable charges.

## **OREGON CANCELLATION AND REFUND POLICY: RESIDENT INSTRUCTION, 581-045-0036 TIGARD CAMPUS**

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
  - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;
  - (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
  - (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
  - (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections 1 (a) and (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- (2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- (3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- (4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
- (5) When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
- (6) For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.
- (7) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.
- (8) The school shall not charge a withdrawal fee of more than \$25.
- (9) The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
- (10) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
  - (a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
  - (b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10) (a) of this rule, but only with respect to the covered portions thereof; and (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10) (a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- (11) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
- (12) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

## WASHINGTON CANCELLATION AND REFUND POLICY

- (a) The School must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by The School;
- (b) The School must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training;
- (c) The School may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student records system;
- (d) If training is terminated after the student enters classes, The School may retain the registration fee established under (c) of this subsection, plus a percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>The school may keep this percentage of the tuition cost:</b>
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

- (e) When calculating refunds, the official date of a student's termination is the last date of recorded attendance:
  - (i) When The School receives notice of the student's intention to discontinue the training program;
  - (ii) When the student is terminated for a violation of a published School policy which provides for termination;
  - (iii) When a student, without notice, fails to attend classes for thirty calendar days.
- (2) Discontinued programs: This needs to be added for all campuses, not just WA.

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated and the refund must be paid within 30 days after receipt of such a request.

## 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 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 Direct Loans (DL)**

This low-interest loan is available to qualified students through the U.S. Department of Education 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 Direct Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

The Federal Direct Subsidized Stafford Loan is a low-interest loan issued by the U.S. Department of Education. Student eligibility for a Direct Subsidized 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.

The Federal Direct Unsubsidized Stafford Loan is a low-interest loan issued by the U.S. Department of Education. 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 Direct 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 for which the student is eligible. 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: Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

## **ALTERNATIVE LOAN PROGRAMS**

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment begins six months after graduation, leaving school or dropping below half-time status.
- Student may apply on their own or with a co-borrower.

Please refer to Student Financial Planning brochure and for further information or please see one of the Student Finance Planners.

## **SCHOLARSHIPS**

### **Imagine America Scholarships –**

These institutions participate 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.

### **“Careers That Work” Scholarship Program**

Everest participates, as a member, in the scholarship program “Careers That Work!” offered through the Northwest Career Colleges Federation. Each high school is provided three \$1000 tuition scholarships to be awarded by the high school and to be used at any private career School participating in the *Careers That Work!* program. The program is designed to promote the vocational opportunities available to a high school graduate at a private career School.

### **Washington Award for Vocational Excellence (WAVE)**

Washington Award for Vocational Excellence (WAVE) - The Washington Award for Vocational Excellence honors three vocational students from each of the 49 state legislative districts for outstanding achievement in vocational/technical education. High schools, skills centers, and community and technical schools nominate students based on occupational proficiency, leadership, community activities, work experience, and other qualities. A committee, representing business, labor, education, the Legislature and citizens, makes the final selection. Students can use the grants at public two-year and four-year school and universities and accredited private Schools, universities and vocational schools in Washington.

To be eligible, you must meet the following criteria:

- Be enrolled in a Washington State high school, skills center, or Public community or technical School at the time of application;
- Graduate from high school with a minimum of 360 hours in a single, approved vocational program or be enrolled in a public community or technical School and have completed at least one year in an approved vocational program by June 30 of the award year; and
- Not have received a previous WAVE scholarship;
- Not be pursuing a degree in theology.

Students receive grants equal to up to two years of undergraduate resident tuition and fees. Maximum award for private vocational schools is \$5,506.

## **Northwest Career Colleges Federation (NWCCF) Veterans Appreciation Award Program**

### **VETERANS ELIGIBILITY**

The potential student is eligible if he or she is active duty military or has separated from the U.S. Armed Services as confirmed by a DD 214 (honorable discharge) form after 9/11.

### **HOW STUDENTS BECOME ELIGIBLE FOR THE AWARD**

The potential student completes an online application that channels to the NWCCF; that application is forwarded to the selected participating member School. The potential student will need to complete the admissions process and start their program before the award is made. Schools will have the option of granting a \$500 or \$1,000 award (see participation guidelines). Not all schools participate in this program. Check with your Admissions representative for participation information.

### **WHAT ARE THE DEADLINES**

All awards must be submitted no later than August 31 each year. . Awardees must commence study no later than December 31 of the year the scholarship is awarded, and are not transferable.

### **DREAM AWARD PROGRAM AND SCHOLARSHIPS**

Graduates of any Corinthian Schools, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCi school was a turning point in the graduate's life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian's executive team and recognizes one "ultimate" winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to August 1 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

1. A scholarship worth \$2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

**Corinthian Dream Award:** Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:

1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Career School Association (CCA) Great Award.

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

### **HIGH SCHOOL SCHOLARSHIPS - PORTLAND AND VANCOUVER 548**

Everest School offers High School Scholarships for graduating seniors, age 17 or older. High school seniors may obtain scholarship information from a participating high school guidance department, or they may call the School for an application. Applications should be mailed in by the end of March or by the designated deadline.

All applicants must take the CPAT, which measures competency in reading, language, and mathematics. Scholarship finalists will be those with the highest scores on the test.

A panel of school officials conducts interviews with the scholarship finalists about their goals, accomplishments, and extracurricular activities. This panel will select winners by consensus vote. Each campus will award scholarships as follows:

- One \$4000 tuition-assistance scholarship will be awarded to a student for the program of his/her choice, allocated in 4 quarter payments of \$1000, or prorated if the student program is less than 4 quarters.
- Five \$2000 scholarships will be awarded to students for the programs of their choice, allocated in 4 quarter payments of \$500, or prorated if the student program is less than 4 quarters.

Scholarships will be awarded annually. They are not transferable, nor can they be exchanged for cash. Scholarships are good for up to five months after the award date. Scholarship balances are lost if students withdraw from their programs prior to completion, and cannot be reinstated.

## **STUDENT SERVICES**

### **COUNSELING/ADVISING SERVICES**

The College staff, advisors, and faculty are available to offer vocational counseling to students and prospective students. The College provides advising to students on issues involving education and academics. For personal problems that may require



professional advising or counseling, the College has information available on community resources that address these types of problems.

### **EVEREST CARE PROGRAM**

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

### **STUDENT SERVICES ADVISOR**

Everest College's programs are designed with the adult learner in mind. For this reason, each Everest College campus has a Student Services Advisor on staff or designated staff member to assist students in overcoming obstacles to their success. This designated individual can often help with transportation, childcare, or personal issues. Ultimately, however, a student's individual success or satisfaction is not guaranteed because it is dependent upon the student's personal efforts, abilities, and attention to coursework. Everest College's staff and faculty are available to assist students with educational, career, or personal needs to help students successfully complete their career training.

### **TUTORING**

Faculty members are available to provide additional academic help to students. Students may schedule appointments with their instructors during their regular weekly office hours to arrange for additional academic assistance. Individual peer tutoring in many of the basic courses may also be available and can be arranged through the student's instructor and/or the Student Services Advisor.

### **STUDENT HONOR SOCIETY – EVERETT AND TACOMA CAMPUSES**

This organization honors students who have outstanding skills in their program of study. Recognition is given to students who achieve excellence in knowledge, skill development, leadership, dependability, service, and individual responsibility. Students who consistently demonstrate these traits may be nominated for membership into the National Vocational-Technical Honor Society at the Everett and Tacoma campuses.

### **GRADUATE SERVICES**

The placement assistance program is a very important component of Everest College's offerings, since our mission is to train graduates for success in the working world. Everest College provides students with training and skill development for effective job search and career improvement.

The Career Services Representative at each campus works with students individually to refine interviewing skills, and help students reach for new opportunities. Students develop job search skills that help them to find their first job and subsequent jobs after graduating from Everest College.

Everest College's comprehensive career services program contains the following elements:

#### **Job Search Skill Development**

Career development sessions, offered throughout each program of study, prepare the student for the job search process. These sessions focus on developing effective job search skills using the Internet for research, resume writing, dressing for success, and sharpening interviewing skills. Individuals receive help with resume preparation.

It is required that the student contact Career Services well before graduation. However, as full cooperation from the graduate is required, the Director of Career Services has the right to refuse to continue to serve any graduate who will not cooperate in either proper personal appearance or in keeping appointments for interviews.

#### **Contact with Employers**

The Graduate Service representative contacts employers who advertise and list job openings and works with employers to match students to jobs. The Graduate Services Office also keeps in contact with local health care providers, businesses, and government agencies to receive notification of job openings.

Many student externships lead to employment. Externship sites are often excellent sources of employment for Everest College graduates. The Graduate Services Advisor helps to schedule interviews for students and provides coaching and guidance. This helps students perfect their interview techniques for future interviews.

No guarantee of employment is made or implied. Everest School is not obligated to provide graduate services to non-diploma/degree students.

No guarantee of employment is made or implied. Everest School is not obligated to provide graduate services to non-diploma/degree students.

If diploma or degree graduates wish to make a job change, our graduate services are available throughout their careers. Graduates may also have access to career services of other Everest Schools in principal cities nationwide through our Career Services Department.

#### **Career Development – Quarter Based Programs**

One course that helps prepare our students for entry into the business world is Career Skills. A major emphasis of this course is the development of self-confidence so that students are able to handle the many different situations they will encounter in the business world. This course is designed to meet the needs of our students and help them make a good impression on job interviews. Course curriculum includes grooming, preparation of the resume, interview techniques, and an interview with our Director of Career Services.

### **DRUG ABUSE PREVENTION**

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

## **FIELD TRIPS**

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

## **FOLLOW-UP WITH GRADUATES AND EMPLOYERS**

The Graduate Services Office keeps in contact with graduates after they leave Everest College and are on the job. Students are encouraged to keep in touch with Everest College as they progress in their career. Everest College sends a survey to employers of graduates to learn more about their satisfaction with the graduate's performance and to receive their suggestions for program enrichment. This enables Everest College to keep current with employer needs.

Everest College does not guarantee employment or starting salaries and is not obligated to provide placement services to students who do not complete their program of study. Placement and advancement in the workforce depends on personal initiative. While Everest College's programs offer superb training, the utilization of the training is the responsibility of the graduate.

No guarantee of employment is made or implied. Everest School is not obligated to provide graduate services to non-diploma/degree students.

If diploma or degree graduates wish to make a job change, our graduate services are available throughout their careers. Graduates may also have access to career services of other Everest Schools in principal cities nationwide through our Career Services Department.

## **LIBRARY RESOURCES**

All the campuses are members of the Library Information Resource Network (LIRN). LIRN is a Florida based consortium which provides consortia access to databases such as InfoTrac and Proquest, eLibrary, and Bowker Books in Print. The library belongs to the National Network of Libraries of Medicine, Pacific Northwest Region (NNLM/PNW). The School is a participant in a shared collection of NetLibrary electronic books (e-books) via OCLC Western with access to 1200 purchased titles and 3400 public access titles.

### **Portland Campus**

Everest College students at the Portland campus have access to the Multnomah County Library, which is located several blocks from the campus. In addition, the School has a reference library containing approximately 6400 volumes that feature all areas of specialization at the School. The School also has an extensive law library containing approximately 2000 volumes as well as the availability of WESTLAW and Lexis, on-line legal research tools. An Internet connection is available in the reference library for research.

### **Vancouver (548) Campus**

Everest College Vancouver students have access to the Fort Vancouver Regional Library, which is located several blocks from the campus. The campus also has a resource center with Internet access to Westlaw and Lexis legal research tools

## **ROOM AND BOARD**

The School does not provide room and board.

## **SPECIAL LECTURES**

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

## **STUDENT ACTIVITIES**

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

## **PROGRAM CHANGES**

Program changes must be approved and processed by the Academic Dean/Director of Education. Students will be charged additional tuition for courses taken outside their original program.

## PROGRAMS BY LOCATION

Program	Degree	Bremerton	Everett	Fife	Portland	Renton	Seattle	Tacoma	Tigard	Vancouver 548	Vancouver 392
<b>Modular Programs</b>											
Dental Assistant	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Massage Therapy	Diploma	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Massage Therapy Spa Specialist	Diploma			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Massage Therapy Sports Specialist	Diploma								<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Medical Administrative Assistant	Diploma					<input checked="" type="checkbox"/>					
Medical Assistant	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Medical Insurance Billing and Coding	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pharmacy Technician	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>			
<b>Quarter-Based Programs</b>											
Accounting	AS							<input checked="" type="checkbox"/>			
Accounting (AAC)	AAS				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Accounting/Business Administration (AC4)	Diploma				<input checked="" type="checkbox"/> *					<input checked="" type="checkbox"/>	
Administrative Assistant (ST8)	Diploma				<input checked="" type="checkbox"/> *					<input checked="" type="checkbox"/>	
Administrative Medical Assistant (MA1)	Diploma				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Bookkeeping (AC3)	Diploma				<input checked="" type="checkbox"/> *					<input checked="" type="checkbox"/>	
Business	AAS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			
Business Accounting (BACC1)	Diploma				<input checked="" type="checkbox"/>						
Computer Information Science	AAS				<input checked="" type="checkbox"/>						
Criminal Justice (LJA)	AAS		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			
Executive Assistant (ST9E)	AAS				<input checked="" type="checkbox"/> *					<input checked="" type="checkbox"/>	
Legal Administrative Assistant (ST8L)	Diploma				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Medical Assisting (MA2)	Diploma				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Medical Assisting (MAD3)	AAS				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Network and Internet Security Specialist (modular program – move up under modular)	Diploma				<input checked="" type="checkbox"/>						
Paralegal	AAS		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>			
Paralegal/Legal Assistant (LPA8)	AAS				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Pharmacy Technician (PHTA)	AAS				<input checked="" type="checkbox"/>						
Pharmacy Technician (PHT1)	Diploma				<input checked="" type="checkbox"/>						

\*No longer enrolling new students

## MODULAR PROGRAMS



### Dental Assistant Diploma Program

Bremerton, Everett, Renton, and Tacoma campuses  
8 months – 720 hours – 47 credit units

V1

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

The goal of the Dental Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists, and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories and insurance companies.

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

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

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. 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

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

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operator Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assistant Externship	160	5.0
<b>Program Totals:</b>		<b>720</b>	<b>47.0</b>

### Major Equipment

Amalgamators, Model Trimmers, Autoclave, Model Vibrators, Automatic and Manual Processing Equipment, Oral Evacuation Equipment,  
Dental Unit and Chairs, Personal Computers, DXTR and Typodont Manikins, Ultrasonic Units, Handpieces, X-Ray Units

#### Module A – Dental Office Emergencies and Compliance

**6.0 Quarter Credit Hours**

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

#### Module B – Dental Radiography

**6.0 Quarter Credit Hours**

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin.

<p>Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<p><b>Module C – Dental Specialties</b></p> <p>In this module, student study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children’s dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module D – Operatory Dentistry</b></p> <p>This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module E – Laboratory Procedures</b></p> <p>In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F – Dental Anatomy and Orthodontics</b></p> <p>This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G – Dental Health</b></p> <p>Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module X – Dental Assistant Externship</b></p> <p>This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of Dental Assistant. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.</p>	<p><b>5.0 Quarter Credit Hours</b></p>



## Massage Therapy Spa Specialist

Diploma Program

Tacoma

48 weeks – 960 hours – 74.5 credit units

V1

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 960-hour program consists of eight 6-week modules per twelve week term. Each student must successfully complete each twelve week course before moving on to the next set of 6-week modules. Included in this program are 100 hours of Anatomy and Physiology, 130 hours of kinesiology, 160 hours of aromatherapy and spa, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

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

Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.

Be knowledgeable in the study of anatomy, physiology and kinesiology as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.

Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.

Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Be acquainted and competent in various spa techniques and aromatherapy.

MODULE	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MTD 101	Anatomy & Physiology I	50	5.0
MTD 115	Introduction to Kinesiology	50	4.0
MTD 119	Spa Therapies I	20	1.5
MTD 106	Swedish Massage	100	7.5
MTD 120	Spa Therapies II	20	1.5
MTD 215	Anatomy & Physiology of the Body Systems	25	2.5
MTD 206	Kinesiology Upper Body	25	2.0
MTD 210	Deep Tissue for the Upper Body	50	4.0
MTD 219	Spa Therapies III	20	1.5
MTD 212	Anatomy & Physiology of the Body Systems	25	2.5
MTD 203	Kinesiology Lower Body	25	2.0
MTD 217	Deep Tissue of the Lower Body	50	4.0
MTD 259	CPR & First Aid *hours not part of total program hours	0	0
MTD 207	Spa Therapies IV	20	1.5
MTD 221	Clinic Lab I	30	1.5
MTD 236	Board Review	10	1.0
MTD 229	Upper Body Joint Dysfunction	15	1.25
MTD 231	Advanced Massage Techniques Upper Body	45	3.25
MTD 234	Spa Therapies V	20	1.5
MTD 224	Clinic Lab II	30	1.5
MTD 227	Board Review	10	1.0
MTD 238	Lower Body Joint Dysfunction	15	1.25
MTD 230	Advanced Massage Techniques Lower Body	45	3.25
MTD 240	Spa Therapies VI	20	1.5
MTD 245 A	Professional Development	25	2.5
MTD 251	Clinic Lab III student has the option to take Hospital Clinic III MTD 251(H), or Sports Clinic III MTD 251 (SP) for the same hourly and quarter credit value as Clinic Lab III	30	1.5
MTD 241	Eastern Theories	45	3.5
MTD 255	Spa Therapies VII	20	1.5
MTD 247	Professional Development	15	1.5
MTD 253	Massage Law & Ethics	10	1.0
MTD 242	Clinic Lab IV	30	1.5

	student has option to take Hospital Clinic IV MTD 242(H), or Sports Clinic IV MTD 242(SP) for the same hourly and quarter credit value as Clinic Lab IV		
MTD 257	Energy Modalities and Non- Traditional Therapies	45	3.5
MTD 248	Spa Therapies VIII	20	1.5
PROGRAM TOTAL:		960	74.5

\*\* First Aid/CPR taken as workshop during modules ADU or ADL. FIRST AID/CPR must be completed prior to entering clinic.

<p><b>MTD 101 Anatomy and Physiology I</b> <span style="float: right;"><b>5.0 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to prepare the student for future course work in more advanced anatomy and physiology modules presented later on in the program. The topics covered in this course are general orientation to anatomy and physiology, characteristics of life, organization of body structure, mechanisms of health and disease, pain and stress management, medical terminology, central and peripheral nervous system basics and pathologies, the five senses, skeletal system physiology and pathologies, joint overview and pathologies, and muscle structure and function along with muscular pathologies.  Prerequisite: None. Lecture Hours: 50.0 Lab Hours: 0.0 Other Hours: 0.0.</p>
<p><b>MTD 115 Introduction to Kinesiology</b> <span style="float: right;"><b>4.0 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are joint classification and directional terms, range of motion at joints and assessment of the ranges of motion, structure of the skeletal system, characteristics and functions of the muscular system, and muscles involved in the movement of the main joints in the body.  Prerequisite None. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.</p>
<p><b>MTD 106 Swedish Massage</b> <span style="float: right;"><b>7.5 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion, Western Theory &amp; History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, Body Mechanics, Basic SOAP charting techniques, Pregnancy and Labor Massage, and Indications/Contraindications for Massage Therapy.  Prerequisite: None. Lecture Hours: 50.0 Lab Hours: 50.0 Other Hours: 0.0.  <b>HIV/AIDS Education</b>  This course is part of the total hours and credits of the Swedish massage module but is indicated separately on the student transcript. This four and half hour course covers - etiology, epidemiology of HIV, transmission and infection control, clinical manifestations, legal and ethical issues. This class is required to graduate. Prerequisite: None.  Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 0.0</p>
<p><b>MTD 215 Anatomy and Physiology of the Body Systems</b> <span style="float: right;"><b>2.5 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to follow Anatomy and Physiology 1. The topics covered in this course are the endocrine system, the integumentary system, the cardiovascular system, and the lymphatic system. Healthy anatomy and physiology of these systems will be discussed, as well as pathologies that affect each system.  Prerequisite: MTD 101 Lecture Hours: 25.0 Lab Hours: 00.0 Other Hours: 0.0.</p>
<p><b>MTD 206 Kinesiology Upper Body</b> <span style="float: right;"><b>2.0 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are muscle attachments (origins and insertions) for the upper body region. Students will learn the attachments of the muscles in the head, neck, trunk, shoulder girdle, forearm and wrist. Students will also gain proficiency in palpating these muscles and review the application of range of motion studies for these areas.  Prerequisite: MTD 115. Lecture Hours: 15.0 Lab Hours: 10.0 Other Hours: 0.0.</p>
<p><b>MTD 210 Deep Tissue for the Upper Body</b> <span style="float: right;"><b>4.0 Quarter Credit Hours</b></span>  <b>Course Description:</b> This module is designed to provide the students with an understanding of myofascial and deep tissue techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue.  Prerequisite: MTD106. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.</p>
<p><b>MTD 212 Anatomy and Physiology of the Body Systems</b> <span style="float: right;"><b>2.5 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to follow Anatomy and Physiology 1. The topics covered in this course are the immune system, respiratory system, digestive system, urinary system, and reproductive system. Healthy anatomy and physiology of these systems will be discussed, as well as pathologies that affect each system.  Prerequisite: MTD101. Lecture Hours: 25.0 Lab Hours: 0.0 Other Hours: 0.0.</p>

<p><b>MTD 203 Kinesiology Lower Body</b> <span style="float: right;"><b>2.0 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are muscle attachments (origins and insertions) for the lower body region. Students will learn the attachments of the muscles at each joint in lower body including muscles of the coxal region, knee, and ankle. Students will also gain proficiency in palpating these muscles and review the application of range of motion studies for these areas.  Prerequisite: MTD 115. Lecture Hours: 15.0 Lab Hours: 10.0 Other Hours: 0.0</p>
<p><b>MTD 217 Deep Tissue of the Lower Body</b> <span style="float: right;"><b>4.0 Quarter Credit Hours</b></span>  <b>Course Description:</b> This module is designed to provide the students with an understanding of myofascial and deep tissue techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific signs of caution for deep tissue.  Prerequisite: MTD106. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.</p>
<p><b>MTD 221 Clinic Lab I</b> <span style="float: right;"><b>1.5 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210 &amp; MTD217. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.</p>
<p><b>MTD 236 Board Review</b> <span style="float: right;"><b>1.0 Quarter Credit Hours</b></span>  <b>Course Descriptions:</b> This course is designed to prepare students for the National Certification Examination (NCE) and meet Washington State licensing requirements. This class covers review of material related to massage.  Prerequisite: MTD101, MTD115, MTD106, MTD215, MTD206, MTD210, MTD212, MTD203, MTD217. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.</p>
<p><b>MTD 229 Upper Body Joint Dysfunction</b> <span style="float: right;"><b>1.25 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to prepare the students to work with clients with various injuries and/or pathologies. This class covers in depth review of the neck, spine, upper extremity joints, their structure and function and associated pathologies.  Prerequisite: MTD 106, MTD 101, MTD115, MTD 206, MTD203, MTD 210, MTD 212, MTD 215, MTD 217 Lecture Hours: 10.0 Lab Hours: 5.0 Other Hours: 0.0.</p>
<p><b>MTD 231 Advanced Massage Techniques Upper Body</b> <span style="float: right;"><b>3.25 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course prepares the student to affectively recognize the stages of inflammation, and treat pathologies in the upper body according to the stages of inflammation. Incorporating advanced techniques such as Neuromuscular Therapy, Muscle Energy Technique, and Trigger Point Therapy.  Prerequisite: MTD 101, MTD 115, MTD 203, MTD 206, MTD 212, MTD 215, MTD106, MTD210, MTD217. Lecture Hours: 20.0 Lab Hours: 25.0 Other Hours: 0.0.</p>
<p><b>MTD 224 Clinic Lab II</b> <span style="float: right;"><b>1.5 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.  Prerequisite: MTD106, MTD210 &amp; MTD217. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.</p>
<p><b>MTD 227 Board Review</b> <span style="float: right;"><b>1.0 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to prepare students for the National Certification Examination (NCE) and meet Washington State licensing requirements. This class covers review of anatomy and physiology material.  Prerequisite: MTD101, MTD115, MTD106, MTD215, MTD206, MTD210, MTD212, MTD203, MTD217. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.</p>
<p><b>MTD 238 Lower Body Joint Dysfunction</b> <span style="float: right;"><b>1.25 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course is designed to prepare the students to work with clients with various injuries and/or pathologies. This class covers in depth review of the lower extremity joints, their structure and function and associated pathologies.  Prerequisite: MTD206, MTD203 MTD 215, MTD 210, MTD 212, MTD 217. Lecture Hours: 10.0 Lab Hours: 5.0 Other Hours: 0.0.</p>
<p><b>MTD 230 Advanced Massage Techniques Lower Body</b> <span style="float: right;"><b>3.25 Quarter Credit Hours</b></span>  <b>Course Description:</b> This course prepares the student to affectively recognize the stages of inflammation, and treat pathologies in the lower body according to the stages of inflammation. Incorporating advanced techniques such as Neuromuscular Therapy, Muscle Energy Technique, and Trigger Point Therapy.  Prerequisite: MTD 203, MTD 206, MTD 212, MTD 215, MTD210, MTD217. Lecture Hours: 20.0 Lab Hours: 25.0 Other Hours: 0.0.</p>



<p><b>MTD 245 Professional Development</b>  <b>Course Description:</b> This course is designed to prepare the student for employment in the field of massage. This course discusses types of resumes, employment goals, personal marketing materials, licensing, and continuing education.  Prerequisite: MTD106, MTD210, MTD217, MTD231, MTD230, MTD241, MTD257  Lecture Hours: 25.0 Lab Hours: 0.0 Other Hours: 0.0.</p>	<p><b>2.5 Quarter Credit Hours</b></p>
<p><b>MTD 251 Clinic Lab III</b>  <b>Course Description:</b> This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.  <b>Students have the option of taking Clinical Lab III, Massage Therapy Sports Clinic III MTD 251(SP), or Massage Therapy Hospital Clinic III MTD 251(H) for the same hourly or Quarter Credit as Clinic Lab III.</b>  Prerequisite: MTD106, MTD210, MTD217, MTD221&amp; MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.</p>	<p><b>1.5 Quarter Credit Hours</b></p>
<p><b>MTD 251 (SP) Sports Clinic III</b>  <b>Course Description:</b> This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real sports massage therapy clinic or mock sports massage clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.  Prerequisite: MTD106, MTD210, MTD217, MTD221, MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0</p>	<p><b>1.5 Quarter Credit Hours</b></p>
<p><b>MTD 251 (H) Hospital Clinic III</b>  <b>Course Description:</b> This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy hospital setting. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.  Prerequisite: MTD106, MTD210, MTD217, MTD221, MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0</p>	<p><b>1.5 Quarter Credit Hours</b></p>
<p><b>MTD 259 CPR &amp; First Aid</b>  <b>Course Description:</b> American Red Cross First Aid/CPR/AED Program is a first aid and cardiopulmonary resuscitation (CPR) training program to prepare students to respond to injuries and sudden illnesses that may arise in the workplace. All students must show proof of first aid/cpr certification prior to entering clinic.  Prerequisite: None. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.</p>	<p><b>0.0 Quarter Credit Hours</b></p>
<p><b>MTD 241 Eastern Theories</b>  <b>Course Description:</b> This course is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork including shiatsu, acupressure, and Tui Na. Students will also learn how to integrate approaches from both eastern and western philosophies.  Prerequisite: MTD215, MTD210, MTD 217, MTD 206, MTD 212, MTD 203, MTD 221, MTD 236, MTD 229, MTD 231, MTD 224, MTD 227, MTD 238. Lecture Hours: 25.0 Lab Hours: 20.0 Other Hours: 0.0.</p>	<p><b>3.5 Quarter Credit Hours</b></p>
<p><b>MTD 247 Professional Development</b>  <b>Course Description:</b> This course is designed to prepare the student for a massage business and self employment. This course covers business planning, marketing, basics of insurance billing, basics of book keeping, basics for record keeping and taxes. This course also discusses the issues of private and group practices.  Prerequisite: MTD106, MTD210, MTD217, MTD231, MTD230, MTD241, MTD257. Lecture Hours: 15.0 Lab Hours: 0.0 Other Hours: 0.0.</p>	<p><b>1.5 Quarter Credit Hours</b></p>
<p><b>MTD 253 Massage Law &amp; Ethics</b>  <b>Course Description:</b> This course is designed to give students an understanding of state law guidelines and explore ethical questions related to massage therapy.  Prerequisite: None. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.</p>	<p><b>1.0 Quarter Credit Hours</b></p>
<p><b>MTD 242 Clinic Lab IV</b>  <b>Course Description:</b> This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects.  <b>Students have the option of taking Clinical Lab IV, Massage Therapy Sports Clinic IV MTD 242(SP), or Massage Therapy Hospital Clinic IV MTD 242(H) for the same hourly or Quarter Credit as Clinic Lab IV.</b>  Prerequisite: MTD106, MTD210, MTD217, MTD221&amp; MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.</p>	<p><b>1.5 Quarter Credit Hours</b></p>

<p><b>MTD 119 Spa Therapies I</b></p> <p>Course Description: This course is designed to provide foundation knowledge and skills for massage students in the area of spa therapies. Theory topics include sanitation protocol, documentation of spa treatments, contraindications to spa products and an introduction to aromatherapy. Practical activities include spa draping methods, client positioning for spa product application, product application techniques, enhancers for massage and spa product removal techniques. Students learn about exfoliation treatments like dry skin brushing, loofah scrubs and the full body polish. Students learn buff and bronze technique. Prerequisite: None Lecture hours: 10 Lab Hours: 10</p>	<p><b>1.5 Quarter Credit</b></p>
<p><b>MTD 120 Spa Therapies II</b></p> <p>Course Description: This course is designed to provide foundation knowledge and skills for massage students in the area of spa therapies. Theory topics include sanitation protocol, documentation of spa treatments, contraindications to spa products and an introduction to aromatherapy. Practical activities include spa draping methods, client positioning for spa product application, product application techniques, enhancers for massage and spa product removal techniques. Students learn exfoliations techniques such as sugar and salt glow. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10</p>	<p><b>1.5 Quarter Credit</b></p>
<p><b>MTD 207 Spa Therapies IV</b></p> <p>Course Description: Participants learn techniques for body wrapping including the hot sheet wrap procedure and cocoon procedure. These techniques allow students to mix and match different skills to create a variety of body wraps. Thalassotherapy and water therapies are explored to enhance the students understanding of hydrotherapy and healing with products from the sea. Keys for landing that first spa job are discussed in Spa Business 1. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10</p>	<p><b>1.5 Quarter Credit</b></p>
<p><b>MTD 219 Spa Therapies III</b></p> <p>Course Description: This course is designed to provide foundation knowledge and skills in aromatherapy. These skills are integrated with massage and spa skills in upcoming modules. Topics include the characteristics of essential oils, safety protocols, the physiological and psychological effects of essential oils, blending techniques and the aromatherapy massage session. Aromatherapy is integrated with more advanced spa and massage skills in this course. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10</p>	<p><b>1.5 Quarter Credit</b></p>
<p><b>MTD 234 Spa Therapies V</b></p> <p>Course Description: Unique treatment products are the focus of this module that teaches students advanced spa skills. Students develop their knowledge of fango therapy (the use of mud, clay and peat for healing) and learn to differentiate between different types of fango products. The elements of a spa foot treatment are explored including soaking, exfoliation, reflexology and the application of a treatment product to the feet. The knowledge learned in this module will allow the graduate to create a foot spa menu and incorporate reflexology with massage techniques. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10</p>	<p><b>1.5 Quarter Credit</b></p>
<p><b>MTD 240 Spa Therapies VI</b></p> <p>Course Description: Hot stone massage is a popular service at massage clinics and spas across the country. Spa Therapies VI teaches students how to deliver hot stone massage in a safe and effective manner. The program ends with a comprehensive spa exam and with an evaluation of the program and instructors. Prerequisite: MTD 119, MTD 120. Lecture hours: 10 Lab Hours: 10</p>	<p><b>1.5 Quarter Credit</b></p>
<p><b>MTD 248 Spa Therapies VIII</b></p> <p>Course Description: This course teaches students how to design original spa treatments, develop a spa program, write a spa menu and define a spa philosophy. Students are divided into two teams and create their own spa concept. They design all of the treatments, prepare a spa menu and deliver their treatment to friends, staff and family members. This is a one-of-a-kind experience that prepares graduates for the realities of adding spa treatments to their private practice. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10</p>	<p><b>1.5 Quarter Credit</b></p>
<p><b>MTD 255 Spa Therapies VII</b></p> <p>Course Description: Ayurveda is the 5000-year-old healing system of India. Included in ayurvedic practices are a number of external body treatments that include massage and spa-like techniques. This course teaches students core concepts in ayurveda that inform the delivery of external body treatments. Students give and receive Indian head massage, abhyanga, shirodhara and udvartana. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10</p>	<p><b>1.5 Quarter Credit</b></p>



**Massage Therapy**  
*Diploma program*  
 9 months - 720 hours – 54 credit units  
 Bremerton campus

V 3

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of one pre-requisite course, and eight self-contained units of learning called modules. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

Module Code	Module Title	Contact Hours	Quarter Credit Hours
<b>Prerequisite course:</b>			
MTD100	Introduction to Massage Therapy	80	6.0
<b>Modular courses:</b>			
MTD201	Business and Ethics	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MTD263	Eastern Theory and Practice	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MTD246	Clinical and Sports Massage	80	6.0
MTD295	Health and Wellness	80	6.0
MTD278	Massage Therapy Clinic*	30	1.0
<b>PROGRAM TOTAL Without Clinic:</b>		<b>720</b>	<b>54.0</b>
<b>PROGRAM TOTAL With Clinic:</b>		<b>750</b>	<b>55.0</b>

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

<p><b>MTD100 – Introduction to Massage Therapy</b> <b>6.0 Quarter Credit Hours</b></p> <p>This module is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory &amp; History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>MTD201 – Business and Ethics</b> <b>6.0 Quarter Credit Hours</b></p> <p>This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, &amp; Elder/Geriatric Massage</b> <b>6.0 Quarter Credit Hours</b></p> <p>This module is designed to provide the student with the theory &amp; hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module are range of motion for hips, pre-natal, post-natal, infant &amp; elder/geriatric massage and an understanding of the anatomy and physiology of the reproductive system. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>
<p><b>MTD263 – Eastern Theory and Practice</b> <b>6.0 Quarter Credit Hours</b></p> <p>This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>MTD220 – Energy &amp; Non-Traditional Therapies, Wellness &amp; CPR</b> <b>6.0 Quarter Credit Hours</b></p> <p>This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>

<p><b>MTD282 – Deep Tissue, Myofascial Release &amp; Pin and Stretch</b></p> <p>This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Also covered are joints of the Spine and Thorax. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques</b></p> <p>This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>MTD246 – Clinical and Sports Massage</b></p> <p>This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Covered in this module are the endocrine and peripheral nervous systems, and muscles of the leg and foot. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>MTD295 – Health and Wellness</b></p> <p>This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>MTD278 – Massage Therapy Clinic</b></p> <p>This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or ‘mock’ clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6<sup>th</sup> module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0</p>	<p><b>1.0 Quarter Credit Hour</b></p>



## Massage Therapy

### Diploma Program

Fife, Seattle, Tigard, and Vancouver-392 campuses

48 weeks – 62.5 credit units

V1

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

The objective of the massage therapy programs is to prepare students to qualify for and take the national licensing exams, including the Massage and Bodywork Licensing Exam (MBLEx). Upon graduation from an approved program, and passing one of these exams, graduates are eligible to be licensed in Washington State. Students are also prepared to take the practical exam for licensure in Oregon. Graduates are equipped to work in a variety of settings, including chiropractic clinics, spas, and self employment. Graduates of all the massage therapy programs receive a diploma from Everest College.

This 800-hour program consists of eight 6-week modules per twelve week term. Each student must successfully complete each twelve week course before moving on to the next set of 6 week modules. Included in this program are 100 hours of Anatomy and Physiology, 130 hours of kinesiology as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

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

Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.

Be knowledgeable in the study of anatomy, physiology and kinesiology as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.

Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, relaxation, stress reduction, and muscle spasms.

Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

MODULE	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MTD 101	Anatomy & Physiology I	50	5.0
MTD 115	Introduction to Kinesiology	50	4.0
MTD 106	Swedish Massage	100	7.5
MTD 215	Anatomy & Physiology of the Body Systems A	25	2.5
MTD 206	Kinesiology Upper Body	25	2.0
MTD 210	Deep Tissue for the Upper Body	50	4.0
MTD 212	Anatomy & Physiology of the Body Systems B	25	2.5
MTD 203	Kinesiology Lower Body	25	2.0
MTD 217	Deep Tissue Lower Body	50	4.0
MTD 221	Clinic Lab I	30	1.5
MTD 236	Board Review	10	1.0
MTD 229	Upper Body Joint Dysfunction	15	1.25
MTD 231	Advanced Massage Techniques Upper Body	45	3.25
MTD 224	Clinic Lab II	30	1.5
MTD 227	Board Review	10	1.0
MTD 238	Lower Body Joint Dysfunction	15	1.25
MTD 230	Advanced Massage Techniques Lower Body	45	3.25
MTD 245A	Professional Development	25	2.5
MTD 251	Clinic Lab III student has the option to take Hospital Clinic III MTD 251(H), or Sports Clinic III MTD 251 (SP) for the same hourly and quarter credit value as Clinic Lab III	30	1.5
MTD 241	Eastern Theories	45	3.5
MTD 247	Professional Development	15	1.5
MTD 253	Massage Law & Ethics	10	1.0
MTD 242	Clinic Lab IV student has option to take Hospital Clinic IV MTD 242(H), or Sports Clinic IV MTD 242(SP) for the same hourly and quarter credit value as Clinic Lab IV	30	1.5
MTD 257	Energy Modalities and Non- Traditional Therapies	45	3.5
<b>PROGRAM TOTAL:</b>		<b>800</b>	<b>62.50</b>

\*\* First Aid/CPR taken as workshop during modules ADU or ADL. FIRST AID/CPR must be completed prior to entering clinic.



## Massage Therapy Spa Specialist

### Diploma Program

Fife, Seattle, Tigard, and Vancouver-392 campuses

48 weeks – 960 hours – 74.5 credit units

V1

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 960-hour program consists of eight 6-week modules per twelve week term. Each student must successfully complete each twelve week course before moving on to the next set of 6-week modules. Included in this program are 100 hours of Anatomy and Physiology, 130 hours of kinesiology, 160 hours of aromatherapy and spa, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

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

Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.

Be knowledgeable in the study of anatomy, physiology and kinesiology as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.

Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.

Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Be acquainted and competent in various spa techniques and aromatherapy.

MODULE	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MTD 101	Anatomy & Physiology I	50	5.0
MTD 115	Introduction to Kinesiology	50	4.0
MTD 119	Spa Therapies I	20	1.5
MTD 106	Swedish Massage	100	7.5
MTD 120	Spa Therapies II	20	1.5
MTD 215	Anatomy & Physiology of the Body Systems	25	2.5
MTD 206	Kinesiology Upper Body	25	2.0
MTD 210	Deep Tissue for the Upper Body	50	4.0
MTD 219	Spa Therapies III	20	1.5
MTD 212	Anatomy & Physiology of the Body Systems	25	2.5
MTD 203	Kinesiology Lower Body	25	2.0
MTD 217	Deep Tissue of the Lower Body	50	4.0
MTD 207	Spa Therapies IV	20	1.5
MTD 221	Clinic Lab I	30	1.5
MTD 236	Board Review	10	1.0
MTD 229	Upper Body Joint Dysfunction	15	1.25
MTD 231	Advanced Massage Techniques Upper Body	45	3.25
MTD 234	Spa Therapies V	20	1.5
MTD 224	Clinic Lab II	30	1.5
MTD 227	Board Review	10	1.0
MTD 238	Lower Body Joint Dysfunction	15	1.25
MTD 230	Advanced Massage Techniques Lower Body	45	3.25
MTD 240	Spa Therapies VI	20	1.5
MTD 245 A	Professional Development	25	2.5
MTD 251	Clinic Lab III student has the option to take Hospital Clinic III MTD 251(H), or Sports Clinic III MTD 251 (SP) for the same hourly and quarter credit value as Clinic Lab III	30	1.5
MTD 241	Eastern Theories	45	3.5
MTD 255	Spa Therapies VII	20	1.5
MTD 247	Professional Development	15	1.5
MTD 253	Massage Law & Ethics	10	1.0
MTD 242	Clinic Lab IV student has option to take Hospital Clinic IV MTD 242(H), or Sports Clinic IV MTD 242(SP) for the	30	1.5

	same hourly and quarter credit value as Clinic Lab IV		
MTD 257	Energy Modalities and Non- Traditional Therapies	45	3.5
MTD 248	Spa Therapies VIII	20	1.5
PROGRAM TOTAL:		960	74.5

\*\* First Aid/CPR taken as workshop during modules ADU or ADL. FIRST AID/CPR must be completed prior to entering clinic.



## Massage Therapy Sports Specialist

### Diploma Program

Tigard and Vancouver-392 campuses

60 weeks – 1000 hours – 78 credit units

V1

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 1000-hour program consists of ten 6-week modules per twelve week term. Each student must successfully complete each twelve week course before moving on to the next set of 6-week modules. Included in this program are 100 hours of Anatomy and Physiology, 130 hours of kinesiology as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

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

Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.

Be knowledgeable in the study of anatomy, physiology and kinesiology as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.

Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.

Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

**Note:** Students must successfully complete all of the Massage Therapy or Massage Therapy Spa Specialist program courses prior to pursuing the diploma in Massage Therapy Sports Specialist. All courses in the Massage Therapy program (800 hours) transfer into the Massage Therapy Sports Specialist program.

MODULE	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MTD 101	Anatomy & Physiology I	50	5.0
MTD 115	Introduction to Kinesiology	50	4.0
MTD 106	Swedish Massage	100	7.5
MTD 215	Anatomy & Physiology of the Body Systems	25	2.5
MTD 206	Kinesiology Upper Body	25	2.0
MTD 210	Deep Tissue for the Upper Body	50	4.0
MTD 212	Anatomy & Physiology of the Body Systems	25	2.5
MTD 203	Kinesiology Lower Body	25	2.0
MTD 217	Deep Tissue of the Lower Body	50	4.0
MTD 221	Clinic Lab I	30	1.5
MTD 236	Board Review	10	1.0
MTD 229	Upper Body Joint Dysfunction	15	1.25
MTD 231	Advanced Massage Techniques Upper Body	45	3.25
MTD 224	Clinic Lab II	30	1.5
MTD 227	Board Review	10	1.0
MTD 238	Lower Body Joint Dysfunction	15	1.25
MTD 230	Advanced Massage Techniques Lower Body	45	3.25
MTD 245 A	Professional Development	25	2.5
MTD 251	Clinic Lab III student has the option to take Hospital Clinic III MTD 251(H), or Sports Clinic III MTD 251 (SP) for the same hourly and quarter credit value as Clinic Lab III	30	1.5
MTD 241	Eastern Theories	45	3.5
MTD 247	Professional Development	15	1.5
MTD 253	Massage Law & Ethics	10	1.0
MTD 242	Clinic Lab IV student has option to take Hospital Clinic IV MTD 242(H), or Sports Clinic IV MTD 242(SP) for the same hourly and quarter credit value as Clinic Lab IV	30	1.5
MTD 257	Energy Modalities and Non- Traditional Therapies	45	3.5
MTD 279	Sports Injury	40	4.0
MTD 261 A	Theory and Application of Exercise and Athletic Performance	30	2.5
MTD 274 A	Clinic/Events (A)	30	1.5



MTD 272	Sports Theory and Application	70	6.0
MTD 265 A	Clinic/Events (B)	30	1.5
PROGRAM TOTAL:		1000	78.00

\*\* First Aid/CPR taken as workshop during modules ADU or ADL. FIRST AID/CPR must be completed prior to entering clinic.

<p><b>MTD 101 Anatomy and Physiology I</b> <span style="float: right;"><b>5.0 Quarter Credit Hours</b></span>  Course Description: This course is designed to prepare the student for future course work in further anatomy and physiology modules presented later on in the program. The topics covered in this course are general orientation to anatomy and physiology, characteristics of life, organization of body structure, mechanisms of health and disease, pain and stress management, medical terminology, central and peripheral nervous system basics and pathologies, the five senses, skeletal system physiology and pathologies, joint overview and pathologies, and muscle structure and function along with muscular pathologies. Prerequisite: None. Lecture Hours: 50.0 Lab Hours: 0.0 Other Hours: 0.0.</p>
<p><b>MTD 106 Swedish Massage</b> <span style="float: right;"><b>7.5 Quarter Credit Hours</b></span>  Course Description: This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion, Western Theory &amp; History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, Body Mechanics, Basic SOAP charting techniques, Pregnancy and Labor Massage, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 50.0 Lab Hours: 50.0 Other Hours: 0.0.</p> <p><b>HIV/AIDS Education</b>  This course is part of the total hours and credits of the Swedish massage module but is indicated separately on the student transcript. This four and half hour course covers - .etiology, epidemiology of HIV, transmission and infection control, clinical manifestations, legal and ethical issues. This class is required to graduate. Prerequisite: None. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 0.0</p>
<p><b>MTD 115 Introduction to Kinesiology</b> <span style="float: right;"><b>4.0 Quarter Credit Hours</b></span>  Course Description: This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are joint classification and directional terms, range of motion at joints and assessment of the ranges of motion, structure of the skeletal system, characteristics and functions of the muscular system, and muscles involved in the movement of the main joints in the body. Prerequisite None. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.</p>
<p><b>MTD 203 Kinesiology Lower Body</b> <span style="float: right;"><b>2.0 Quarter Credit Hours</b></span>  Course Description: This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are muscle attachments (origins and insertions) for the lower body region. Students will learn the attachments of the muscles at each joint in lower body including muscles of the coxal region, knee, and ankle. Students will also gain proficiency in palpating these muscles and review the application of range of motion studies for these areas. Prerequisite: MTD 115. Lecture Hours: 15.0 Lab Hours: 10.0 Other Hours: 0.0</p>
<p><b>MTD 206 Kinesiology Upper Body</b> <span style="float: right;"><b>2.0 Quarter Credit Hours</b></span>  Course Description: This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are muscle attachments (origins and insertions) for the upper body region. Students will learn the attachments of the muscles in the head, neck, trunk, shoulder girdle, forearm and wrist. Students will also gain proficiency in palpating these muscles and review the application of range of motion studies for these areas. Prerequisite: MTD 115. Lecture Hours: 15.0 Lab Hours: 10.0 Other Hours: 0.0.</p>
<p><b>MTD 210 Deep Tissue Upper Body</b> <span style="float: right;"><b>4.0 Quarter Credit Hours</b></span>  Course Description: This module is designed to provide the students with an understanding of myofascial and deep tissue techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sites of caution for deep tissue. Prerequisite: MTD106. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.</p>
<p><b>MTD 212 Anatomy and Physiology Systems of the Body B</b> <span style="float: right;"><b>2.5 Quarter Credit Hours</b></span>  Course Description: This course is designed to follow Anatomy and Physiology 1. The topics covered in this course are the immune system, respiratory system, digestive system, urinary system, and reproductive system. Healthy anatomy and physiology of these systems will be discussed, as well as pathologies that affect each system. Prerequisite: MTD101. Lecture Hours: 25.0 Lab Hours: 0.0 Other Hours: 0.0.</p>
<p><b>MTD 215 Anatomy and Physiology Systems of the Body A</b> <span style="float: right;"><b>2.5 Quarter Credit Hours</b></span>  Course Description: This course is designed to follow Anatomy and Physiology 1. The topics covered in this course are the endocrine system, the integumentary system, the cardiovascular system, and the lymphatic system. Healthy anatomy and physiology of these systems will be discussed, as well as pathologies that affect each system. Prerequisite: MTD 101 Lecture Hours: 25.0 Lab Hours: 00.0 Other Hours: 0.0.</p>
<p><b>MTD 217 Deep Tissue for the Lower Body</b> <span style="float: right;"><b>4.0 Quarter Credit Hours</b></span>  Course Description: This module is designed to provide the students with an understanding of myofascial and deep tissue techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sites of caution for deep tissue. Prerequisite: MTD106. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.</p>
<p><b>MTD 221 Clinic Lab I</b> <span style="float: right;"><b>1.5 Quarter Credit Hours</b></span>  Course Description: This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210 &amp; MTD217. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.</p>

<b>MTD 224 Clinic II</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210 & MTD217. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.	
<b>MTD 227 Board Review</b>	<b>1.0 Quarter Credit Hours</b>
Course Description: This course is designed to prepare students for the National Certification Examination (NCE) and meet State licensing requirements. This class covers review of anatomy and physiology material. Prerequisite: MTD101, MTD115, MTD106, MTD215, MTD206, MTD210, MTD212, MTD203, MTD217. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MTD 229 Upper Body Joint Dysfunction</b>	<b>1.25 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the students to work with clients with various injuries and/or pathologies. This class covers in depth review of the neck, spine, upper extremity -joints, their structure and function and associated pathologies. Prerequisite: MTD 101, MTD 115, MTD 203, MTD 206, MTD 212, MTD 215, MTD 106, MTD210, MTD217. Lecture Hours: 20.0 Lab Hours: 25.0 Other Hours: 0.0.	
<b>MTD 230 Advanced Massage Techniques Lower Body</b>	<b>3.25 Quarter Credit Hours</b>
Course Description: This course prepares the student to effectively recognize the stages of inflammation, and treat pathologies in the lower body according to the stages of inflammation. Incorporating advanced techniques such as Neuromuscular Therapy, Muscle Energy Technique, and Trigger Point Therapy. Prerequisite: MTD 101, MTD 115, MTD 203, MTD 206, MTD 212, MTD 215, MTD 106, MTD210, MTD217. Lecture Hours: 20.0 Lab Hours: 25.0 Other Hours: 0.0.	
<b>MTD 231 Advanced Massage Techniques Upper Body</b>	<b>3.25 Quarter Credit Hours</b>
Course Description: This course prepares the student to effectively recognize the stages of inflammation, and treat pathologies in the upper body according to the stages of inflammation. Incorporating advanced techniques such as Neuromuscular Therapy, Muscle Energy Technique, and Trigger Point Therapy. Prerequisite: MTD 101, MTD 115, MTD 203, MTD 206, MTD 212, MTD 215, MTD 106, MTD210, MTD217. Lecture Hours: 20.0 Lab Hours: 25.0 Other Hours: 0.0.	
<b>MTD 236 Board Review</b>	<b>1.0 Quarter Credit Hours</b>
Course Descriptions: This course is designed to prepare students for the National Certification Examination (NCE) and meet State licensing requirements. This class covers review of material related to massage. Prerequisite: MTD101, MTD115, MTD106, MTD215, MTD206, MTD210, MTD212, MTD203, MTD217. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MTD 238 Lower Body Joint Dysfunction</b>	<b>1.25 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the students to work with clients with various injuries and/or pathologies. This class covers in depth review of the lower extremity joints, their structure and function as well as associated pathologies. Prerequisite: MTD 101, MTD 115, MTD 203, MTD 206, MTD 212, MTD 215, MTD 106, MTD210, MTD217. Lecture Hours: 20.0 Lab Hours: 25.0 Other Hours: 0.0.	
<b>MTD 241 Eastern Theories</b>	<b>3.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork including shiatsu, acupressure, and Tui Na. Students will also learn how to integrate approaches from both eastern and western philosophies. Prerequisite: MTD 203, MTD 206, MTD210, MTD 212, MTD 215, MTD 217, MTD 221, MTD 224, MTD 227, MTD 229, MTD 230, MTD 231, MTD 236, MTD 238. Lecture Hours: 25.0 Lab Hours: 20.0 Other Hours: 0.0.	
<b>MTD 242 Clinic IV</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Students have the option of taking Clinical Lab IV, Massage Therapy Sports Clinic IV MTD 242(SP), or Massage Therapy Hospital Clinic IV MTD 242(H) for the same hourly or Quarter Credit as Clinic Lab IV. Prerequisite: MTD 106, MTD 210, MTD 217, MTD 221 & MTD 224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.	
<b>MTD 242(H) Massage Therapy Hospital Clinic Lab IV</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a massage therapy hospital setting. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD 106, MTD 210, MTD 217, MTD 221, MTD 224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.	
<b>MTD 242(SP) Massage Therapy Sports Clinic Lab IV</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a sports massage therapy clinic or mock sports massage clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD 106, MTD 210, MTD 217, MTD 221, MTD 224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.	
<b>MTD 245 A Professional Development</b>	<b>2.5 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the student for employment in the field of massage. This course discusses types of resumes, employment goals, personal marketing materials, licensing and continuing education. Prerequisite: MTD106, MTD210, MTD217, MTD231, MTD230,. Lecture Hours: 25.0 Lab Hours: 0.0 Other Hours: 0.0.	

<b>MTD 247 Professional Development</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the student for a massage business and self employment. This course covers business planning, marketing, basics of insurance billing, basics of book keeping, basics for record keeping and taxes. This course also discusses the issues of private and group practices. Prerequisite: MTD 106, MTD 210, MTD 217, MTD 231, MTD230. Lecture Hours: 15.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MTD 251 Clinic III</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Students have the option of taking Clinical Lab III, Massage Therapy Sports Clinic III MTD 251(SP), or Massage Therapy Hospital Clinic III MTD 251(H) for the same hourly or Quarter Credit as Clinic Lab III. Prerequisite: MTD 106, MTD 210, MTD 217, MTD 221 & MTD 224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.	
<b>MTD 251(H) Hospital Clinic III</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a massage therapy hospital setting. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD 106, MTD210, MTD 217, MTD 221, MTD 224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0	
<b>MTD 251(SP) Sports Clinic III</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a sports massage therapy clinic or mock sports massage clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD 106, MTD 210, MTD 217, MTD 221, MTD 224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0	
<b>MTD 253 Massage Law and Ethics</b>	<b>1.0 Quarter Credit Hours</b>
Course Description: This course is designed to give students an understanding of state law guidelines and explore ethical questions related to massage therapy. Prerequisite: None. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MTD 257 Energy Modalities</b>	<b>3.5 Quarter Credit Hours</b>
Course Description: This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity, and beginning Reiki hand placements. The student will also be introduced to Reflexology and beginning Craniosacral work. Students will also learn integrated energy techniques, and relaxation techniques to develop treatment plan for chronic conditions. Prerequisite: MTD 215, MTD 206, MTD 212, MTD 210, MTD 217, MTD 203, MTD 221, MTD 236, MTD 229, MTD 230, MTD 231, MTD 224, MTD 227, MTD 238. Lecture Hours: 25.0 Lab Hours: 20.0 Other Hours: 0.0.	
<b>MTD 259 A CPR &amp; First Aid</b>	
This class is a required workshop that student must attend if they do not have current certification. This class covers CPR procedures and basic first aid. Student receive a CPR/FIRST AID certification after completion. Valid CPR First AID certification is required in order to graduate the Massage therapy programs. Prerequisite: None. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>The following courses are required for the Massage Therapy Spa Specialist Program:</b>	
<b>MTD 119 Spa Therapies I</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide foundation knowledge and skills for massage students in the area of spa therapies. Theory topics include sanitation protocol, documentation of spa treatments, contraindications to spa products and an introduction to aromatherapy. Practical activities include spa draping methods, client positioning for spa product application, product application techniques, enhancers for massage and spa product removal techniques. Students learn about exfoliation treatments like dry skin brushing, loofah scrubs and the full body polish. Students learn buff and bronze technique. Prerequisite: None Lecture hours: 10 Lab Hours: 10	
<b>MTD 120 Spa Therapies II</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide foundation knowledge and skills for massage students in the area of spa therapies. Theory topics include sanitation protocol, documentation of spa treatments, contraindications to spa products and an introduction to aromatherapy. Practical activities include spa draping methods, client positioning for spa product application, product application techniques, enhancers for massage and spa product removal techniques. Students learn exfoliations techniques such as sugar and salt glow. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>MTD 207 Spa Therapies IV</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: Participants learn techniques for body wrapping including the hot sheet wrap procedure and cocoon procedure. These techniques allow students to mix and match different skills to create a variety of body wraps. Thalassotherapy and water therapies are explored to enhance the students understanding of hydrotherapy and healing with products from the sea. Keys for landing that first spa job are discussed in Spa Business 1. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>MTD 219 Spa Therapies III</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide foundation knowledge and skills in aromatherapy. These skills are integrated with massage and spa skills in upcoming modules. Topics include the characteristics of essential oils, safety protocols, the physiological and psychological effects of essential oils, blending techniques and the aromatherapy massage session. Aromatherapy is integrated with more advanced spa and massage skills in this course. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	

<b>MTD 234 Spa Therapies V</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: Unique treatment products are the focus of this module that teaches students advanced spa skills. Students develop their knowledge of fango therapy (the use of mud, clay and peat for healing) and learn to differentiate between different types of fango products. The elements of a spa foot treatment are explored including soaking, exfoliation, reflexology and the application of a treatment product to the feet. The knowledge learned in this module will allow the graduate to create a foot spa menu and incorporate reflexology with massage techniques. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>MTD 240 Spa Therapies VI</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: Hot stone massage is a popular service at massage clinics and spas across the country. Spa Therapies VI teaches students how to deliver hot stone massage in a safe and effective manner. The program ends with a comprehensive spa exam and with an evaluation of the program and instructors. Prerequisite: MTD 119, MTD 120. Lecture hours: 10 Lab Hours: 10	
<b>MTD 248 Spa Therapies VIII</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course teaches students how to design original spa treatments, develop a spa program, write a spa menu and define a spa philosophy. Students are divided into two teams and create their own spa concept. They design all of the treatments, prepare a spa menu and deliver their treatment to friends, staff and family members. This is a one-of-a-kind experience that prepares graduates for the realities of adding spa treatments to their private practice. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>MTD 255 Spa Therapies VII</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: Ayurveda is the 5000-year-old healing system of India. Included in ayurvedic practices are a number of external body treatments that include massage and spa-like techniques. This course teaches students core concepts in ayurveda that inform the delivery of external body treatments. Students give and receive Indian head massage, abhyanga, shirodhara and udvartana. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>The following courses are required for the Massage Therapy Sports Specialist Program:</b>	
<b>MTD 261 A Theory and Application of Exercise and Athletic Performance</b>	<b>2.5 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the student to effectively work with the sport, fitness, and physical rehabilitation population, including anatomy and physiology, kinesiology, theory and application of massage. Students will have the opportunity to work with athletes in the field of sports. Prerequisite: please see syllabus Lecture Hours: 30.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MTD 265 A Clinic/Events (B)</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real sports massage therapy clinic or at sporting events. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: please see syllabus Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 30.0	
<b>MTD 272 A Sports Theory and Application</b>	<b>6.0 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the student to effectively work with the sport, fitness, and physical rehabilitation population, including anatomy and physiology, kinesiology, theory and application of massage. Students will have the opportunity to work with athletes in the field of sports. Prerequisite: please see syllabus Lecture Hours: 50.0 Lab Hours: 20.0 Other Hours: 0.0	
<b>MTD 274 Clinic/Events (A)</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real sports massage therapy clinic or at sporting events. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: please see syllabus Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 30.0	
<b>MTD 279 Sports Injury</b>	<b>4.0 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the student to effectively work with the sport, fitness, and physical rehabilitation population, including anatomy and physiology, kinesiology, theory and application of massage. Students will have the opportunity to work with athletes in the field of sports. Prerequisite: please see syllabus Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	



## Medical Administrative Assistant

Diploma Program

Renton campus

8 months (day)/10 months (evening) – 720 hours – 47 credit units

V1

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

Module	Module Title	Total Clock Hours	Total Quarter Credits
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
	<b>TOTAL</b>	<b>720</b>	<b>47.0</b>

### 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. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

### 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. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

### 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. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

### 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. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

### 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. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

<p><b>Module F: Patient Care and Computerized Practice Management</b></p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assistant Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students 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. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G: Dental Administrative Procedures</b></p> <p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module X – Medical Administrative Assistant Externship</b></p> <p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160</p>	<p><b>5.0 Quarter Credit Hours</b></p>



## Medical Assistant

### Diploma Program

Bremerton, Everett, Renton, Seattle, Tacoma, and Tigard campuses

8 months – 720 hours – 47 credit units

V1

The Medical Assistant 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 Assistant 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 Assistant Program is acknowledged by the awarding of a diploma.

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

Upon successful completion of this program, the graduate will be able to:

- Demonstrate professionalism and ethical behavior.
- Discuss the history of Medical Assistant as it relates to medical practice and professional organizations.
- Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques.
- Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- Apply principles of infection control and use appropriate aseptic technique.
- Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- Instruct and teach patients methods of health promotion and disease prevention.
- Maintain accurate patient records.
- Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- Implement current procedural terminology and ICD-9 coding.
- Accurately complete bookkeeping, banking, and financial procedures.
- Demonstrate acceptable speed and accuracy in computer keyboarding.
- Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five year goals.

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

Major Equipment			
Autoclave	Electrocardiography Machine	Cervical Traction Unit	Sphygmomanometers
Centrifuge	Adult and Pediatric Scales	Microscopes	Training Manikins

10-key Adding Machines	Examination Tables	Personal Computers	Surgical Instruments
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<p><b>Module A -Patient Care and Communication</b></p> <p>Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Terminology related to these systems is also covered. Students will also have the opportunity to work with and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. They will demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. Students will also study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module B -Clinical Assisting and Pharmacology</b></p> <p>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. Anatomy and physiology of the muscular system, and common disorders related to it are also taught. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication and prepare medication for administration by various methods, as well as prepare for and assist with minor office surgical procedures. They will study essential medical terminology, building on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module C -Medical Insurance, Bookkeeping, and Health Sciences</b></p> <p>Module C introduces students to office emergencies and first aid, with an emphasis being placed on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and health practices. Students also study medical insurance, billing, and coding, and bookkeeping procedures that are essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. They will also study essential medical terminology, build on their computer keyboarding, and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module D -Cardiopulmonary and Electrocardiography</b></p> <p>Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. 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 also teaches students how 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 upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module E -Laboratory Procedures</b></p> <p>Module E introduces laboratory procedures commonly performed in a physician's office. 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. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are also taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F -Endocrinology and Reproduction</b></p> <p>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 assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Student study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G – Medical Law, Ethics, and Psychology</b></p> <p>Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security. Also covered is office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of Medical Assistant, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module X –Externship</b></p> <p>Upon successful completion of classroom training, Medical Assistant students participate in a 160-hour externship at an approved facility. This provides externs an opportunity to work with patients and apply 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. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Medical Assistant students must successfully complete their externship in order to fulfill requirements for graduation. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160.</p>	<p><b>5.0 Quarter Credit Hours</b></p>





**Medical Insurance Billing and Coding**  
**Diploma Program**  
 Bremerton, Everett, Tacoma  
 8 months – 720 hours – 47 credit units

V 2

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

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

The Medical Insurance Billing and Coding Program is a 720 clock hour/47.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Course Number	Course Title	Clock Hours	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 Genitourinary 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 TOTAL</b>		<b>720</b>	<b>47.0</b>

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

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**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: 40 Lab Hrs: 40 Other Hrs: 0

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

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: 40 Lab Hrs: 40 Other Hrs: 0

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

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: 40 Lab Hrs: 40 Other Hrs: 0

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

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: 40 Lab Hrs: 40 Other Hrs: 0

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

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

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

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. 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: 40 Lab Hrs: 40 Other Hrs: 0 Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

**Module MIBP – Practicum 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: 0 Lab Hrs: 0 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: 0 Lab Hrs: 0 Other Hrs; 160



## Medical Insurance Billing and Coding

### Diploma Program

Bremerton, Everett, Portland, Renton, Seattle, Tacoma, Tigard, and Vancouver-548 campuses  
8 months – 720 hours – 47 credit units

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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 necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding Program is a 720 clock hour/47.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Course Number	Course Title	Clock Hours	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 Genitourinary 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
MIBE	Externship	160	5.0
<b>Program Total</b>		<b>720</b>	<b>47.0</b>

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

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**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: 40 Lab Hrs: 40 Other Hrs: 0

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

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: 40 Lab Hrs: 40 Other Hrs: 0

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

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: 40 Lab Hrs: 40 Other Hrs: 0

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

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: 40 Lab Hrs: 40 Other Hrs: 0

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

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

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

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. 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: 40 Lab Hrs: 40 Other Hrs: 0 Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

**Module 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: 0 Lab Hrs: 0 Other Hrs: 160



**Pharmacy Technician**  
*Diploma Program*  
 Renton campus  
 9 months – 800 hours – 50 credit units

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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 School.

This 800 Clock Hour/50.0 Credit Units program of study consists of seven individual learning units, plus a hands-on clinical experience, called an externship. Each of these "modules," as they are referred to, stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon completion of the seven classroom modules, the students participate in a 240-clock-hour-externship. Students will spend 50% of time in lecture and 50% of time in lab.

Module	Module Title	Total contact Hours	Quarter Credit Units
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE X	Clinical Externship	240	8.0
	<b>PROGRAM TOTAL</b>	<b>800</b>	<b>50.0</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



<p><b>Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System</b></p> <p>This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System &amp; Nuclear and Oncology Pharmacy Practice</b></p> <p>This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses</b></p> <p>This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food &amp; drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module E - Administrative Aspects of the Pharmacy Technician &amp; Pharmacology of the G.I. and Muscular System</b></p> <p>In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System</b></p> <p>This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System</b></p> <p>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</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module X - Clinical Externship</b></p> <p>This 240-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: 240.0.</p>	<p><b>8.0 Quarter Credit Hours</b></p>



## Pharmacy Technician

### Diploma Program

Bremerton, Everett, and Tacoma campuses

8 months – 720 hours – 47 credit units

V 1

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

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

Identify professional organizations available to pharmacy technicians, demonstrate how to find State specific requirements for technician, and describe various aspects of the National Certification Examination.

Module Code	Module Title	Contact Hours	Quarter Credit Hours
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and 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	80	6.0

	Reproductive System		
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. Prerequisite: None. 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 prescriptions 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 of muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. 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. Prerequisite: None. 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. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module E Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**

**6.0 Quarter Credit Hours**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. 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. Prerequisite: None. 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. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module X Clinical Externship****5.0 Quarter Credit Hours**

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

## QUARTER-BASED PROGRAMS



### Accounting

Associate of Science Degree program

Tacoma campus

24 months – 96 credit units

V1

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

Course Code		Course Title	Associates 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	
Associate's students choose 8 credits from the following:				
LIS	2004	Introduction to Internet Research	2.0	
MAN	2031	Let's Talk Business	2.0	
OST	2335	Business Communications	4.0	
MTB	1103	Business Math	4.0	
OST	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	
Choose two courses from the following:				
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>

\*Online students will take SPCP2300 Fundamentals of Interpersonal Communication



**Accounting (AAC)**  
*Associate of Applied Science Degree*  
 Portland and Vancouver-548 campuses  
 72-102 weeks – 96 credit units

Vo

This course is designed for those who want a thorough knowledge of the fundamental principles of accounting as well as business methods and procedures. It prepares a student for practical work in bookkeeping and accounting or employment in financial, credit, or production departments of business. It may also serve as good basic training for persons who plan to manage businesses of their own or assume major responsibilities in accounting departments.

Course Number	Course	Quarter Credit Units
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
APA 2161	Introductory Cost/Managerial Accounting	4
ACG 2021	Introduction to Corporate Accounting	4
APA 2959	Externship in Accounting	4
APA 2141	Computerized Accounting	4
ACG 2551	Non-Profit Accounting	4
ACG 2178	Financial Statement Analysis	4
ACO 1806	Payroll Accounting	4
BUL 2131	Applied Business Law	4
CGS 2510C	Applied Spreadsheets	4
CGS 2167C	Computer Applications	4
EN 120 *	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
FIN 1103	Introduction to Finance	4
MTB 1103	School Business Mathematics	4
ENC 1102 *	Composition II (Portland Campus)	4
	<b>-OR-</b>	
MAT 1033**	School Algebra (Vancouver Campus)	4
MAN 1030	Introduction to Business Enterprise	
OST 1141L	Keyboarding	2
PSY 2012 **	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 **	Oral Communications	4
TAX 2000	Tax Accounting	4
	<b>Total Credits</b>	<b>96</b>

\*Required writing course for Oregon as Gen Ed

\*\*General education requirement



## Accounting/Business Administration (AC4)

Diploma Program

48-66 weeks – 64 credit units

Vancouver-548 campus

Vo

Many men and women get their start in business and become assistants to top executives. This course is designed to train students in those skills that will open the way to such positions.

Course Number	Course	Quarter Credit Units
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
ACG 2021	Introduction to Corporate Accounting	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
MTB 1103	School Business Mathematics	4
MAN 1030	Introduction to Business Enterprise (Portland Campus)	4
	<b>-OR-</b>	
MAT 1033 *	School Algebra (Vancouver Campus)	
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Accounting/Business/Computer Credits	12
	<b>Total Credits</b>	<b>64</b>

\* General education requirement



## Administrative Assistant (ST8)

*Diploma Program*

Vancouver-548 campus

48-54 weeks – 64 credit units

Vo

The Administrative Assistant must be well organized and able to accomplish a variety of business office tasks effectively. This program prepares the student with the skills necessary to become a valuable member of the business team.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	<b>-OR-</b>	
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
EN 120	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
MTB 1103	School Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 130	Keyboarding III Administrative	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Accounting/Business/Computer/Legal Credits	14
	<b>Total Credits</b>	<b>64</b>

\* General education requirement





## Administrative Medical Assistant (MA1)

*Diploma Program*

Portland campus

36-54 weeks – 48 credit units

Vo

A career in the medical field is a dynamic and rewarding opportunity. The medical office assistant is trained in medical business office skills to assist the patients and to act as a liaison between doctor and patient.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
BSC 1085	Anatomy & Physiology I	4
BSC 1086	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
HSC 1531	Medical Terminology	4
HSA 1551	Medical Law & Ethics	2
HIM 2272	Medical Insurance Billing	4
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Credits	4
	<b>Total Credits</b>	<b>48</b>

\* General education requirement

Students who earn a diploma in this program may sit for the Medical Office Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMOA, National Certified Medical Office Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires “Health Care Assistants” to secure “certification” from the Department of Health as a condition of employment.



## Administrative Medical Assistant (MA1)

*Diploma Program*

Vancouver-548 campus

36-54 weeks – 48 credit units

Vo

A career in the medical field is a dynamic and rewarding opportunity. The medical office assistant is trained in medical business office skills to assist the patients and to act as a liaison between doctor and patient.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
APB 1100	Anatomy & Physiology I	4
APB 1110	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENG 1000	Business English (Vancouver Campus)	4
HSC 1531	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
MEA 2335	Medical Insurance Billing	4
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Credits	4
	<b>Total Credits</b>	<b>48</b>

Students who earn a diploma in this program may sit for the Medical Office Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMOA, National Certified Medical Office Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires “Health Care Assistants” to secure “certification” from the Department of Health as a condition of employment.



**Bookkeeping (AC3)**  
*Diploma Program*  
 Vancouver-548 campus  
 36-54 weeks – 48 credit units

Vo

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

<b>Course Number</b>	<b>Course</b>	<b>Quarter Credit Units</b>
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
ENG 1000	Business English	4
MTB 1103	School Business Mathematics	4
MAN 1030	Introduction to Business Enterprise	4
OST 1141L	Keyboarding	2
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	Additional Credits	4
	<b>Total Credits</b>	<b>48</b>



## Business

Associate of Applied Science Degree

Bremerton, Everett, Portland, and Tacoma campuses

24 months – 96 credit units

V 2

The **Associate of Applied Science Business** program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. 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. The Bachelor of Science in Business with Business Administration concentration offers additional coursework in finance and investments, management, strategic planning, and other advanced topics that will prepare the graduate of this program for entry- to mid-level positions in business, industry, and government.

### Management

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry, and government. The Bachelor of Science in Business with Management concentration offers advanced coursework in management and related topics, helping to develop the diversity of knowledge and skills necessary to attain success in the business management field. Graduates of this program will be prepared for entry to mid-level supervisory and management positions in business, industry, and government.

### Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government. The Bachelor of Science in Business with Marketing concentration offers additional studies in such areas as marketing research, consumer behavior, promotional strategies, and international marketing. The graduate of this program will be prepared for entry- to mid-level marketing positions in business, industry, and government.

### Program Outline

Course Code	Course	Associate's Degree Quarter Credit Hrs.
<b>SCHOOL CORE REQUIREMENTS</b>		
SLS 1105	Strategies for Success	4.0
CGS 2167C	Computer Applications	4.0
SLS 1321	Career Skills	2.0
OST* 2335	Business Communications	4.0
<b>Choose appropriate credits from the following list:</b>		<b>Applied Associate's 8 credits</b>
OST 1141L	Keyboarding	2.0
LIS 2004	Introduction to Internet Research	2.0
OSTP 2725	Applied Word Processing	4.0
CGS 2510C	Applied Spreadsheets	4.0
MTB 1103	Business Math	4.0
<b>TOTAL SCHOOL CORE CREDIT HOURS</b>		<b>22.0</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
MANP 2501	Senior Capstone Experience	4.0
And one of the following 4 concentrations:		
<b>BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>		
FIN 1103	Introduction to Finance	4.0
MAR 2305	Customer Relations and Servicing	4.0
Choose 2 of the following courses:		
ACG 2178	Financial Statement Analysis	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
SBM 2000	Small Business Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>		<b>48</b>
OR		
<b>MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>		
MAR 2305	Customer Relations and Servicing	4.0
FIN 1103	Introduction to Finance	4.0

SBM	2000	Small Business Management	4.0	
MAN	2604	Introduction to International Management	4.0	
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48</b>	
OR				
<b>MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>				
MAR	2323	Advertising	4.0	
MAR	2141	Introduction to International Marketing	4.0	
MAR	2721	Marketing on the Internet	4.0	
SBM	2000	Small Business Management	4.0	
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48</b>	
<b>GENERAL EDUCATION REQUIREMENTS</b>				
ENC*	1101	Composition I	4.0	
ENC*	1102	Composition II	4.0	
SLS	1505	Basic Critical Thinking	2.0	
MAT	1033	School Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications	4.0	
EVS	1001	Environmental Science	4.0	
		<b>General Education Requirements</b> Must include at least one course from each of the following subject areas: communications/Humanities, Math/Science, Social Science.		
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>26</b>
* 9 credits Oregon approved writing courses				
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>				<b>96</b>



## Business Accounting (BACC1)

*Diploma Program*

Portland campus

36-54 weeks – 48 credit units

V1

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.

Course Number		Course Title	Quarter Credit Units
<b>School Core Requirements</b>			
SLS	1105	Strategies for Success	4
CGS	2167C	Computer Applications	4
CGS	2510C	Applied Spreadsheets	4
MTB	1103	Business Math	4
MAN	1030	Introduction to Business Enterprise	4
SLS	1321	Career Skills	2
Student will select one of the following:			
MAN	2031	Let's Talk Business	2
OST	1141L	Keyboarding	2
<b>Major Core Requirements</b>			
APA	2111	Principles of Accounting I	4
APA	2121	Principles of Accounting II	4
ACG	2021	Introduction to Corporate Accounting	4
APA	2141	Computerized Accounting	4
ACO	1806	Payroll Accounting	4
TAX	2000	Tax Accounting	4
<b>Program Total</b>			<b>48</b>



## Computer Information Science

Associate of Applied Science Degree (Network Administration concentration)

Portland campus

24 months – 96 credit units

V 2

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. AAS 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. The Portland campus is currently only offering the Network Administration 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>School Core Requirements</b>			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
EN 120	Business Communications	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>16.0 (18.0 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	
CNT 1003C	Computer Networking Fundamentals	4.0	
CTS 1110C	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		
COP 2280C	Computer Programming – C# I		
COP 2281C	Computer Programming – C# II		
	<b>Programming Major Core:</b>		<b>52.0</b>
<b>Major Core Requirements – Network Administration Concentration</b>			
CTS 1110C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
CNT 1003C	Computer Networking Fundamentals	4.0	
CTS 1327C	Network Operating Systems-Client	4.0	
CTS 1334C	Network Operating Systems-Server	4.0	
CET 1605C	Network Routing I	4.0	
CET 2607C	Network Routing II	4.0	
CTS 2382C	Network Management	4.0	
CTS 2386C	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	
CEN 2345C	Network Security		
CIS 2475	Network Security Design		
CEN 2420	Implementing and Administering Databases		
CEN 2450	Database Design		
	<b>Network Administration Major Core:</b>		<b>52.0</b>
<b>Major Core Requirements – Web Design Concentration</b>			
CNT 1003C	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/Director of Education from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).			
	<b>Approved Electives</b>		<b>8.0</b>
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean/Director of Education 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	School Algebra	4.0	
PSY 2012	General Psychology	4.0	
	<b>Total Quarter Credit Hours:</b>		<b>20.0</b>
	<b>Total Quarter Credit Hours Required for Graduation:</b>		<b>96.0</b>





**Criminal Justice (LJA)**  
*Associate of Applied Science Degree*  
 Portland campus  
 72-96 weeks – 96 credit units

V 1

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

Course Number	Course Title	Quarter Credit Units
<b>School Core Requirements</b>		
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
CGS 2167C	Computer Applications	4
EN 120*	Business Communications	4
	<b>Total Quarter Credit Hours</b>	<b>14</b>
<b>Major Core Requirements</b>		
BU L 2131	Applied Business Law	4
CCJ 1017	Criminology	4
CCJ 1024	Introduction to Criminal Justice	4
CJL 2130	Criminal Evidence	4
CJL 2134	Criminal Procedure and the Constitution	4
CCJ 1610	Criminal Investigations	4
CCJ 2358	Criminal Justice Communications	4
CCJ 2306	Introduction to Corrections	4
CJD 2250	Introduction to Interviews and Interrogations	4
DSC 2002	Introduction to Terrorism	4
CJE 2100	Policing in America	4
CCJ 2288	Spanish for the Criminal Justice Professional	4
CCJ 2679	Introduction to Victims Advocacy	4
CCJ 2943	Current Issues in Criminal Justice	4
CJE 2670	Introduction to Forensics	4
CCJ 1910	Career Choices in Criminal Justice	4
	<b>Total Quarter Credit Hours</b>	<b>64</b>
<b>General Education Core Requirements</b>		
EN C 1101 *	Composition I	4
EN C 1102 *	Composition II	4
SPC 2016 **	Oral Communications	4
SYG 2000 **	Principles of Sociology	4
SLS 1505 **	Basic Critical Thinking	2
	<b>Total Quarter Credit Hours</b>	<b>18</b>
<b>Total Quarter Credit Hours Required For Graduation</b>		<b>96</b>

\*Required writing courses for Oregon

\*\*General education requirement

<b>CCJ 1017 Criminology</b>	<b>4 Quarter credit hours</b>
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1020 Introduction to Criminal Justice</b>	<b>4 Quarter credit hours</b>
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 1600 Criminal Investigations</b>	<b>4 Quarter credit hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJC 2000 Introduction to Corrections</b>	<b>4 Quarter credit hours</b>
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 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. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<p><b>CCJ 2288 Spanish for the Criminal Justice Professional</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. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter credit hours</b></p>
<p><b>CCJ 2679 Introduction to Victims Advocacy</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 1020. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter credit hours</b></p>
<p><b>CCJ 2943 Current Issues in Criminal Justice</b>  This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p><b>4 Quarter credit hours</b></p>



**Criminal Justice**  
*Associate of Applied Science Degree*  
 Bremerton, Everett, and Tacoma campuses  
 24 months – 96 credit units

V1

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

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
<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>				
BUL	2131	Applied Business Law	4.0	
CCJ	1017	Criminology	4.0	
CCJ	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	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>40.0</b>
<b>Associate's degree students will take 12.0 credits from following courses:</b>				
CJE	2100	Policing in America	4.0	
CCJP	2288	Spanish for the Criminal Justice Professional	4.0	
CCJ	2679	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CJE	2670	Introduction to Forensics	4.0	
CCJ	1910	Career Choices in Criminal Justice	4.0	
<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>



**Executive Assistant (ST9E)**  
*Associate of Applied Science Degree*  
 Vancouver-548 campus  
 72-78 weeks – 90 credit units

Vo

Executive assistants occupy a unique niche in the field of business. Responsibilities are varied and vital to the inner workings of the companies for which they work. The career is interesting and challenging. Its importance increases because the executive assistant works closely with management-level personnel and is exposed to policy-making decisions.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	<b>-OR-</b>	
APA 2111	Principles of Accounting I	4
ACO 1806	Payroll Accounting	4
CGS 2167C	Computer Applications	4
CGS 2510C	Applied Spreadsheets	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
EN 120*	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
LE 100	Legal Concepts	4
BUL 2131	Applied Business Law	4
	<b>-OR-</b>	
PLA 1003	Introduction to Legal Assisting	4
MTB 1103	School Business Mathematics	4
ENC 1102 *	Composition II (Portland Campus)	4
	<b>-OR-</b>	
MAT 1033 **	School Algebra (Vancouver Campus)	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
OP 110	Office Internship	4
PSY 2012 **	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 **	Oral Communications	4
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 130	Keyboarding III Administrative	2
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Credits	2
	<b>Total Credits</b>	<b>90</b>

\*Required writing courses for Oregon

\*\*General education requirement



## Legal Administrative Assistant (ST8L)

*Diploma Program*

Portland and Vancouver-548 campuses

48-54 weeks – 64 credit units

Vo

In this professional secretarial program, the student chooses a legal career. The demand for qualified individuals in this field is high. Knowledge, ability, accuracy, and a mature manner are essential objectives in this program.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
	<b>-OR-</b>	
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
EN 120	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
LE 100	Legal Concepts	4
BUL 2131	Applied Business Law	4
	<b>-OR-</b>	
PLA 1003	Introduction to Legal Assisting	
MTB 1103	School Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Accounting/Business/Computer/Legal Credits	10
	<b>Total Credits</b>	<b>64</b>

\*General education requirement



**Medical Assisting (MA2)**  
*Diploma Program*  
 Portland and Vancouver-548 campuses  
 60-78 weeks – 75 credit units

Vo

The medical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in patient care.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
BSC 1085	Anatomy & Physiology I	4
BSC 1086	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
HC 2941	Medical Assistant Externship	5
HSC 1531	Medical Terminology	4
HSA 1551	Medical Law & Ethics	2
MTB 1103	School Business Mathematics	4
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
HIM 2272	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
	<b>Total Credits</b>	<b>75</b>

\* General education requirement

Students who earn a diploma in this program are required to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.

Students who earn a diploma in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires “Health Care Assistants” to secure “certification” from the Department of Health as a condition of employment.



**Medical Assisting (MAD3)**  
*Associate of Applied Science Degree*  
 Portland and Vancouver-548 campuses  
 72-102 weeks – 97 credit units

Vo

The clinical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in all aspects of patient care, including both front-office and back-office.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
BSC 1085	Anatomy & Physiology I	4
BSC 1086	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
EN 120*	Business Communications	4
HC 2941	Medical Assistant Externship	5
HSC 1524	Diseases of the Human Body	4
HSC 1531	Medical Terminology	4
HSA 1551	Medical Law & Ethics	2
MTB 1103	School Business Mathematics	4
ENC 1102 *	Composition II	4
MEA 1671	Patient Interpersonal Relations	2
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
HIM 2272	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
PSY 2012 **	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 **	Oral Communications	4
	<b>Total Credits</b>	<b>97</b>

\*Required writing courses for Oregon

\*\*General education requirement

Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.

-OR-

Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires “Health Care Assistants” to secure “certification” from the Department of Health as a condition of employment.



## Network and Internet Security Specialist

*Diploma Program*

Portland campus

12 months – 72 credit units

V 3

The Network and Internet Security Specialist program is designed for students wishing to pursue a career in planning, implementing, administering, supporting and securing networked computer systems and their users. Network design, installation, maintenance and management as well as implementation, and operating computer services are rapidly growing areas in the information technology industry.

The Network and Internet Security Specialist program will help students develop the network planning, implementation, administration and computer user support skills required to meet employers' needs in these areas.

The Network and Internet Security Specialist program helps prepare graduates for careers as Network Security Specialist, Network Security Administrator, Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

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

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>TOTAL CONTACT HOURS</b>	<b>QUARTER CREDIT UNITS</b>
CTS 1050	Computer Hardware and Operating Systems	80	6
NCS 1100	Network Routing II	80	6
NCS 1050	Network Routing I	80	6
NCS 1200	Network Routing IV	80	6
NOS 1000	Network Operating Systems – Client	80	6
NOS 1050	Network Operating Systems – Server	80	6
NSS 2000	Network Infrastructure Implementation	80	6
NSS 2050	Network Directory Services	80	6
NSS 2100	Network Infrastructure Planning	80	6
NCS 1150	Network Routing III	80	6
NIS 2050	Network Security Implementation	80	6
NIS 2100	Network Security Design	80	6
<b>PROGRAM TOTAL:</b>		<b>960</b>	<b>72</b>





**Paralegal**  
*Associate of Applied Science Degree*  
 Everett and Tacoma campuses  
 24 months – 96 credit units

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

Course Code		Course Title	Associates Degree Quarter Credit Hours	
<b>SCHOOL 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>
Students will take 8.0 credits from the following list:				
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	School 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 (LPA8)

Associate of Applied Science Degree

Portland and Vancouver-548 campuses

72-102 weeks – 96 credit units

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The Paralegal/Legal Assistant program is designed to provide the student with fundamental knowledge of legal terminology, substantive and procedural law, drafting of legal pleading and responses, and legal research. Graduates of the program should be able to assist an attorney in private or corporate practice.

Course Number	Course	Quarter Credit Units
APA 1114	Office Accounting	4
CGS 2167C	Computer Applications	4
EN 120**	Business Communications	4
ENC 1101 **	Composition I	4
ENG 1000	Business English	4
ENC 1102 **	Composition II (Portland Campus)	4
	<b>-OR-</b>	
MAT 1033 ***	School Algebra (Vancouver Campus)	4
OST 1141L	Keyboarding	2
PLA 1003	Introduction to Legal Assisting	4
PLA 1700	Legal Ethics and Social Responsibility	4
PLA 1105	Legal Research and Writing I	4
PLA 2203	Civil Procedure	4
PLA 2106	Legal Research and Writing II	4
PLA 2460	Bankruptcy	4
PLA 2273	Torts	4
PLA 2308	Criminal Procedure	4
PLA 2423	Contract Law	4
PLA 2433	Business Organizations	4
PLA 2600	Wills, Trusts and Probate	4
PLA 2800	Family Law	4
PLA 2940	Paralegal Externship	4
	<b>-OR-</b>	
PLA 2610	Real Estate Law	4
PSY 2012 ***	General Psychology	4
SLS 1105	Strategies for Success	4
SLS 1321	Career Skills	2
SPC 2016 ***	Oral Communications	4
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
	<b>Total Credits</b>	<b>96</b>

\*Evening program offered only in Portland.

\*\*Required writing course for Oregon

\*\*\*General education requirement



**Pharmacy Technician**  
*Associate of Applied Science Degree*  
 Portland campus  
 72-78 weeks – 97 credit units

Vo

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of pharmacy 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 both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, out-patient clinics, urgent care centers, and retail and wholesale pharmacies.

Course Number	Course	Quarter Credit Units
<b>School Core Requirements</b>		
SLS 1105	Strategies for Success	4
OST 1141L	Keyboarding	2
CGS 2167C	Computer Applications	4
MAN 1030	Introduction to Business Enterprise	4
MAN 2021	Principles of Management	4
SLS 1321	Career Skills	2
<b>Major Core Requirements</b>		
PTN 1702	Introduction to Pharmacy	4
PTN 1780C	Administrative Aspects of Pharmacy	4
PTN 1704	Professional Aspects of Pharmacy Technology	4
PTN 1703	Pharmaceutical Calculations	4
PTN 1733C	Pharmacy Operations	4
BSC 1085	Anatomy & Physiology I	4
BSC 1086	Anatomy and Physiology II	4
HSC 1524	Diseases of the Human Body	4
HSC 1531	Medical Terminology	4
MEA 2244	Pharmacology	4
HSA 2113	Health Care Systems, Issues, and Transitions	4
MAR 2305	Customer Relations and Service	4
PTN 1740	Externship	5
<b>General Education Requirements</b>		
ENC 1101 *	Composition I	4
ENC 1102 *	Composition II	4
PSY 2012**	General Psychology	4
EN 120*	Business Communications	4
SPC 2016 **	Oral Communications	4
	Additional Credits	4
	<b>Total Credits</b>	<b>97</b>

\*Required writing courses for Oregon

\*\*General Education requirements

Pharmacy Technician students: In addition to the current background check requirements, as of August 2008 the state of Oregon is requiring that potential licensees pass a national certification test in order to be licensed by the state. Graduates of the Pharmacy technician program at Everest School are eligible to take the examinations approved by the Oregon Board of Pharmacy.



## Pharmacy Technician (PHT1)

*Diploma Program*

Portland campus

48-54 weeks – 49 credit units

Vo

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of Pharmacy Technology. The diploma prepares the graduate for an entry-level position in any number of both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, outpatient clinics, urgent care centers, and retail and wholesale pharmacies.

Course Number	Course	Quarter Credit Units
<b>School Core Requirements</b>		
OST 1141L	Keyboarding	2
SLS 1321	Career Skills	2
<b>Major Core Requirements</b>		
PTN 1702	Introduction to Pharmacy	4
PTN 1780C	Administrative Aspects of Pharmacy	4
PTN 1704	Professional Aspects of Pharmacy Technology	4
PTN 1703	Pharmaceutical Calculations	4
PTN 1733C	Pharmacy Operations	4
BSC 1085	Anatomy and Physiology I	4
BSC 1086	Anatomy and Physiology II	4
HSC 1524	Diseases of the Human Body	4
HSC 1531	Medical Terminology	4
MEA 2244	Pharmacology	4
PTN 1740	Externship	5
	<b>Total Credits</b>	<b>49</b>

Pharmacy Technician students: In addition to the current background check requirements, as of August 2008 the state of Oregon is requiring that potential licensees pass a national certification test in order to be licensed by the state. Graduates of the Pharmacy technician program at Everest School are eligible to take the examinations approved by the Oregon Board of Pharmacy.

## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

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

Students enrolled in diploma and Associate of Applied Science degree programs take courses in the lower division. The letters that must accompany the numbering system normally refer to the course subject matter, such as MAN = management and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area. General education courses are noted in the course description with an asterisk.

### General Education Courses

General education within a degree program is designed to create a well-rounded individual with good general knowledge of several areas outside the specific major field of the graduate. The following courses are classified as general education courses:

- ENC 1101 Composition I
- ENC 1102 Composition II
- EVS 1001 Environmental Science
- MAT 1033 School Algebra
- PSY 2012 General Psychology
- SLS 1505 Basic Critical Thinking
- SPC 2016 Oral Communications
- SYG 2000 Principals of Sociology

### Additional Credits

Additional credits as required by individual programs may include any courses listed in this catalog as long as the student meets all prerequisites.

### COURSE DESCRIPTIONS

<b>ACG 2021 Introduction to Corporate Accounting</b>	<b>4 Quarter credit hours</b>
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ACG 2178 Financial Statement Analysis</b>	<b>4 Quarter credit hours</b>
The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ACG 2551 Non-Profit Accounting</b>	<b>4 Quarter credit hours</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	
<b>ACG 3103 Intermediate Accounting I</b>	<b>4.0 Quarter Credit Hours</b>
This is an upper level course for the serious accounting student. It is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on review of the value of money and accounting for cash and receivables. Prerequisite: APA 2161. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>ACG 3113 Intermediate Accounting II</b>	<b>4.0 Quarter Credit Hours</b>
This is a continuation and comprehensive study of financial accounting theory and applications. Emphasis is placed on accounting for inventories, long-term assets and liabilities, and stockholders' equity. Prerequisite: ACG 3103. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>ACG 3123 Intermediate Accounting III</b>	<b>4.0 Quarter Credit Hours</b>
This is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on special topics in income determination and financial reporting. Concepts of revenue recognition, leases, pensions, accounting for income taxes and earnings per share are among the subjects to be studied. Prerequisite: ACG 3113. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>ACG 3341 Cost Accounting I</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques. Prerequisite: APA 2161. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>ACG 3351 Cost Accounting II</b>	<b>4.0 Quarter Credit Hours</b>
This is a continuation of Cost Accounting I and includes in-depth studies of techniques and issues surrounding cost allocation methods, cost and variance analysis, and complex accounting problems. Prerequisite: ACG 3341. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>ACG 4201 Consolidation Accounting</b>	<b>4.0 Quarter Credit Hours</b>
In this course students will study the major areas of emphasis in consolidation accounting which include business combinations, consolidation procedures, and foreign currency accounting. Prerequisite ACG 3123 Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>ACG 4632 Auditing I</b>	<b>4.0 Quarter Credit Hours</b>
This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures that enable the auditor to express an opinion on the fairness and reliability of financial statements. Prerequisite: ACG 3123. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	

<b>ACG 4251 International Accounting</b>	<b>4.0 Quarter Credit Hours</b>
Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>ACO 1806 Payroll Accounting</b>	<b>4 Quarter credit hours</b>
This course provides the student with a working knowledge of payroll laws, principles, practices, methods, and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111 or APA 1114. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>APA 1114 Office Accounting</b>	<b>4 Quarter credit hours</b>
This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>APA 2111 Principles of Accounting I</b>	<b>4 Quarter credit hours</b>
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2121 Principles of Accounting II</b>	<b>4 Quarter credit hours</b>
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2141 Computerized Accounting</b>	<b>4 Quarter credit hours</b>
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2111 or APA 1114. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>APA 2161 Introductory Cost/Managerial Accounting</b>	<b>4 Quarter credit hours</b>
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2959 Externship in Accounting</b>	<b>4 Quarter credit hours</b>
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisites: The student must be in good standing and in the final quarter. Lecture Hrs. 000 Lab Hrs. 000 Other Hrs. 160	
<b>APB 1100 Anatomy &amp; 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: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APB 1110 Anatomy &amp; Physiology II</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, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary, and reproductive systems. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>BSC 1085 – 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 of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: HSC 1531 . Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.	
<b>BSC 1086 – 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: HSC 1531. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.	
<b>BUL 2131 Applied Business Law</b>	<b>4 Quarter credit hours</b>
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships, and corporations are discussed. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1017 Criminology</b>	<b>4 Quarter credit hours</b>
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1020 Introduction to Criminal Justice</b>	<b>4 Quarter credit hours</b>
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 1600 Criminal Investigations</b>	<b>4 Quarter credit hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 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 1020. Lecture 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. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>CGS 2510C Applied Spreadsheets</b>	<b>4.0 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>CJC 2000 Introduction to Corrections</b>	<b>4 Quarter credit hours</b>
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 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. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2679 Introduction to Victims Advocacy</b>	<b>4 Quarter credit hours</b>
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1020. Lecture 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 including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CEN 1056 Project Development</b>	<b>2.0 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 on budget. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000.	
<b>CNT 1003C 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: None. Lecture hours: 030. Lab hours: 020. Other Hrs. 000	
<b>CTS 1327C 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: CNT 1003C. Lecture hours: 030. Lab hours: 020. Other hours: 000	
<b>CTS 1334C 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: CNT 1003C. Lecture hours: 030. Lab hours: 020. Other hours: 000	
<b>CTS 2386C 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: CTS 1334C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>CEN 2345C Network Security</b>	<b>4 Quarter Credit Hours</b>
This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lectures and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: CTS 2303C, CTS 2382C and CIS 2354C . Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>CEN 2420C Implementing and Administering Databases</b>	<b>4 Quarter Credit Hours</b>
This course covers essential topics necessary to enable students to set up and support a database server. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a database server. Prerequisite: CTS 1327C and CTS 1334C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>CEN 2450C Database Design</b>	<b>4 Quarter Credit Hours</b>
This course builds on the fundamentals of database installation and administration and focuses upon the database objects present within a scalable database server. Students will become familiar with the programming objects available within a database and learn how to plan, design, create and manipulate the objects within a database. Prerequisites: CTS 1327C and CTS 1334C. Lecture hours: 030. Lab hours: 020. Other hours: 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: CNT 1003C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<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: 030. Lab hours: 020. Other hours: 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: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>CTS 1110C 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: None. Lecture hours: 030. Lab hours: 020. Other hrs: 000.	
<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 2167C. Lecture hours: 030. Lab hours: 020. Other hours: 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 2461C. Lecture hours: 030. Lab hours: 020. Other hours: 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 business and personal use. Prerequisite: none. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2177C E-Commerce Systems Administration</b>	<b>4 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: CGS 1800C. Lecture hours: 030. Lab hours: 020. Other hours: 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: 030. Lab hours: 020. Other hours: 000.	
<b>CGS 2501 Advanced 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: CGS2167. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000	
<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: 030. Lab hours: 020. Other hours: 000.	
<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: 030. Lab hours: 020. Other hours: 000	
<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: GRA2225C and CGS 2877C. Lecture hours: 010. Lab hours: 020. Other hours: 000.	
<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: None. Lecture hours: 40. Lab hours: 0.	
<b>CIS 2354C Network Security Fundamentals</b>	<b>4 Quarter Credit Hours</b>
This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisite: CNT 1003C. Lecture hours: 030. Lab hours: 020. Other hours: 000	
<b>CIS 2475C Network Security Design</b>	<b>4 Quarter Credit Hours</b>
This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lectures and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisites: CTS 2303C, CTS 2382C and CIS 2354C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	



<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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2100 Policing in America</b>	<b>4 Quarter credit hours</b>
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1020. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2670 Introduction to Forensics</b>	<b>4 Quarter credit hours</b>
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1020. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 2130 Criminal Evidence</b>	<b>4 Quarter credit hours</b>
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1020. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 2134 Criminal Procedure and the Constitution</b>	<b>4 Quarter credit hours</b>
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lecture 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: CGS 2167C. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<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: 030. Lab hours: 020. Other hours: 000.	
<b>COP 2171C Computer Programming- Visual Basic II</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<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: 030. Lab hours: 020. Other hours: 000.	
<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: 030. Lab hours: 020. Other hours: 000.	
<b>COP 2250C Programming Languages- Java I</b>	<b>4 Quarter Credit Hours</b>
This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: CGS 2461C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>COP 2280C Programming Languages – C# I</b>	<b>4 Quarter Credit Hours</b>
This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Prerequisite: CGS 2461C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>COP 2281C Programming Languages – C# II</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of COP 2280C, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Prerequisite: COP 2280C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>COP 2805C Programming Languages- Java II</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of COP 2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COP 2250C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<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. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>CTS 1000 Introduction to Computer Technology</b>	<b>6 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. Lecture hours: 040. Lab hours: 040. Other hours: 000.	

<b>CTS 1050 Computer Hardware and Operating Systems</b>	<b>6 Quarter Credit Hours</b>
This course focuses on the hardware and 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 Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components and their related functions. Other topics to be discussed include installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: None. Lecture hours: 040. Lab hours: 040. Other hours: 000.	
<b>CTS 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: CTS 1334C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>CTS 2382C 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: CTS 1327C and CTS 1334C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>DP 145 Operating Systems/Hard Disk Management</b>	<b>4 Quarter credit hours</b>
This course provides a hands-on approach to operating systems with a significant focus on MS-DOS for IBM compatible computers and the graphical user interface, Windows. Students learn about hard disk/floppy disk management, internal and external commands and how to use them, and system configuration. Students perform actions and are exposed to discussions that enable them to accomplish a number of strategic tasks related to computer operations. Prerequisite: CGS 2167C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>DP 150 Advanced Data Base Management</b>	<b>4 Quarter credit hours</b>
Advanced Data Base Management is designed to provide the student with the skills necessary to develop and master a relational database. The student achieves this through data base design creating data files and custom screens, manipulation input, output, sorting, reporting formatting and production, and other pertinent commands and techniques. Prerequisite: CGS2167C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>DSC 2002 Introduction to Terrorism</b>	<b>4 Quarter credit hours</b>
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>EN 120 Business Communications</b>	<b>4 Quarter credit hours</b>
This course is designed to provide a comprehensive review of English grammar as it is applied to communications in the business setting. Practice in perfecting written skills is provided. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 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 hours: 040. Lab hours: 000. Other hours: 000.	
<b>ENC 1102 Composition II*</b>	<b>4 Quarter credit hours</b>
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC1101. Lecture hours: 040. Lab hours: 000. Other hours: 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, adjectives, adverbs, prepositions, conjunctions, and interjections. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>EVS 1001 Environmental Science</b>	<b>4.0 Quarter credit hours</b>
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 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 hours: 040. Lab hours: 000. Other hours: 000.	
<b>GEB 2353 International Competitiveness</b>	<b>4.0 Quarter Credit Hours</b>
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<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: 030. Lab hours: 020. Other hours: 000.	
<b>HC 2941 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. All classes required for Medical Core Requirements must be completed prior to enrollment. Lecture hours: 000. Lab hours: 000. Other hours: 160.	
<b>HSA 1551 Medical Law &amp; 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 hours: 020. Lab hours: 000. Other hours: 000.	

<b>HIM 2272 Medical Insurance Billing</b>	<b>4 Quarter credit hours</b>
This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: HSC 1239 or HSC1531. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>HSA 2113 Health Care Systems, Issues, and Transitions</b>	<b>4 Quarter credit hours</b>
This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>HSC 1524 – 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, symptoms, etiology, diagnosis, and treatment. Prerequisite: BSC 1085 & BSC 1086. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000	
<b>HSC 1531 Medical Terminology</b>	<b>4 Quarter credit hours</b>
This course is designed to provide an understanding of the meanings of a variety of medical word element roots, prefixes, and suffixes. The student learns to combine elements to create numerous terms common to the medical profession. Prerequisite: None. Lecture hours: 040 Lab hours: 000. Other hours: 000.	
<b>LE 100 Legal Concepts</b>	<b>4 Quarter credit hours</b>
This course deals with the discussion and typing of legal documents such as deeds, wills, contracts, summons, and complaints. Terminology and the elements of law within legal documents are emphasized. Prerequisites: ENG 1000, OST 1141L	
<b>LIS 2004 Introduction to Internet Research</b>	<b>2.0 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. Lecture hours: 040. Lab hours: 000. Other hours: 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 hours: 040. Lab hours: 000. Other hours: 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. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2604</b>	<b>4.0 Quarter Credit Hours</b>
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across borderlines. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>MAN 2727 Strategic Planning for Business</b>	<b>4.0 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, which integrate and apply what is learned. Prerequisites MAN 1030, FIN 1103, and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000	
<b>MAN 2300 Introduction to Human Resources</b>	<b>4.0 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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MANP 2501 Capstone Experience</b>	<b>4.0 Quarter Credit Hours</b>
This course, to be taken within the student's last 24 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career. Lecture Hours: 40.0 Lab Hours: 0.0	
<b>MAN 3554 Workplace Continuity and Contingency Planning</b>	<b>4.0 Quarter Credit Hours</b>
This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>MAR 1011 Introduction to Marketing</b>	<b>4.0 Quarter credit hours</b>
This 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 hours: 040. Lab hours 000. Other hours: 000	
<b>MAR 2141 Introduction to International Marketing needs course description</b>	
<b>MAR 2305 Customer Relations and Service</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 people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>MAR 2323 Advertising</b>	<b>4.0 Quarter credit hours</b>
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	

<b>MAR 2721 Marketing on the Internet</b>	<b>4.0 Quarter credit hours</b>
A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages of doing business on the Internet. Prerequisite: MAR 1011. Lec. Hours: 30. Lab hours: 20. Other hours: 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 hours: 040. Lab hours: 000. Other hours: 000.	
<b>MEA 1671 Patient Interpersonal Relations</b>	<b>2 Quarter credit hours</b>
This course will encompass the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health professionals. The course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisite: None. Lecture hours: 020. Lab hours: 000. Other hours: 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 based on a systems method. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>MEA 2455 Clinical Lecture A</b>	<b>4 Quarter credit hours</b>
This course focuses on universal precautions in the medical environment, including understanding of bloodborne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures. Prerequisite: HSC 1531. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>MEA 2456 Clinical Lecture B</b>	<b>4 Quarter credit hours</b>
This course is designed to present the theories and principles of patient care, including vital signs, physical and specialty exams, and electrocardiograms. Prerequisites: MEA 2455, MLS 2325. Lecture hours: 040 Lab hours: 000. Other hours: 000.	
<b>MEA 2457 Clinical Lecture C</b>	<b>4 Quarter credit hours</b>
This course will introduce the student to the theories and practices related to common procedures and tests performed in a physician's office laboratory. These will include CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection. Prerequisites: MEA 2455, MLS 2325. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>MLS 2325 Clinical Lab A</b>	<b>2 Quarter credit hours</b>
This course is designed to acquire and practice the skills discussed in Clinical Lecture A. Prerequisite: HSC 1531 or HSC 1239. Lecture hours: 000. Lab hours: 040. Other hours: 000.	
<b>MLS 2326 Clinical Lab B</b>	<b>2 Quarter credit hours</b>
This course is designed to acquire and practice the skills discussed in Clinical Lecture B. Prerequisites: MEA 2455, MLS 2325. Lecture hours: 000. Lab hours: 040. Other hours: 000.	
<b>MLS 2327 Clinical Lab C</b>	<b>2 Quarter credit hours</b>
This course is designed to acquire and practice the skills discussed in Clinical Lecture C. Prerequisites: MEA2455, MLS 2325. Lecture hours: 000. Lab hours: 040. Other hours: 000.	
<b>MTB 1103 College Business Mathematics</b>	<b>4 Quarter credit hours</b>
Comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process, trade and cash, markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>NCS 1050 Network Routing I</b>	<b>6 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 Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: None. Lecture hours: 040. Lab hours: 040. Other hours 000.	
<b>NCS 1050 Network Routing I</b>	<b>6 QUARTER CREDITS 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 Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: None. Lecture hours: 40. Lab hours: 40.	
<b>NCS 1100 Network Routing II</b>	<b>6 QUARTER CREDITS HOURS</b>
This course introduces students to the type of network encountered in a home or small-to-medium business or ISP. Students will learn about entry-level networking support positions. Through hands-on labs, students will increase their competence for working with Cisco routers, switches, and Cisco software. Prerequisite: NCS 1050. Lecture hours: 40. Lab hours: 40.	
<b>NCS 1200 Network Routing IV</b>	<b>6 Quarter Credit Hours</b>
This course introduces students to gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management tasks. Students learn about upgrades, competitive analysis and system integration required in a support position. Through hands-on exercises include configuration, installation, and troubleshooting, students will learn lifecycle services from analysis to integration. Prerequisite: NCS 1150. Lecture hours: 40. Lab hours: 40.	
<b>NIS 2050 Network Security Implementation</b>	<b>6 Quarter Credit Hours</b>
This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lectures and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.	

<b>NIS 2100 Network Security Design</b>	<b>6 Quarter Credit Hours</b>
This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lectures and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.	
<b>NOS 1000 Network Operating Systems - Client</b>	<b>6 Quarter Credits</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: None. Lecture hours: 40. Lab hour: 40.	
<b>NOS 1050 Network Operating Systems - Server</b>	<b>6 Quarter Credits</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: None Lecture hours: 40. Lab hour: 40	
<b>NSS 2000 Network Infrastructure Implementation</b>	<b>6 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: NOS 1050. Lecture hours: 40. Lab hours: 40.	
<b>NSS 2050 Network Directory Services</b>	<b>6 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: NOS 1050. Lecture hours: 40. Lab hours: 40.	
<b>NSS 2100 Network Infrastructure Planning</b>	<b>6 Quarter Credit Hours</b>
This course builds upon the fundamentals of a network operating system and focuses on planning the strategies for deployment of networking components and services as well as on maintaining and troubleshooting them. Through a combination of lectures and hands-on labs, students learn how to plan and implement a secure network access infrastructure by configuring the connections for remote access clients, and manage and monitor network access. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.	
<b>OP 100 Office Techniques</b>	<b>4 Quarter credit hours</b>
This course includes planning and organizational skills, office ethics, and telephone techniques. Also covered are effective processing of paperwork, records management, and time management. Prerequisite: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>OP 110 Office Internship</b>	<b>4 Quarter credit hours</b>
This course is a credit-bearing experience tailored to the student's program and is limited to the availability of an appropriate office setting. It is available only to students completing the final two terms of their programs. Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5. Lecture hours: 000. Lab hours: 000. Other hours:120.	
<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 hours: 000. Lab hours: 040. Other hours: 000.	
<b>OST 2301 Medical Office Practice</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 communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping is also covered. Prerequisite: CGS 2167C. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>OST 2335 Business Communications</b>	<b>4 Quarter Credit Hours</b>
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>OST 2614 Medical Transcription</b>	<b>2 Quarter credit hours</b>
This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. Prerequisites: HSC1239 or HSC1531, OST 1141L, CGS 2167C. Lecture hours: 000. Lab hours: 040. Other hours: 000.	
<b>PHA 2245 Pharmacology &amp; Medical Math</b>	<b>4 Quarter credit hours</b>
This course will include a study of the various medications prescribed for the treatment of illness and diseases including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisites: MEA1263 or APB1100, MEA1233 or APB1110, and MAT 1033 or MTB 1103. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>PLA 1003 Introduction to Legal Assisting</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. Prerequisites: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>PLA 1105 Legal Research and Writing I</b>	<b>4 Quarter credit hours</b>
The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Prerequisites: None. Lecture hours: 030. Lab hours: 020. Other hours: 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. Prerequisites: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>PLA 2106 Legal Research and Writing II</b>	<b>4 Quarter credit hours</b>
This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA 1105. Lecture hours: 030. Lab hours: 020. Other hours: 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 pleading, motions, discovery, trial practice, post-trial motions, and other issues. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 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. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>PLA 2308 Criminal Procedure</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: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 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. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>PLA 2433 Business Organizations</b>	<b>4 Quarter credit hours</b>
This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations, and corporate financing. Prerequisite: PLA 1003	
<b>PLA 2460 Bankruptcy</b>	<b>4 Quarter credit hours</b>
This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>PLA 2600 Wills, Trusts and Probate</b>	<b>4 Quarter credit hours</b>
This course examines the field of probate, the drafting of wills, the creation and administration of trusts and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>PLA 2610 Real Estate Law</b>	<b>4 Quarter credit hours</b>
In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes, and closing statements. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>PLA 2800 Family Law</b>	<b>4 Quarter credit hours</b>
In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003. Lecture hours: 040. Lab hours: 000. Other hours: 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. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the department chairperson. Students below a 3.0 GPA must secure the approval of both the department chairperson and the Dean to enroll in the Externship course. Lecture hours: 000. Lab hours: 000. Other hours: 160.	
<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. Prerequisites: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>PTN 1702 Introduction to Pharmacy</b>	<b>4 Quarter credit hours</b>
This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy. Prerequisites: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>PTN 1703 Pharmaceutical Calculations</b>	<b>4 Quarter credit hours</b>
In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Prerequisites: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.	

<b>PTN 1704 Professional Aspects of Pharmacy Technology</b>	<b>4 Quarter credit hours</b>
This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations. Prerequisites: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>PTN 1733C Pharmacy Operations</b>	<b>4 Quarter credit hours</b>
In this course, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy. Prerequisites: None. Lecture hours: 010. Lab hours: 030. Other hours: 000.	
<b>PTN 1740 Externship</b>	<b>5 Quarter credit hours</b>
This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture hours: 000. Lab hours: 000. Other hours: 160.	
<b>PTN 1780C Administrative Aspects of Pharmacy</b>	<b>4 Quarter credit hours</b>
This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Prerequisites: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>SBM 2000 Small Business Management</b>	<b>4.0 Quarter credit hours</b>
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small business. A study of management principles and procedures provides methods of resolving these problems. Prerequisites: None. Lecture hours: 040. Lab hours: 020. Other hours: 000.	
<b>SLS 1105 Strategies for Success</b>	<b>4 Quarter credit hours</b>
This course is designed to equip students for transitions in their education and life. The course includes introduction to the School and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SLS 1321 Career Skills</b>	<b>2 Quarter credit hours</b>
A course designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume' preparation. Prerequisites: None. Lecture hours: 020. Lab hours: 000. Other hours: 000.	
<b>SLS 1392 Workplace Relationships</b>	<b>2.0 Quarter Credit Hours</b>
This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None. Lecture Hrs. 020 Lab Hrs. 000 Other	
<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. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>SPC 2016 Oral Communications*</b>	<b>4 Quarter credit hours</b>
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisites: None. Lecture hours: 040. Lab hours: 000. Other hours: 000.	
<b>SYG 2000 Principles of Sociology*</b>	<b>4 Quarter credit hours</b>
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisites: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>TAX 2000 Tax Accounting</b>	<b>4 Quarter credit hours</b>
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: None. Lecture hours: 030. Lab hours: 020. Other hours: 000.	
<b>TAX 4001 Federal Taxation I</b>	<b>4.0 Quarter Credit Hours</b>
A thorough study of federal income tax law and its application to individuals, partnerships, and corporations. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills needed to prepare tax returns, particularly individual tax returns. Prerequisite: APA 2161. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>TAX 4011 Federal Taxation II</b>	<b>4.0 Quarter Credit Hours</b>
A thorough study of federal income tax law and its application to corporations and other business entities. Special topics include property transactions, alternative minimum tax, accounting periods and methods, and international aspects of taxation. Prerequisite: TAX 4001. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
<b>TR 100A Transcription</b>	<b>2 Quarter credit hours</b>
This course teaches transcription skills and emphasizes punctuation and proofreading ability, spelling, correct number usage, abbreviations, English grammar, and formatting. It emphasizes specialization within the student's field of study. Prerequisites: TW 110, ENG 1000, ENC 1101. Lecture hours: 000. Lab hours: 040. Other hours: 000.	
<b>TW 110 Keyboarding II</b>	<b>2 Quarter credit hours</b>
Intermediate Keyboarding is a course designed to increase speed and accuracy and to provide skill in production typing. Business letters, interoffice memoranda, tables and manuscripts are emphasized. Speed goal varies according to graduation recommendation per individual program. Prerequisite: OST 1141L or equivalent. Lecture hours: 000. Lab hours: 040. Other hours: 000.	

<b>TW 130 Keyboarding III Administrative</b>	<b>2 Quarter credit hours</b>
This is an advanced typing course on the microcomputer in which more complex production work and office typing are stressed through use of specialized job simulations. Speed goal varies according to graduation recommendation per individual program. Prerequisite: TW 110. Lecture hours: 000. Lab hours: 040. Other hours: 000.	
<b>TW 135 Keyboarding III Legal</b>	<b>2 Quarter credit hours</b>
This is an advanced typing course that emphasizes complex production work and the preparation of a variety of legal forms and documents. Prerequisite: OST 1141L. Lecture hours: 000. Lab hours: 040. Other hours: 000.	
<b>WP 105 Word Processing I</b>	<b>2 Quarter credit hours</b>
This course is an introduction to word processing concepts, theories, and operations. The students learn these concepts through hands-on applications utilizing the microcomputer and word processing applications software. Prerequisite: OST 1141L. Lecture hours: 000. Lab hours: 040. Other hours: 000.	
<b>WP 115 Information Processing</b>	<b>2 Quarter credit hours</b>
This course utilizes the microcomputer and word processing applications software to instruct the student in using advanced information processing commands and features, performing complex operations, and developing and working with long documents. Terminology, concepts, and techniques used in the Windows operating environment are introduced. Prerequisite: WP 105. Lecture hours: 000. Lab hours: 040. Other hours: 000.	
<b>WP 125 Desktop Publishing</b>	<b>2 Quarter credit hours</b>
This course is designed to instruct students in methods for enhancing the appearance of documents by using fonts, graphics, layouts, and tables. Exercises include creating brochures, flyers, catalogs, newsletters, books, and magazines using word processing software with desktop publishing applications. Prerequisite: WP 105. Lecture hours: 000. Lab hours: 040. Other hours: 000.	



## TERMINOLOGY

**New Student:** A student who has not previously attended classes at Everest School.

**Re-entry Students:** Students who previously attended the School must complete a re-entry interview with the student finance department. Re-entry students must meet standards of satisfactory academic progress by the end of their first term back in order to remain in school.

**Full-time Student:** A student registered for at least six (6) quarter credit units per mini-term and at least twelve (12) quarter credit units per regular term.

**Registered Student:** A student who has been issued a schedule of classes in which space has been reserved for that student.

**Program of Study or Major:** A total set of course requirements that must be met to earn a diploma or degree. Programs of study are listed under the "Programs of Study" section of this catalog.

**Course:** A course is a unit of academic study. A prescribed set of courses constitutes a program of study. Courses are listed by number and title under the "Description of Courses" section of the catalog.

**Quarter Credit Unit:** A quarter credit unit is a unit of measure used to compute grade point average and determine completion of program requirements. One quarter credit unit is usually assigned for each hour of lecture the class meets per week during a twelve-week quarter. For example, a four quarter credit course usually meets four hours per week for twelve weeks. (A quarter credit unit requires a minimum of ten (10) hours of classroom lecture or twenty (20) hours of laboratory instruction in a twelve-week quarter or thirty (30) hours of internship/externship.)

**Prerequisite:** Preparatory course that must be completed before a student is eligible to enroll in a subsequent course.

**Regular term:** An academic quarter of 12 weeks in length.

**Mini-term:** A six (6) week academic term during which students take a reduced course load on a more intensive schedule.

**Matriculated Status:** Students select a program of study upon their official admission to the School. When the student is officially admitted to the School to pursue a declared major field of study that will lead to the awarding of a diploma or degree, the student is considered matriculated.

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

**Probationary Status:** Conditional status that refers to students who are being monitored for failure to meet academic and/or attendance standards, conduct regulations, or financial aid requirements.

**Proficiency Examination Credit:** Refers to credit units earned through a course exemption examination created and monitored at Everest School. Students receive a PE on their transcript and are awarded the number of credits allocated to the course. One of three types of credit units recognized at Everest School, along with Residence Credit and Transfer Credit.

**Residence Credit:** Refers to credit units earned for courses whose requirements are met while attending Everest School. One of three types of credit units recognized at Everest School, along with Proficiency Examination Credit and Transfer Credit.

**Transfer Credit:** Refers to credit units earned through another institution and transferred to Everest School. Transfer credits accepted are combined with credits earned in residence at Everest School toward the completion of program requirements. One of three types of credit units recognized at Everest School, along with Proficiency Examination Credit and Residence Credit.

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 Bremerton, WA (main campus)  
 Burr Ridge, IL (branch of Everest College, Skokie, IL)  
 Chesapeake, VA (branch of Everest College, Newport News, VA)  
 Chicago, IL (branch of Everest College, San Francisco, CA)  
 City of Industry, CA (branch of WyoTech, Long Beach, CA)  
 Colorado Springs, CO (main campus)  
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 Newport News, VA (main campus)  
 North Aurora, IL (branch of Everest Institute, Brighton, MA)  
 Ontario, CA (main campus)  
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
 Phoenix, AZ (main campus)  
 Portland, OR (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 Salt Lake City, UT (main campus)  
 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Seattle, WA (main campus)  
 Skokie, IL (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)  
 Tacoma, WA (branch of Everest College, Bremerton, WA)  
 Thornton, CO (main campus)  
 Torrance, CA (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)  
 Vancouver, WA (branch of Everest College, Seattle, WA)  
 West Los Angeles, CA (branch of WyoTech, Long Beach, CA)

### **Everest College Phoenix**

Phoenix, AZ (main campus)  
 Mesa, AZ (branch of Everest College Phoenix, AZ)

### **Everest Institute**

Austin, TX (branch of Everest Institute, Southfield, MI)  
 Brighton, MA (main campus)  
 Chelsea, MA (branch of Everest College, Alhambra, CA)  
 Cross Lanes, WV (main campus)  
 Dearborn, MI (branch of Everest Institute, Southfield, MI)  
 Decatur, GA (branch of Everest Institute, Cross Lanes, WV)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)  
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  
 Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL)  
 Gahanna, OH (branch of Everest College, Ontario, CA)  
 Grand Rapids, MI (main campus)

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

### **Everest University**

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

### **WyoTech**

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

### **Heald College**

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 Fresno, CA (main campus)  
 Hayward, CA (main campus)  
 Honolulu, HI (branch of Heald College, San Francisco)  
 Portland, OR (branch of Heald College, San Francisco)  
 Rancho Cordova, CA (main campus)  
 Roseville, CA (main campus)  
 Salinas, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (Milpitas) (main campus)  
 Stockton, CA (main campus)

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All Canadian locations listed below are branches of Everest College  
Canada, Inc.

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Hamilton City Centre, Ontario  
Hamilton Mountain, Ontario  
Kitchener, Ontario  
London, Ontario  
Mississauga, Ontario

Nepean, Ontario  
New Market, Ontario  
North York, Ontario  
Ottawa-East, Ontario  
Scarborough, Ontario  
Sudbury, Ontario  
Thunder Bay, Ontario  
Toronto Central, Ontario  
Toronto College Park (South), Ontario  
Windsor, Ontario

## 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.

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<b>RHODES SCHOOLS, 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	Chairman of the Board Chief Executive Officer and Director 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: CALENDARS FOR QUARTERLY PROGRAMS

Academic Calendar 2009 - 2010				
Summer Term Starts		July	13	2009
Summer Term Add/drop Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Add/drop Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	4	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Add/drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	29	2009
Mini-Term Starts		November	23	2009
Mini-Term Add/drop Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	24	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	10	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/drop Deadline		January	25	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/drop Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	4	2010
Spring Vacation	From:	April	4	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Add/drop Deadline		April	25	2010
Mini-Term Starts		May	24	2010
Mini-Term Add/Drop Deadline		May	30	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010

Academic Calendar 2010 – 2011				
Summer Term Starts		July	12	2010
Summer Term Drop/Add Deadline		July	25	2010
Mini-Term Starts		August	23	2010
Mini-Term Drop/Add Deadline		August	29	2010
Labor Day Holiday		September	6	2010
Micro-Term Starts		September	13	2010
Summer Term Ends		October	3	2010
Fall Break	From:	October	4	2010
	To:	October	10	2010
Fall Term Start		October	11	2010
Fall Term Drop/Add Deadline		October	24	2010
Mini-Term Starts		November	22	2010
Thanksgiving Day Holiday	From:	November	25	2010
	To:	November	26	2010
Mini-Term Drop/Add Deadline		December	1	2010
Micro-Term Starts		December	13	2010
Winter Holiday	From:	December	23	2010
	To:	January	2	2011
Classes Resume		January	3	2011
Fall Term Ends		January	9	2011
Winter Break	From:	January	10	2011
	To:	January	16	2011
M.L. King Jr. Birthday Holiday		January	17	2011
Winter Term Starts		January	18	2011
Winter Term Drop/Add Deadline		January	31	2011
Presidents' Day		February	21	2011
Mini-Term Starts		February	28	2011
Mini Term Drop/Add Deadline		March	6	2011
Micro-Term Starts		March	21	2011
Winter Term Ends		April	10	2011
Spring Vacation	From:	April	11	2011
	To:	April	17	2011
Spring Term Starts		April	18	2011
Spring Term Drop/Add Deadline		May	2	2011
Memorial Day Holiday		May	30	2011
Mini-Term Starts		May	31	2011
Mini Term Drop/Add Deadline		June	6	2011
Micro-Term Starts		June	20	2011
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From:	July	11	2011
	To:	July	17	2011

**APPENDIX B: SCHOOL SPECIFIC APPENDICES  
BREMERTON CAMPUS INFORMATION TABLES**

<b>BREMERTON FOUR WEEK WEEKDAY MODULAR SCHEDULE 2010-2012 Medical Assistant, Medical Billing Insurance Coding</b>		
Start Dates	End Dates	Student Break
4/5/2010	4/30/2010	n/a
5/3/2010	5/28/2010	May 31, 2010
6/1/2010	6/28/2010	June 29, 30, 2010
7/1/2010	7/29/2010	July 5, 30, 2010
8/2/2010	8/27/2010	August 30, 31, 2010
9/1/2010	9/29/2010	September 6, 30, 2010 October 1, 2010
10/4/2010	10/29/2010	n/a
11/1/2010	12/1/2010	November 11, 2010 Nov 24 (Only Classes that meet Mon-Thurs 5 hours a day) November 25 - 28, 2010
12/2/2010	1/7/2011	December 23 - January 2, 2011
1/10/2011	2/7/2011	January 17, 2011
2/8/2011	3/8/2011	February 21, 2011 March 9, 2011
3/10/2011	4/6/2011	April 7, 8, 2011
4/11/2011	5/6/2011	n/a
5/9/2011	6/6/2011	May 30, 2011 June 7, 2011
6/8/2011	7/7/2011	July 4, 5, 8, 2011
7/11/2011	8/5/2011	n/a
8/8/2011	9/2/2011	September 5, 2011
9/6/2011	10/3/2011	October 4, 2011
10/5/2011	11/1/2011	November 2, 2011
11/3/2011	12/5/2011	November 11, 24-27, 2011 November 23 (Only Classes that meet Mon-Thurs 5 hours a day)
12/6/2011	1/11/2012	December 23, 2011 - January 2, 2012
1/12/2012	2/9/2012	January 16, 2012, February 10, 2012
2/13/2012	3/12/2012	February 20, 2012, March 13, 2012
3/14/2012	4/10/2012	n/a
4/12/2012	5/9/2012	n/a
5/10/2012	6/7/2012	May 28, 2012 June 8, 2012
6/11/2012	7/9/2012	July 4, 10, 2012
7/11/2012	8/7/2012	August 8, 2012
8/9/2012	9/7/2012	September 3, 4, 2012
9/10/2012	10/5/2012	n/a
10/8/2012	11/2/2012	n/a
11/5/2012	12/5/2012	November 12, 22-25, 2012 November 21, 2012 (Only Classes that meet Mon-Thurs 5 hours a day)

**BREMERTON  
SIX WEEK WEEKDAY MODULAR SCHEDULE 2010-2012  
Pharmacy Technician, Dental Assistant**

<b>Start Date</b>	<b>End Date</b>	<b>Student Break</b>
4/9/2010	5/20/2010	n/a
5/21/2010	7/2/2010	May 31, 2010 July 3-11, 2010
7/12/2010	8/20/2010	n/a
8/23/2010	10/4/2010	September 6, 2010 October 5-6, 2010
10/7/2010	11/18/2010	November 11, 2010 & November 19, 2010
11/22/2010	1/13/2011	November 24, 2010 (Only classes that meet Mon-Thurs 5 hours a day) November 25-28, 2010. December 22, 2010 (Only classes that meet Mon-Thurs 5 hours a day) December 23, 2010 - January 2, 2011, January 14-17, 2011.
1/18/2011	3/1/2011	March 2, 2011
3/3/2011	4/13/2011	April 14-17, 2011
4/18/2011	5/27/2011	May 30-31, 2011
6/1/2011	7/14/2011	July 4, 5, 15, 2011
7/18/2011	8/26/2011	n/a
8/29/2011	10/10/2011	September 5, 2011
10/11/2011	11/22/2011	November 11, 23-27, 2011
11/28/2011	1/18/2012	December 23, 2011 - January 2, 2012 January 16, 2012
1/19/2012	3/1/2012	February 20, 2012 March 2, 2012
3/5/2012	4/13/2012	n/a
4/16/2012	5/25/2012	May 28, 2012
5/29/2012	7/13/2012	July 4-9, 2012
7/16/2012	8/24/2012	n/a
8/27/2012	10/8/2012	September 3, 2012
10/9/2012	11/20/2012	November 11, 21-25, 2012

<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Dental Assistant v1	8 months	47	\$14,547	\$865.19
Medical Assistant	8 months	47	\$14,940	\$1,245.42
Medical Insurance Billing and Coding V. 2	8 months	47	\$12,426	\$1,791.56
Pharmacy Technician V.1	8 months	47	\$15,083	\$857.94
Massage Therapy*	9 months	54	\$14,745	\$1,367.93

Other fees: A \$52 fee will be charged for programs requiring a background check.

\*Licensing, background check, and certification fees are including in the cost of the program for Massage Therapy programs

Effective for programs starting July 1 and after

<b>Program</b>	<b>No. of Credits</b>	<b>Cost per Credit</b>	<b>Total Program Cost</b>	<b>Cost per Quarter* (based on class load of 16 credits)</b>
Business AAS degree	96	\$314	\$30,144	\$5,024
Criminal Justice AAS degree	96	\$314	\$30,144	\$5,024

Effective for programs starting July 1 and after

Other fees: A 52.00 background check fee will be required for some programs.  
Tuition will be charged on a quarterly basis. A \$100 fee will be charged for each online course.  
Additional fees not included in the above costs may be assessed.  
There is no additional charge to out-of-state students.

Estimated monthly transportation costs re \$76-\$400, depending on the means of transportation utilized and the student's distance from school. Book charges and supplies are estimated at \$800 per quarter for most programs. Room and board costs are not applicable.

<b>Bremerton</b>			
<b>Administration Hours- M-Th-8:00am-7:00pm Friday-8:00am-5:00pm</b>			
Class Hours			
MORNING			
6 Week Program		4 Week Program	
8:00 am - 12:00 pm	Mon. - Fri.	8:00 am - 12:00 pm	Mon. - Fri.
12:20 - 5:20	Mon. - Thurs	9:00 am - 1:00 pm	Mon. - Fri.
		11:00 am - 3:00 pm	Mon. - Fri.
AFTERNOON			
6 Week Program		4 Week Program	
12:10 pm - 4:00 pm		12:00 - 5:20 CORE Massage	Mon. - Thurs.
12:10 pm - 4:10 pm	Mon. - Thurs.	12:00 pm - 4:00 pm	Mon. - Fri.
EVENING			
Degree		4 Week & 6 Week Program	
6:00 pm - 10:00 pm	Mon. - Thurs.	5:30 pm - 10:30 pm	Mon. - Thurs.

<b>ADMINISTRATION</b>		
Janet O'Connell	President	CMA-Bryman Schools
Robert Yates	Director of Education	MS, Eastern Washington University
Jeanette McClellan	Finance Director	
Shelia Austin	Admissions Director	
Betsy Kornelis	Registrar	BA, Beloit College
Jennifer Pixler	Director of Career Services	BS, University of Phoenix
<b>DEPARTMENT CHAIRS/INSTRUCTORS</b>		
Lisa Cook	Medical Assisting	CMA, RMA, Diploma Apollo College
Joanne Ballard	Pharmacy Technician	CPht, AA North Seattle Community College
Tracee Costa	Massage Therapy	LMP, Diploma Ashmead College
<b>MASSAGE THERAPY INSTRUCTORS</b>		
Shelia Folk	Massage Therapy	LMP, East-West College of the Healing Arts
Sean McIntyre	Massage Therapy	LMP, Diploma Emerald Coast Massage School
Alexa Lee	Massage Therapy	LMP-Diploma- Heritage College
<b>MEDICAL ASSISTING INSTRUCTORS</b>		
Doreen Klinger	Medical Assisting	US Air Force Medical Service Specialist
Norman Singleton	Medical Assisting	US Navy Hospital Corpsman
Kelvin Grant	Medical Assisting	Diploma Eton Technical Institute
Joe l Welter	Medical Assisting	AA degree, Pike's Peak Community College
Tambi Wright	Medical Assisting	PIMA- Diploma
Paul Sunga	Medical Assisting	Diploma- Everest College



<b>DENTAL ASSISTANT INSTRUCTORS</b>		
Tina Born	Lead Dental Assistant	Diploma Southern CA Regional Occupational Center
Michelle Lippert	Dental Assistant	Diploma Northwest College of Dental and Medical Assistants
George Lippert	Dentist	DDS-University of Washington
Cheryl Davis	Dental Assistant	Diploma-San Diego College for Medical and Dental Assistants
<b>MEDICAL BILLING INSTRUCTORS</b>		
Carole Stevens	Medical Billing	Diploma Eton Technical Institute
Kylie Brown	Medical Billing	Diploma- Everest College
Katherine Pitts	Medical Billing	Diploma-Everest College
<b>PHARMACY TECHNICIAN INSTRUCTORS</b>		
Erika Verleye	Pharmacy Technician	Pht, Eton Technical Institute
Teresa Kershaw	Pharmacy Technician	CPht- Everest College
<b>CORE MOD INSTRUCTORS</b>		
Ernest Adcock	Core Mod	BS, City University MDiv, Diocesan School of Theology
Susan Lundeen	Core Mod	BS, University of Oregon, MA, Grand Canyon University
<b>CRIMINAL JUSTICE INSTRUCTORS</b>		
David Genuit	Criminal Justice	BS-UC Davis

## EVERETT CAMPUS INFORMATION TABLES

EVERETT FOUR WEEK WEEKDAY MODULAR SCHEDULE 2010-2012 Medical Assistant, Medical Billing Insurance Coding		
Start Date	End Date	Student Break
6/1/2010	6/28/2010	June 29, 30, 2010
7/1/2010	7/29/2010	July 5, 30, 2010
8/2/2010	8/27/2010	August 30, 31, 2010
9/1/2010	9/29/2010	September 6, 30, 2010 October 1, 2010
10/4/2010	10/29/2010	n/a
11/1/2010	12/1/2010	November 11, 2010 Nov 24 (Only Classes that meet Mon-Thurs 5 hours a day) November 25 - 28, 2010
12/2/2010	1/7/2011	December 23 - January 2, 2011
1/10/2011	2/7/2011	January 17, 2011
2/8/2011	3/8/2011	February 21, 2011 March 9, 2011
3/10/2011	4/6/2011	April 7, 8, 2011
4/11/2011	5/6/2011	n/a
5/9/2011	6/6/2011	May 30, 2011 June 7, 2011
6/8/2011	7/7/2011	July 4, 5, 8, 2011
7/11/2011	8/5/2011	n/a
8/8/2011	9/2/2011	September 5, 2011
9/6/2011	10/3/2011	October 4, 2011
10/5/2011	11/1/2011	November 2, 2011
11/3/2011	12/5/2011	November 11, 24-27, 2011 November 23 (Only Classes that meet Mon-Thurs 5 hours a day)
12/6/2011	1/11/2012	December 23, 2011 - January 2, 2012
1/12/2012	2/9/2012	January 16, 2012, February 10, 2012
2/13/2012	3/12/2012	February 20, 2012, March 13, 2012
3/14/2012	4/10/2012	n/a
4/12/2012	5/9/2012	n/a
5/10/2012	6/7/2012	May 28, 2012 June 8, 2012
6/11/2012	7/9/2012	July 4, 10, 2012
7/11/2012	8/7/2012	August 8, 2012
8/9/2012	9/7/2012	September 3, 4, 2012
9/10/2012	10/5/2012	n/a
10/8/2012	11/2/2012	n/a
11/5/2012	12/5/2012	November 12, 22-25, 2012 November 21, 2012 (Only Classes that meet Mon-Thurs 5 hours a day)

**EVERETT  
SIX WEEK WEEKDAY MODULAR SCHEDULE 2010-2012  
Pharmacy Technician, Dental Assistant**

<b>Start Date</b>	<b>End Date</b>	<b>Student Break</b>
5/21/2010	7/2/2010	May 31, 2010 July 3-11, 2010
7/12/2010	8/20/2010	n/a
8/23/2010	10/4/2010	September 6, 2010 October 5-6, 2010
10/7/2010	11/18/2010	November 11, 2010 & November 19, 2010
11/22/2010	1/13/2011	November 24, 2010 (Only classes that meet Mon-Thurs 5 hours a day) November 25-28, 2010. December 22, 2010 (Only classes that meet Mon-Thurs 5 hours a day) December 23, 2010 - January 2, 2011, January 14-17, 2011.
1/18/2011	3/1/2011	March 2, 2011
3/3/2011	4/13/2011	April 14-17, 2011
4/18/2011	5/27/2011	May 30-31, 2011

**EVERETT  
FOUR WEEK WEEKEND MODULAR SCHEDULE 2010-2012  
Medical Assistant**

<b>Start Date</b>	<b>End Date</b>	<b>Student Break</b>
5/22/2010	6/27/2010	May 29, 30, 31, 2010 June 12, 13, 2010 July 3, 4, 5, 2010
7/10/2010	8/8/2010	July 24, 25, 2010 August 14, 15, 2010
8/21/2010	9/19/2010	September 4, 5, 6, 25, 26, 2010 October 2, 3, 4, 5, 6, 2010
10/9/2010	11/7/2010	October 30, 31, 2010 November 13, 14, 2010
11/20/2010	12/19/2010	November 27, 28, 2010 December 20, 2010 - January 7, 2011
1/8/2011	2/13/2011	January 15, 16, 2011 February 5, 6, 19, 20, 2011
2/26/2011	3/27/2011	March 19, 20, 2011
4/2/2011	5/8/2011	April 16, 17, 2011 April 30, May 1, 2011
5/14/2011	6/12/2011	May 28, 29, 2011 June 18, 19, 2011
6/25/2011	7/24/2011	July 2, 3, 2011 July 30, 31, 2011
8/6/2011	8/28/2011	Sept 3, 4, 2011
9/10/2011	10/9/2011	October 1, 2, 2011
10/15/2011	11/13/2011	October 22, 23, 2011
11/19/2011	12/18/2011	November 23-27, 2011 December 19, 2011 - January 6, 2012
1/7/2012	2/12/2012	January 14, 15, 2012 February 4, 5, 18, 19, 2012
2/25/2012	3/25/2012	March 17, 18, 2012

3/31/2012	5/13/2012	April 7, 8, 2012 April 21, 22, 2012
5/19/2012	6/24/2012	May 26, 27, 2012 June 16, 17, 2012
6/30/2012	8/5/2012	July 7, 8, 28, 29, 2012
8/11/2012	9/16/2012	August 18, 19, 2012 Sept 1, 2, 22, 23, 2012
9/29/2012	10/28/2012	October 13, 14, 2012
11/3/2012	12/8/2012	November 10, 11, 22-25, 2012

<b>Everett</b>		
<b>Administration Hours Offices</b> 8:00 a.m. to 8:00 p.m. (Monday-Thursday) 8:00 a.m. to 5:00 p.m. (Friday) 9:00 a.m. to 2:00 p.m. (Saturday)		
Class Hours		
	<b>4 WEEK PROGRAMS</b>	<b>DAYS OF THE WEEK</b>
<b>Early Morning</b>	6:00 am – 10:00 am	Mon. - Fri.
<b>Morning</b>	8:00 am - 12:00 pm * 10:00 am – 2:00 pm	Mon. – Fri.
<b>Afternoon</b>	2:00 pm - 6:00 pm	Mon. – Thurs.
<b>Evening</b>	6:00 pm – 11:00 pm & 6:00 pm – 10:00 pm	Mon. – Thurs./Fri
<b>Weekend</b>	7:00 am – 5:00 pm	Sat. – Sun.

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assistant v1	8 months	47	\$14,139	\$869.80
Medical Assistant	8 months	47	\$14,522	\$1,252.14
Medical Insurance Billing and Coding V. 2	8 months	47	\$12,077	\$1,801.29
Pharmacy Technician V.1	8 months	47	\$14,660	\$862.52
Other fees: A \$52 fee will be charged for programs requiring a background check.				
Effective for programs starting July 1 and after				

Program	No. of Credits	Cost per Credit	Total Program Cost	Cost per Quarter* (based on class load of 16 credits)
Business AAS degree	96	\$305	\$29,280	\$4,880
Criminal Justice AAS degree	96	\$305	\$29,280	\$4,880
Paralegal AAS degree	96	\$305	\$29,280	\$4,880
Effective for programs starting July 1 and after				
Other fees: A 52.00 background check fee will be required for some programs. Tuition will be charged on a quarterly basis. A \$100 fee will be charged for each online course. Additional fees not included in the above costs may be assessed. There is no additional charge to out-of-state students. Estimated monthly transportation costs re \$76-\$400, depending on the means of transportation utilized and the student's distance from school. Book charges and supplies are estimated at \$800 per quarter for most programs. Room and board costs are not applicable.				

## Administration

Meredyth Given	President	MED, University of Illinois BA, Temple University
Pala Froude	Director of Education	Ph.D, Alliant International University MA, Seattle University BS, University of Oregon
Danielle Zimmerman	Finance Director	BS, Florida Metropolitan University (Everest)
Michelle Anderson	Admissions Director	
Jeri Anderson	Student Services Director	BS, Portland State University MSW, Portland State University
Stefanie Hopkins	Placement Director	BA, University of Washington
Jamie Sereno	Student Accounts Director	BA, Indiana University
Amy Stiner	High School Admissions Director	B.S. Pittsburgh State University
<b>DEPARTMENT CHAIRS</b>		
Jeff O'Donnell	Dental Assistant	ATA, Skagit Valley College AA, Spokane Fall Community College
Melanie Pipkin	Medical Billing	
Linda Simpson	Medical Assistant	RMA, Diploma Eton Technical Institute AHS, Rochville University BS, Southern Illinois University
<b>MEDICAL ASSISTANT INSTRUCTORS</b>		
Laura Alles	Medical Assistant	Diploma Everest College
Laura Grant	Medical Assistant	Diploma Bryman College
Kristy Alvidrez	Medical Assistant	Diploma Eton Technical Institute
Anndra Foley	Medical Assistant	Diploma Bryman College
Erin Johnston	Medical Assistant	CMA, Diploma Bryman College
Lisa Lathrop	Medical Assistant	Certificate Pinnacle Career Institute
Kari Luckenbach	Medical Assistant	CMA, AS, Friends University, Diploma Bryman College
Anne Simmons	Medical Assistant	Diploma Puget Sound Institute of Technology
Catherine Soullier	Medical Assistant	Diploma Carnegie Institute, AA Oakland Community College
Mellisa Waugler	Medical Assistant	Certificate PIMA Medical Institute
Jennifer Torrijos	Medical Assistant	Certificate North Seattle Community College, BA, University of Washington
Tanya Van Buskirk	Medical Assistant	CMA, Diploma Everest College, AA, Yakima Valley Community College, BA, Central Washington University, BPAS-W Defense Informational School
<b>DENTAL ASSISTANT INSTRUCTORS</b>		
Crystal Ballew	Core Mod	Diploma Eton Technical Institute
Rebecca Painter	Dental Assistant	
Merrilee O'Brien	Dental Assistant	
Lynda Otto	Dental Assistant	Diploma Puget Sound Institute of Technology
<b>MEDICAL BILLING INSTRUCTORS</b>		
Yvette Stegner Hawley	Medical Billing	ATA, Everett Community College
Lynda Hopka	Medical Insurance Billing and Coding	Diploma Everest College
Debra Olsen	Medical Insurance Billing and Coding	
<b>PHARMACY TECHNICIAN INSTRUCTORS</b>		
Samuel Ancheta	Pharmacy Technician	CPhT, BS, Far Eastern University
Amber James	Pharmacy Technician	PhT, Diploma Eton Technical Institute
Emmanuelle Miller	Pharmacy Technician	CPhT, Pharmacy Assistant, Certificate, North Seattle Community College,

		B.S., California State University Chico
Susan Wheeler	Pharmacy Technician	CPhT
<b>COMPUTER INSTRUCTORS</b>		
Sharmaine Halmrast		BS, University of Miami M Ed, University of Minnesota
Brian Nelson	Computer Applications	B.A. Seattle University
<b>BUSINESS INSTRUCTORS</b>		
Carl Golden III	Business	BA, Virginia Technical University, MS, Antioch University, MA, Argosy University
Arthur Jackson	Business	BSEE, University of Houston, JD, Antioch School of Law
Oscar Lewis	Business	BS, University of South Carolina, MBA Georgia State University
Marcus Mennes	Business	BA, St. Olaf's College, MFA, Naropa University
Erin Smith	Business	B.A. California State University Fresno, M.A., Capella University
Michael Whitacre	Business	A.A.S., Community College of the Air Force, A.A.S., B.S.O.E., M.B.A., Wayland Baptist University
<b>CRIMINAL JUSTICE</b>		
Wesley Moorefield	Criminal Justice	B.A.S., Guilford College, MA, Appalachian State

## FIFE CAMPUS INFORMATION TABLES

FIFE SIX WEEK MODULAR SCHEDULE 2010-2011 Massage Therapy , Massage Therapy Spa Specialist		
Start Date	End Date	Student Break
3/15/10	4/23/10	Spring Break 3/8/10-3/12/10
4/26/10	6/4/10	Memorial Day 5/31/10
6/14/10	7/23/10	Summer Break 6/7/10-6/11/10, Fourth of July Holiday 7/5/10
7/26/10	9/3/10	
9/13/10	10/22/10	Student Break 9/6/10-9/10/10, Labor Day 9/6/10
10/25/10	12/3/10	Thanksgiving Holiday 11/25/10-11/26/10
12/6/10	1/22/11	Winter Break 12/13/10-1/2/11

Fife		
Administration Hours Offices Mon-Thurs. 8:00-7:00 Fri. 8:00 - 5:00pm		
Class Hours		
	6 WEEK PROGRAMS	DAYS OF THE WEEK
<b>Morning</b>	8:00 am – 12:30 pm 8:00 am – 12:00 (spa)	Mon. – Fri. (varies)
<b>Afternoon</b>	1:00 pm – 5:30 pm 1:00 pm – 5:00 pm (spa)	Mon. – Fri. (varies)
<b>Evening</b>		
	6:00 pm - 10:30 pm 6:00 10:00 pm (spa)	Mon. - Fri. (varies)

ADMINISTRATION		
President	Lorine Hill	BA, Evergreen State College
Admissions Manager	Todd Parker	BS, MS, MA, Eastern Washington University, University of Oregon, Oregon State University
Director of Education	Jennifer Putman	BA, University of Washington
Director of Financial Aid	Kim Warren	AA, Olympia Technical College LMP, Seattle Massage School
DEPARTMENT CHAIRS		
Program Lead	Margaret Perry	LMP, Ashmead College
FIFE CAMPUS INSTRUCTORS		
Instructor	Brian Rewerts, ND, BS	ND, Bastyr University BS, San Francisco State University
Instructor	Candy Young, BS, MS	Eastern Washington University CA University of Pennsylvania
Instructor	Chas Fisk, LMP	Ashmead College
Instructor	David Blunk, LMP	Seattle Massage School
Instructor	Debbie Bates, LMP	Ashmead College
Instructor	Deby Giske, LMP	Seattle Massage School
Instructor	Erin Murphy, LMP	Brennekke
Instructor	Gray, Tamia, LMP	Ashmead College
Instructor	Jason Priest, LMP	Seattle Massage School
Instructor	Melody, Licker, LMP	Ashmead College
Instructor	Selina Lymen, LMP	Ashmead College

Instructor	Shannon McEwen, LMP	Ashmead College
Instructor	Leigh Simon, LMP	Ashmead College
Instructor	Margie Miller, LMP	Seattle Massage School
Instructor	Mary Bryan, BA, LMP	Seattle Massage School Evergreen State College
Instructor	Mary Soule, LMP	Ashmead College
Instructor	Paula Snow, LMP	Ashmead College
Instructor	Tammy Creley, LMP	Alexander School of Massage
Instructor	Todd Valentine, LMP	Ashmead College



## PORTLAND CAMPUS INFORMATION TABLES

PORTLAND FOUR WEEK MODULAR SCHEDULES 2010-2011 MIBC – Day and Evening Schedule NISS - Schedule		
Start Date	End Date	Student Breaks
1/4/10	1/28/10	January 18 - MLK Jr. Birthday Holiday
2/1/10	2/25/10	February 15 - Presidents' Day
3/1/10	3/25/10	
3/29/10	4/29/10	April 4-11 – Spring Break
5/3/10	5/27/10	May 31 – Memorial day Holiday
6/1/10	6/25/10	
6/28/10	7/30/10	
7/4/10	7/11/10	July 4 Holiday and Summer Break
8/2/10	8/27/10	
8/30/10	9/24/10	September 6 - Labor Day Holiday
9/27/10	10/29/10	October 4-10 – Fall Break
11/1/10	11/24/10	November 26-26 – Thanksgiving Break
11/29/10	12/22/10	December 23-January 2 – Winter holiday
1/3/11	2/4/2011	January 10-16 – Winter Term Break, January 17 - MLK Birthday Holiday
2/7/11	3/4/2011	February 21 - Presidents' Day Holiday
3/7/11	4/1/2011	
4/4/11	5/6/11	April 11-17 - Spring Break
5/9/11	6/3/11	
6/6/11	7/1/11	

Program	No. of Credits	Cost per Credit	Total Program Cost	Cost per Quarter (based on class load of 16 credits)
Accounting AAS degree	96	\$339	\$32,544	\$5,424
Business AAS degree	96	\$339	\$32,544	\$5,424
Business Accounting diploma	48	\$339	\$16,272	\$5,424
Criminal Justice AAS degree	96	\$339	\$32,544	\$5,424
Computer Information Science AAS degree	96	\$339	\$32,544	\$5,424
Network Internet Security Specialist diploma	72-12 modules	\$1,498/module	\$17,976	\$4,494 (based on 3 modules)
Medical Assistant AAS degree	97	\$339	\$32,883	\$5,424
Medical Assistant diploma	75	\$339	\$25,425	\$5,424
Administrative Medical Assistant	48	\$339	\$16,272	\$5,424
Pharmacy Technician AAS degree	97	\$339	\$32,883	\$5,424
Pharmacy Technician diploma	49	\$339	\$16,611	\$5,424
Legal Administrative Assistant	64	\$339	\$21,696	\$5,424
Paralegal AAS degree	96	\$339	\$32,544	\$5,424
Medical Insurance Billing and Coding	47 – 8 modules	\$1,764/module	\$14,112	\$5,292 (based on 3 modules)

Effective date: October 1, 2010

Students in the Medical Assisting programs are required to have current PPD and Hepatitis B vaccinations prior to beginning their externships. Expenses for these vaccinations are approximately \$165.00 depending on where the student chooses to have these done.

Other fees: A \$38 fee will be charged for programs requiring a background check.

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. A non-refundable fee of \$20 per credit hour is assessed for each special Proficiency Examination (cannot be paid from Title IV financial aid funds). A \$100 fee will be charged for each online course. Additional fees not included in the above costs may be assessed. There is no additional charge to out-of-state students.

Estimated monthly transportation costs are \$76-\$400, depending on the means of transportation utilized and the student's distance from the school.

Book charges are estimated at \$500 per quarter for most programs. The Medical Insurance Billing and Coding books and scrubs run approximately \$1,671 for the entire program. The Network and Internet Security Specialist books and polos run approximately \$1,586 for the entire program.

Room and board costs are not applicable.

**PORTLAND****Portland Administrative Offices**

8:00 am – 8:00 pm Monday – Thursday

8:00 am – 5:00 pm Friday

Portland day classes are scheduled in nine periods between 8:00 a.m. and 4:30 p.m.

Evening classes are scheduled in four periods between 5:00 p.m. and 10:00 p.m.

**Administration**

Mardell Lanfranco	President	
Helen Dunford	Academic Dean	B.A. University of Manchester; M.A. University of London
James Bartlett	Associate Academic Dean	A.B. Humboldt State University; J.D. University of San Francisco
Sharon M. Hale	Finance Director	B.S. Florida Metropolitan University
Laurel Coke	Admissions Director	
Martin Ryan	Career Services Director	B.S. Portland State University
Michelle Mesman Michaelis	Student Accounts Director	B.S. Florida Metropolitan University

**Academic Program Directors/Instructors**

Steven Richards	Business/Accounting	B.S. Western Oregon University; M.B.A. Portland State University
Walt Junewick	Paralegal Studies	B.A. Miami University; J.D. University of Northern Kentucky
Darlene Foresman	Medical Program	B.S. Michigan State University; B.S.N. Eastern Michigan University; M.S.N. Oregon Health Sciences University
James Wishart	Computer Programs	B.A. Portland State University; M.A. University of Oregon; M.S. University of Arkansas; CCNA, CCDA, MCP, A+, Network+
Dennis Gavin	Criminal Justice	B.A. Western Michigan University; M.P.A. Western Michigan University

**Instructors – Regular**

Kenneth Price	College Core	B.A. Humboldt State University
Laurel Pollock	College Core	B.A. University of Oregon
R. Terre Harper	College Core	B.S. Oregon State University
Timothy Pittz	General Education	B.A. SUNY Albany; M.A. University of Colorado, Denver
Jennifer Priest	Paralegal	B.A. Reed College; J.D. University of Washington
Cheryl Woodruff	Medical	B.A. Northwest Christian College; E.M.T. Lane Community College
Aimee Bosland	Medical	B.A. Portland State University
Steve Reznick	Business/Accounting	B.S. Boston University; Post Baccalaureate Accounting Certificate Portland State University
Kim Biethan	Medical Billing – Lead	MIBC Diploma, Everest College
Tammy Allerdice	Medical Billing	MIBC Diploma, Everest College
Al Dunham	Computer Programs	B.A. Multnomah Bible College; Th.M. Dallas Theological Seminary; MCSE; CCNA
Susan Bliss	Pharmacy	B.S. Oregon State U. College of Pharmacy; M.B.A. George Fox University
Jessica Scott	General Education	B.S. Western Oregon University M.A. Seattle Pacific University

## RENTON CAMPUS INFORMATION TABLES

<b>Pharmacy Technician Weekend Schedule 2010 - 2012</b>	
Start Dates	End Dates
7/31/10	8/29/10
9/11/10	10/10/10
10/23/10	11/14/10
11/20/10	12/19/10
1/8/11	2/13/11
2/26/11	3/27/11
4/2/11	5/8/11
5/14/11	6/12/11
6/25/11	7/24/11
8/6/11	8/28/11
9/10/11	10/9/11
10/15/11	11/13/11
11/19/11	12/18/11
1/7/12	2/12/12
2/26/12	3/25/12
3/31/12	5/13/12
5/19/12	6/24/12
6/30/12	8/5/12
8/11/12	9/16/12
9/29/12	10/28/12
11/3/12	12/8/12

<b>Student Breaks Pharmacy Technician Weekend Schedule 2010</b>	
Mod Break	8/14 - 8/15
Mod Break	9/4 - 9/6
Mod Break	9/25 - 9/26
Mod Break	10/16 - 10/17

<b>Student Breaks Weekday Schedule 2011</b>	
January 15, 16, 17	MLK JR
February 19, 20, 21	President's Day
April 22, 23, 24, 25	Spring Break
May 28, 29, 30	Memorial Day
July 2, 3, 4	Fourth of July
September 3, 4, 5, 6	Labor Day weekend
November 24, 25, 26, 27	Thanksgiving
December 22-31	Winter break
January 1, 2012	Winter break

<b>Modular Programs AM/Eve Schedule 2011</b>	
Start Dates	End Dates
9/9/10	10/6/10
10/7/10	11/3/10
11/4/10	12/3/10
12/7/10	1/17/11
01/18/11	02/14/11
02/15/11	03/15/11
03/17/11	04/13/11
04/14/11	05/13/11
05/16/11	06/13/11
06/15/11	07/13/11
07/14/11	08/10/11
08/11/11	09/09/11
9/12/11	10/07/11
10/10/11	11/04/11
11/07/11	12/06/11
12/08/11	01/13/11

<b>Modular Programs Weekend Schedule 2011</b>	
Start Dates	End Dates
01/22/11	02/13/11
02/26/11	03/20/11
03/26/11	04/17/11
04/30/11	05/22/11
06/04/11	06/26/11
07/09/11	07/31/11
08/06/11	08/28/11
09/10/11	10/02/11
10/08/11	10/30/11
11/05/11	12/04/11
12/10/11	01/15/2012

<b>Renton</b>		
<b>Administration Hours Offices</b> 8:00 a.m. to 8:00 p.m. (Monday-Thursday) 8:00 a.m. to 5:00 p.m. (Friday) 9:00 a.m. to 1:00 p.m. (Saturday)		
Class Hours		
	<b>4 WEEK PROGRAMS</b>	<b>DAYS OF THE WEEK</b>
<b>Morning</b>	6:00 am – 10:00 am 8:30 am – 12:30 am 10:00 am – 2:00 pm	Mon. – Fri.
<b>Afternoon</b>	2:00 pm – 6:00 pm	Mon. – Thurs.

<b>Evening</b>	6:00 pm – 10:00 pm	Mon. – Thurs.
<b>Weekend</b>	7:00 am – 5:00 pm	Sat. – Sun.

<b>Program</b>	<b>Program Length</b>	<b>Credit Units</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Dental Assistant	8 months	47.0	\$14,275	\$872.11
Medical Administrative Assisting	8 months	47.0	\$14,607	\$1,330.48
Medical Assistant	8 months	47.0	\$14,720	\$1,209.03
Medical Insurance Billing and Coding V. 2	8 months	47.0	\$14,081	\$1,806.15
Pharmacy Technician	9 months	50.0	\$14,081	\$864.81 / \$100 Licensing Fee

Other fees: A \$52 fee will be charged for programs requiring a background check.

Effective dates: All Programs will be charged new tuition prices June 22, 2010 and forward.

Book Prices effective: All Programs with that start in July will be charged new book prices.

<b>Administration</b>		
Michele O'Neill	President	BA, Central Washington University, Ellensburg, WA
Angela Bell	Director of Education	MBA, Central Washington University, Ellensburg, WA
Jessica Bradley	Associate Director of Education	BA, Everest University, Jacksonville, FL
Rebecca Souther	Director of Student Finance	MBA, University of Phoenix, Phoenix, AZ
Deborah Deen	Director of Student Accounts	MBA, University of Phoenix, Phoenix, AZ
Katy Zurfluh	Director of Admissions	BA, Saint Martin's College, Lacey, WA
Rachelle Lloyd	Director of Career Services	BA, Everest University
Lynda Sharp	Director of Student Services	MEd, University of Houston, Houston, TX
<b>DEPARTMENT CHAIRS</b>		
Noel Montgomery	Medical Administrative Assisting/Dental Assistant	CMA, Certificate. North Seattle Community College
Teresa Williamson	Medical Assistant	AAS, Highline Community College, Des Moines, WA
Rae Smith	Medical Insurance Billing & Coding/Pharmacy Technician	Medical Certified Coder – MPSC, Fresno, CA; Certified Professional Coder-AAPC
<b>INSTRUCTORS</b>		
Wanda Berne	Medical Assistant	Diploma, Bryman College, NCPT Certification
Marilee Bowden	Medical Insurance Billing & Coding	NCICS, Diploma, Bryman College
Charlotte Cox-Turner	Medical Assistant	Diploma, Puget Sound Institute of Technology
Molly Flynn	Dental Assisting	Diploma, Lake Washington Technical College
Danilo Gabat	Medical Assistant	CMA (AAMA), Certificate, Seattle Vocational Institution
Jessica Haacker	Dental Assisting	Certificate, Concorde Career Institute
Jim Huber	Medical Assistant	Diploma, Bryman College
Francois-Borgia Kili	Pharmacy Technician	CPhT, Diploma, Everest College
Rhonda Lantz	Medical Assistant	Diploma, Eton Technical Institution
Debra Lyon	Medical Administrative Assisting	Diploma, Everest College
Jamie McIntyre	Medical Assistant	Diploma, Everest College,
Jodie Pierce	Medical Assistant	Diploma, Pasadena City College
Janice Shull	Dental Assisting	Diploma, Clover Park Technical College,
Alisa Spears	Medical Insurance Billing & Coding	Diploma, Seattle Vocational Institute

Diane Stirling	Medical Assistant	Diploma, Everest College
Ava Tausz	Pharmacy Technician	CPhT, A.A.,A.A.S. Macomb College, MI,
Margaret Turner	Pharmacy Technician	CPhT, Pharmacy Specialist, US Army Fort Sam Houston, TX;
Regina Williams	Medical Assistant	Diploma, . Bryman College, B.A., Evergreen College
Melinda Zupan	Medical Insurance Billing & Coding	NCIC

## SEATTLE CAMPUS INFORMATION TABLES

SIX WEEK MODULAR - SEATTLE 2010-2011 Massage Therapy & Massage Therapy Spa Specialist		
Start Date	End Date	Student Break
January 25, 2010	March 5, 2010	February 15, 2010 March 7-14, 2010
March 15, 2010	April 23, 2010	n/a
April 26, 2010	June 4, 2010	May 31, 2010 June 5-13, 2010
June 14, 2010	July 23, 2010	July 3-5, 2010
July 26, 2010	September 3, 2010	September 4 – 12, 2010
September 13, 2010	October 22, 2010	n/a
October 25, 2010	December 3, 2010	November 11, 25-28, 2010 December 23-January 2, 2011 January 17, 2011
December 6, 2010	February 18, 2011	March 7-13, 2011
January 24, 2011	March 6, 2011	n/a
March 14, 2011	April 23, 2011	May 30, 2011 June 5-12, 2011
April 25, 2011	June 4, 2011	July 4, 2011
June 13, 2011	July 23, 2011	September 4-11, 2011
July 25, 2011	September 3, 2011	n/a
September 12, 2011	October 22, 2011	November 11, 2011, November 24-27, 2011
October 24, 2011	December 3, 2011	

FOUR WEEK (weekday) MODULAR - SEATTLE 2009-2011 Medical Assistant & Medical Insurance Billing and Coding		
Start Date	End Date	Student Break
January 19, 2010	February 16, 2010	February 15, 2010
February 17, 2010	March 16, 2010	n/a
March 17, 2010	April 13, 2010	April 14-18
April 19, 2010	May 14, 2010	n/a
May 17, 2010	June 14, 2010	May 31, 2010
June 16, 2010	July 14, 2010	July 5, July 15-18, 2010
July 19, 2010	August 13, 2010	n/a
August 16, 2010	September 13, 2010	September 6, 2010
September 14, 2010	October 11, 2010	n/a
October 12, 2010	November 8, 2010	n/a
November 9, 2010	December 10, 2010	November 11, 24 - 28, 2010
December 13, 2010	January 19, 2011	December 23, 2010 - January 2, 2011 January 17, 2011
January 20, 2011	February 16, 2011	February 17-21, 2011
February 22, 2011	March 21, 2011	March 22 and 23, 2011
March 24, 2011	April 20, 2011	April 21 and 22, 2011
April 25, 2011	May 20, 2011	May 21-25, 2011
May 26, 2011	June 23, 2011	May 30, 2011
June 27, 2011	July 25, 2011	July 4, 2011
August 1, 2011	August 26, 2011	August 29 – Sept 5, 2011
September 6, 2011	October 3, 2011	October 4, 2011
October 5, 2011	November 1, 2011	November 2, 2011

SEATTLE CAMPUS Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Massage Therapy	12 months	62.5	\$15,333	\$1,429
Massage Therapy Spa Specialists	12 months	74.5	\$18,732	\$1,534
Medical Insurance Billing and Coding V. 2	8 months	47.0	\$12,426	\$1,806
Medical Assistant	8 months	47.0	\$13,161	\$1,278

Licensing, background check, and certification fees are included in the cost of the program for Massage Therapy programs Effective for programs starting July 1, 2010 and after

<b>Seattle</b>			
<b>Administration Hours M-Th 7:30 am - 7:00 pm Friday 8:00 am - 5:00 pm</b>			
Class Hours			
MORNING			
6 Week Program		4 Week Program	
8:00 am - 12:30 pm	Mon. - Fri.	6:00 am - 10:00 pm	Mon. - Fri.
		10:00 am - 2:00 pm	Mon. - Fri.
AFTERNOON			
6 Week Program		4 Week Program	
1:00 - 5:30	Mon. - Fri.	2:00 - 6:00	Mon. - Fri.
EVENING			
6 Week Program		4 Week Program	
6:00 pm - 10:00 pm (spa)	Variable	6:00 pm - 11:00 pm	Mon. - Thurs.
6:00 pm - 10:30 pm	Mon. - Thurs.		

<b>ADMINISTRATION</b>		
Stefanie Finkelstein	President	BA, Washington State University
Victoria Wentz	Education Director	MS, University of Oregon BS, University of Oregon
Tara Williams	Finance Director	BA, Everest Online Diploma Eton Technical Institute
Emily Brooks	Admissions Director	BA, University of Washington
John Gladney	Career Services Director	BA, University of Washington

<b>MEDICAL ASSISTANT INSTRUCTORS</b>		
Natalia Rodriguez	Medical Assistant	Diploma Bryman Institute
Judy Johnson	Medical Assistant	Diploma Eton Technical Institute
Gabe Hochwald	Medical Assistant	Diploma Pima College
Amy Kitchen	Medical Assistant	Diploma Bryman College

<b>MIBC INSTRUCTORS</b>		
Pam Hubner	MIBC	National Certification for Coding, National Certification for Auditing
Ron Foote	MIBC	MBA, City University, BA, Evergreen State College, AAS, Seattle Central Community College

<b>MASSAGE THERAPY INSTRUCTORS</b>		
Shannon Hubert	Massage Therapy	Diploma Ashmead College
Brandy Bilkovich	Massage Therapy	Certificate Seattle Massage School
Kim Hope	Massage Therapy	Diploma Ashmead College
Kaysie Noll	Massage Therapy	Certificate Seattle Massage School
Kim Furugori	Massage Therapy	BA, University of Washington, Certificate Seattle Massage School
Carolyn MacLean	Massage Therapy	BS, Bastyr University, Certificate Ayurvedic Academy, Diploma Brennekke Massage School
Juston Hubert	Massage Therapy	BA, Western Washington University, Certificate Seattle Massage School
Leslie Bower	Massage Therapy	BA, University of Idaho, Certificate Wellspring School
Pam Foster	Massage Therapy	Certificate Seattle Massage School
Andrew Allshouse	Massage Therapy	BS, University of Washington, ND, Bastyr University
Shannon Allen	Massage Therapy	Diploma Ashmead College
Jena Hennessey	Massage Therapy	Diploma Brennekke Massage School
Daniel Cashman	Massage Therapy	MS, Bastyr University BS, Bastyr University

<b>DEPARTMENT CHAIRS</b>		
Kate Bromley	Massage Therapy	MA, California State University Northridge BS, University of Illinois Diploma Brennekke Massage School

## TACOMA CAMPUS INFORMATION TABLES

<b>TACOMA FOUR WEEK WEEKDAY MODULAR SCHEDULE 2010-2012 Medical Assistant, Medical Billing Insurance Coding</b>		
Start Date	End Date	Student Break
4/5/2010	4/30/2010	n/a
5/3/2010	5/28/2010	May 31, 2010
6/1/2010	6/28/2010	June 29, 30, 2010
7/1/2010	7/29/2010	July 5, 30, 2010
8/2/2010	8/27/2010	August 30, 31, 2010
9/1/2010	9/29/2010	September 6, 30, 2010 October 1, 2010
10/4/2010	10/29/2010	n/a
11/1/2010	12/1/2010	November 11, 2010 Nov 24 (Only Classes that meet Mon-Thurs 5 hours a day) November 25 - 28, 2010
12/2/2010	1/7/2011	December 23 - January 2, 2011
1/10/2011	2/7/2011	January 17, 2011
2/8/2011	3/8/2011	February 21, 2011 March 9, 2011
3/10/2011	4/6/2011	April 7, 8, 2011
4/11/2011	5/6/2011	n/a
5/9/2011	6/6/2011	May 30, 2011 June 7, 2011
6/8/2011	7/7/2011	July 4, 5, 8, 2011
7/11/2011	8/5/2011	n/a
8/8/2011	9/2/2011	September 5, 2011
9/6/2011	10/3/2011	October 4, 2011
10/5/2011	11/1/2011	November 2, 2011
11/3/2011	12/5/2011	November 11, 24-27, 2011 November 23 (Only Classes that meet Mon-Thurs 5 hours a day)
12/6/2011	1/11/2012	December 23, 2011 - January 2, 2012
1/12/2012	2/9/2012	January 16, 2012, February 10, 2012
2/13/2012	3/12/2012	February 20, 2012, March 13, 2012
3/14/2012	4/10/2012	n/a
4/12/2012	5/9/2012	n/a
5/10/2012	6/7/2012	May 28, 2012 June 8, 2012
6/11/2012	7/9/2012	July 4, 10, 2012
7/11/2012	8/7/2012	August 8, 2012
8/9/2012	9/7/2012	September 3, 4, 2012
9/10/2012	10/5/2012	n/a
10/8/2012	11/2/2012	n/a
11/5/2012	12/5/2012	November 12, 22-25, 2012 November 21, 2012 (Only Classes that meet Mon-Thurs 5 hours a day)



**TACOMA**  
**SIX WEEK WEEKDAY MODULAR SCHEDULE 2010-2012**  
**Pharmacy Technician, Dental Assistant**

<b>Start Date</b>	<b>End Date</b>	<b>Student Break</b>
4/9/2010	5/20/2010	n/a
5/21/2010	7/2/2010	May 31, 2010 July 3-11, 2010
7/12/2010	8/20/2010	n/a
8/23/2010	10/4/2010	September 6, 2010 October 5-6, 2010
10/7/2010	11/18/2010	November 11, 2010 & November 19, 2010
11/22/2010	1/13/2011	November 24, 2010 (Only classes that meet Mon-Thurs 5 hours a day) November 25-28, 2010. December 22, 2010 (Only classes that meet Mon-Thurs 5 hours a day) December 23, 2010 - January 2, 2011, January 14-17, 2011.
1/18/2011	3/1/2011	March 2, 2011
3/3/2011	4/13/2011	April 14-17, 2011
4/18/2011	5/27/2011	May 30-31, 2011
6/1/2011	7/14/2011	July 4, 5, 15, 2011
7/18/2011	8/26/2011	n/a
8/29/2011	10/10/2011	September 5, 2011
10/11/2011	11/22/2011	November 11, 23-27, 2011
11/28/2011	1/18/2012	December 23, 2011 - January 2, 2012 January 16, 2012
1/19/2012	3/1/2012	February 20, 2012 March 2, 2012
3/5/2012	4/13/2012	n/a
4/16/2012	5/25/2012	May 28, 2012
5/29/2012	7/13/2012	July 4-9, 2012
7/16/2012	8/24/2012	n/a
8/27/2012	10/8/2012	September 3, 2012
10/9/2012	11/20/2012	November 11, 21-25, 2012

**TACOMA**  
**FOUR WEEK WEEKEND MODULAR SCHEDULE 2010-2012**  
**Medical Assistant**

<b>Start Date</b>	<b>End Date</b>	<b>Student Break</b>
4/10/2010	5/9/2010	April 24, 25, 2010 May 15, 16, 2010
5/22/2010	6/27/2010	May 29, 30, 31, 2010 June 12, 13, 2010 July 3, 4, 5, 2010
7/10/2010	8/8/2010	July 24, 25, 2010 August 14, 15, 2010
8/21/2010	9/19/2010	September 4, 5, 6, 25, 26, 2010 October 2, 3, 4, 5, 6, 2010
10/9/2010	11/7/2010	October 30, 31, 2010 November 13, 14, 2010
11/20/2010	12/19/2010	November 27, 28, 2010 December 20, 2010 - January 7, 2011
1/8/2011	2/13/2011	January 15, 16, 2011 February 5, 6, 19, 20, 2011

2/26/2011	3/27/2011	March 19, 20, 2011
4/2/2011	5/8/2011	April 16, 17, 2011 April 30, May 1, 2011
5/14/2011	6/12/2011	May 28, 29, 2011 June 18, 19, 2011
6/25/2011	7/24/2011	July 2, 3, 2011 July 30, 31, 2011
8/6/2011	8/28/2011	Sept 3, 4, 2011
9/10/2011	10/9/2011	October 1, 2, 2011
10/15/2011	11/13/2011	October 22, 23, 2011
11/19/2011	12/18/2011	November 23-27, 2011 December 19, 2011 - January 6, 2012
1/7/2012	2/12/2012	January 14, 15, 2012 February 4, 5, 18, 19, 2012
2/25/2012	3/25/2012	March 17, 18, 2012
3/31/2012	5/13/2012	April 7, 8, 2012 April 21, 22, 2012
5/19/2012	6/24/2012	May 26, 27, 2012 June 16, 17, 2012
6/30/2012	8/5/2012	July 7, 8, 28, 29, 2012
8/11/2012	9/16/2012	August 18, 19, 2012 Sept 1, 2, 22, 23, 2012
9/29/2012	10/28/2012	October 13, 14, 2012
11/3/2012	12/8/2012	November 10, 11, 22-25, 2012

<b>Massage Therapy Spa Specialist (Tacoma) Student Breaks 2010 - 2011</b>	
<b>Start Date</b>	<b>End Date</b>
8/7/10	8/22/10
12/22/10	1/2/11
2/19/11	3/6/11
5/28/11	6/5/11
10/8/11	10/16/11
11/26/11	11/27/11
12/24/11	1/1/12
4/7/12	4/15/12
7/7/12	7/15/12
11/17/12	11/25/12
12/22/12	12/31/12

<b>Tacoma</b>			
<b>Administration Hours</b> 7:30 a.m. to 8:00 p.m. (Monday-Thursday) 8:00 a.m. to 5:00 p.m. (Friday) 9:00 a.m. to 2:00 p.m. (Saturday)			
Class Hours			
MORNING			
6 Week Program		4 Week Program	
8:00 am - 12:30 pm	Mon. - Fri.	6:00 am - 10:00 pm	Mon. - Fri.
		8:00 - 12:00	Mon. - Fri.
		10:00 am - 2:00 pm	Mon. - Fri.
		10:00 am - 3:00 pm	Mon. - Thur.
AFTERNOON			
6 Week Program		4 Week Program	

12:10 pm - 5:10 pm	Mon. - Thurs.	12:10 pm - 5:10 pm	Mon. - Thurs.
		2:00 pm - 6:00 pm	Mon. - Fri.
EVENING			
6 Week Program		4 Week Program	
6:00 pm - 10:00 pm	Mon. - Thurs.	5:30 pm - 10:30 pm	Mon. - Thurs.
6:00 pm - 11:00 pm	Mon. - Fri.	6:00 pm - 11:00 pm	Mon. - Thurs.

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assistant V.1	8 months	47	\$14,275	\$870.57
Massage Therapy Spa Specialist*	12 months	74.5	\$18,557	\$1,531.70
Medical Assistant	8 months	47.0	\$14,661	\$1,253.26
Medical Insurance Billing and Coding V. 2	8 months	47	\$12,193	\$1,802.91
Pharmacy Technician V.1	8 months	47	\$14,801	\$863.28
Accounting	24 months	96	\$29,568	\$4,197.60
Business	24 months	96	\$29,568	\$4,960.00
Criminal Justice	24 months	96	\$29,568	\$3,341.98
Paralegal	24 months	96	\$29,568	\$3,497.31

Other fees: A \$52 fee will be charged for programs requiring a background check.

\*Licensing and certification fees are including in the cost of the program for Massage Therapy

Effective dates: Weekend MA – Effective January 3<sup>rd</sup> 2010

Weekday MA & MIBC & Massage – Effective December 17<sup>th</sup> 2009

DA, PHT – Effective January 5<sup>th</sup>

Administration		
Timothy E. Allen	President	BS, Southern Illinois University, CPhT
Gary McMillion	Director of Education	BS, Southern Illinois University
Natalie Erickson	Finance Director	Everest University
Paige Mathis	Admissions Director	BS, Central Washington University
Cari Burdette	Student Services Director	M.Ed, Western Washington University BS, Brigham Young University
Mickie Gregory	Placement Director	BS, Jones College
Department Chairs		
Alisa Loosveldt Cordell	Medical Assistant	CMA, Diploma Clover Park Technical College
Margret Perry	Massage Therapy Spa Specialist	LMP, Diploma Ashmead College
Dental Assistant Instructors		
Kathleen Burfoot	Dental Assistant	Diploma, Northwest College for Dental Assistants
Victoria Couture	Dental Assistant	Diploma, Clover Park Technical College
Cynthia Thomas	Dental Assistant	CDA, Diploma Dental Assistant School of America
Massage Therapy Spa Specialist Instructors		
Debbie Bates	Massage Therapy Spa Specialist	LMP, Diploma Ashmead College, CNA, Green River Terrace
David Blunk	Massage Therapy Spa Specialist	LMP, Diploma Seattle Massage School
Mary Bryan	Massage Therapy Spa Specialist	BA, Evergreen State College LMP, Diploma Seattle Massage School
Paula Snow	Massage Therapy Spa Specialist	LMP, Diploma Ashmead College
Tammy Creley	Massage Therapy Spa Specialist	LMP, Diploma Ashmead College
Charles Fisk	Massage Therapy Spa Specialist	AA, College of DuPage, LMP, Diploma Ashmead College
Tamia Gray	Massage Therapy Spa Specialist	LMP, Diploma Ashmead College
Melody Lickert	Massage Therapy Spa Specialist	LMP, Diploma Ashmead College
Selina Lyman	Massage Therapy Spa Specialist	BA, Evergreen State College,

		LMP, Diploma Ashmead College
Shannon McEwen	Massage Therapy Spa Specialist	LMP, Diploma Ashmead College
Margie Miller	Massage Therapy Spa Specialist	LMP, Diploma Seattle Massage School
Erin Murphy	Massage Therapy Spa Specialist	LMP, Diploma Seattle Massage School
Margaret Perry	Massage Therapy Spa Specialist	AA, Ft. Steilacoom Community College LMP, Diploma Ashmead College
Jason Priest	Massage Therapy Spa Specialist	LMP, Diploma Seattle Massage School
Sarah Randolph	Massage Therapy Spa Specialist	LMP, Diploma Ashmead College
Brian Rewert	Massage Therapy Spa Specialist	BS, San Francisco State University ND Bastyr University
Leigh Simon	Massage Therapy Spa Specialist	LMP, Diploma Ashmead College
Mary Soule	Massage Therapy Spa Specialist	BA, Central Washington University LMP, Diploma Ashmead College
Todd Valentine	Massage Therapy Spa Specialist	BA, Washington State University LMP, Diploma Ashmead College
Jessey Wright	Massage Therapy Spa Specialist	LMP, Diploma Ashmead College
Candy Young	Massage Therapy Spa Specialist	MS, CA University of Pennsylvania BS, Eastern Washington University
<b>Medical Assistant Instructors</b>		
Paul Moore	Medical Assistant	Diploma ,Dept. of the U.S. Navy
Jacob Johnson	Medical Assistant	Diploma, Bryman College
Tanya Odom	Medical Assistant	Diploma, Eton Technical Institute
Alethea Williams	Medical Assistant	Diploma, Clover Park Technical College
Kattie Snow	Medical Assistant	Diploma, Maric College
Leilana Thomas	Medical Assistant	Diploma, Eton Technical Institute
Jenny O'Neal	Medical Assistant	Diploma, Eton Technical Institute
Kissa Yarbough	Medical Assistant	Diploma, Platt College
Staci Phillips	Medical Assistant	Diploma, Eton Technical Institute
<b>MIBC Instructors</b>		
Malissa Mencias	Medical Billing	Diploma, Eton Technical Institute
Traci Schuller	Medical Billing	Diploma, Bryman College
Alana Westby	Medical Billing	Diploma, Bates Technical College
Deena Estrada	Medical Billing	CPC, OJT
Phill Taylor-Hill	Medical Billing	BS, University of Phoenix MBA, University of Phoenix
<b>Pharmacy Technician Instructors</b>		
Mary Billingsley	Pharmacy Technician	CPhT, OJT
Doris Ruth	Pharmacy Technician	CPhT, Diploma Clover Park Technical College
Frank Sanchez	Pharmacy Technician	CPhT, Diploma Academy of Health Sciences
<b>Core Mod Instructors</b>		
Thomas Perry	Core Mod	BS, University of Washington MA, University of Washington
Stephen Ray	Core Mod	BS, California State University
<b>Dental Assistant</b>		
Dr. Richard Decker	Dental Program	BS, University of Oregon
Dr. Karen Kant	Dental Program	BS, University of Washington
<b>Business</b>		
Jean Bons	Business	MBA, MPA, BS, City University
<b>Criminal Justice</b>		

Robert Kerrigan	Criminal Justice	BA, Saint Martins University
<b>Paralegal</b>		
Kimberly Nichols	Paralegal	BA, Central Washington University, MS University of Phoenix

## TIGARD CAMPUS INFORMATION TABLES

### SIX WEEK MODULAR SCHEDULE - TIGARD

2010-2011

#### Massage Therapy & Massage Therapy Spa Specialist

Start Date	End Date	Student Break
2/1/10	3/12/10	President's Day – February 15 <sup>th</sup> , 2010; Spring Break – March 13 <sup>th</sup> through 21 <sup>st</sup> , 2010
3/22/10	4/30/10	n/a
5/3/10	6/11/10	Memorial day - May 31st, 2010; Summer break - June 12th through June 20th, 2010
6/21/10	7/30/2010	Independence Day - July 5, 2010
8/2/10	9/10/10	Labor day - September 6, 2010; Fall break - September 11, 2010 through September 19, 2010
9/20/10	10/29/10	n/a
11/1/10	12/10/10	Thanksgiving Holiday - November 25 <sup>th</sup> & 26 <sup>th</sup> , 2010
12/13/10	1/28/2011	Holiday break – Dec 24, 2010 through January 2 <sup>nd</sup> , 2011; MLK Day – January 17 <sup>th</sup> , 2011
1/31/11	3/11/11	Spring Break – March 12 <sup>th</sup> – 20 <sup>th</sup> , 2011
3/21/11	4/29/11	n/a
5/2/11	6/10/11	Memorial Day – May 30, 2011; Summer break – June 11 <sup>th</sup> – 19 <sup>th</sup> , 2011
6/20/11	7/29/11	Independence day – July 4, 2011
8/1/11	9/9/11	Labor day- September 5, 2011; Fall break – Sept 10 – 18 <sup>th</sup> , 2011
9/19/11	10/28/11	n/a
10/31/11	12/9/11	Thanksgiving – November 24 <sup>th</sup> & 25 <sup>th</sup> , 2011
12/12/11	1/27/12	Holiday Break - TBD

### FOUR WEEK WEEKDAY SCHEDULE - TIGARD

2010-2011

#### Medical Assistant, Medical Insurance Billing, and Coding Modular

Start Date	End Date	Student Break
1/18/10	2/12/10	n/a
2/16/10	3/12/10	Mon, Feb 15, Spring Break - March 13-21, 2010
3/22/10	4/16/10	n/a
4/19/10	5/14/10	n/a
5/17/10	6/11/10	Mon, May 31
6/14/10	7/16/10	Summer break – July 3 to 11 <sup>th</sup> , 2010
7/19/10	8/13/10	n/a
8/16/10	9/10/10	Mon, Sep 6
9/13/10	10/8/10	n/a
10/11/10	11/5/10	n/a
11/8/10	12/10/10	Thanksgiving break – Nov 20 to 28 <sup>th</sup> , 2010
12/13/10	01/14/2011	Break – Dec 24 <sup>th</sup> to Jan 2 <sup>nd</sup> , 2011; MLK Day – January 17 <sup>th</sup> , 2011
1/17/11	2/11/11	n/a
2/14/11	3/11/11	Mon, Feb 21, Spring Break – March 12-20, 2011
3/21/11	4/15/11	n/a
4/18/11	5/13/11	n/a
5/16/11	6/10/11	Mon, May 30
6/13/11	7/15/11	Summer break – July 2 to 10 <sup>th</sup> , 2011
7/18/11	8/12/11	n/a
8/15/11	9/9/11	Mon, Sep 5
9/12/11	10/7/11	n/a
10/10/11	11/4/11	n/a
11/7/11	12/9/11	Thanksgiving break – Nov 19 <sup>th</sup> to 27 <sup>th</sup> , 2011
12/12/11	1/13/12	Break TBD

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total (estimated)
Massage Therapy	12 Months	62.5	\$15,048	\$1,310	\$16,358
Massage Therapy Spa Specialist	12 Months	74.5	\$18,384	\$1,407	\$19,791
Massage Therapy Sport Specialist	15 Months	78	\$19,548	\$1,356	\$20,904
Medical Assistant	8 Months	47	\$13,368	\$1,171	\$14,539

Medical Insurance Billing and Coding v2	8 Months	47	\$11,986	\$1,653	\$13,639
<p>Effective for programs starting July 1, 2010 and after  Other Fees: A \$38 fee will be charged for programs requiring a background check.  Massage Therapy Spa Specialist – \$800 lab fee will be an additional charge on the ledger.  Licensing, background check and certification fees are included in the cost of the Massage Therapy program.</p>					

<b>Tigard</b>			
<b>Administration Hours</b> 7:30 a.m. to 8:00 p.m. (Monday-Thursday) 8:00 a.m. to 5:00 p.m. (Friday) 9:00 a.m. to 2:00 p.m. (Saturday)			
Class Hours			
MORNING			
6 Week Program		4 Week Program	
8:00 am - 12:30 pm	Mon. - Fri.	6:00 am - 10:00 am	Mon. - Fri.
8:00 am - 12:00 pm	Mon. - Fri. (varies)	7:00 am - 11:00 am	Mon. - Fri.
		10:00 am - 2:00 pm	Mon. - Fri.
AFTERNOON			
6 Week Program		4 Week Program	
1:00 pm - 5:30 pm	Mon. - Fri. (varies)	11:00 am - 3:00 pm	Mon. - Fri.
		12:00 pm - 4:00 pm	Mon. - Fri.
		1:00 pm - 5:00 pm	Mon-Fri
		2:00 pm - 6:00 pm	Mon-Fri.
EVENING			
6 Week Program		4 Week Program	
6:00 pm - 10:30 pm	Mon. - Fri. (varies)	5:30 pm - 10:30 pm	Mon. - Thurs.
6:00-10:00 pm (spa)	Days vary	5:00 pm - 9:00 pm	Mon. - Fri.
		6:00 pm - 11:00 pm	Mon - Thurs.
WEEKEND			
6 Week Program			
9:00 am - 3:00 PM	Saturday clinic		

<b>ADMINISTRATION</b>		
Siri Dixon	President	MS, Western Washington University, BS, Willamette University
Elaine Seyman	Academic Dean	MS, Georgia College and State University, BS, University of California
Sarah Patch	Finance Director	BA, Minnesota State University
Nancy Aurand	Admissions Director	MBA, Keller Graduate School of Management, BA, Michigan State University, BA, Northern Illinois University
Tamara Mayes	Placement Director	BS, Warner Pacific College
<b>DEPARTMENT CHAIRS</b>		
Deb Jones	Medical Assistant	AA, Portland Community College
Michaelea Holten	Medical Insurance Billing and Coding	AA, Western Business College, Diploma Apollo College
John Klym	Massage Therapy	LMT, Diploma Ashmead College
<b>MASSAGE INSTRUCTORS</b>		
Teah Adams	Massage Therapy	DC, Western States Chiropractic, BS, Portland State University, Diploma Ashmead College
Wendee Cleveringa	Massage Therapy	LMT, Diploma Desert Institute of the Healing Arts
Robin Curry	Massage Therapy	LMT, Diploma Ashmead College
Rod Diehm	Massage Therapy	BS, University of Idaho, Diploma Brian Utting
John Klym	Massage Therapy	LMT, Diploma Ashmead College
Melanie Morin	Massage Therapy	AS, Shelton State Community College
Nicole Munoz	Massage Therapy	LMT, Diploma Ashmead College

Josh LaFevre	Massage Therapy	LMT, Diploma Ashmead College
Brandon Saggio	Massage Therapy	LMT, Diploma Phoenix Therapeutic Massage
<b>MEDICAL ASSISTANT INSTRUCTORS</b>		
Connie Christianson	Medical Assistant	Certificate Portland Paramedical
Brandi Clisby	Medical Assistant	Diploma Apollo College
Renaek Ekas	Medical Assistant	LPN, Riverside Community College, Diploma Concorde Career College
Salma Faris	Medical Assistant	Physician Assistant, King's College, BS, King's College
Johan Limbourg	Medical Assistant	CMA, Certificate Clackamas Community College
<b>MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS</b>		
Gwen Goodale	Medical Insurance Billing and Coding	
Teresa Menefee	Medical Insurance Billing and Coding	BS, Oregon State University
Gianna Verdugo	Medical Insurance Billing and Coding	AS, Portland Community College



## VANCOUVER (392) CAMPUS INFORMATION TABLES

<b>SIX WEEK MODULAR SCHEDULE 2010-2011</b>		
<b>Massage Therapy , Massage Therapy Spa Specialist, Massage Therapy Sports Specialist</b>		
Start Date	End Date	Student Break
12/14/09	1/29/10	February 16
2/1/10	3/12/10	March 13 – 21, 2010
3/22/10	4/30/10	May 31
5/3/10	6/12/10	June 13 – 20, 2010
6/21/10	7/31/10	July 5
8/2/10	9/11/10	September 6
9/20/10	10/29/10	September 12 – 19, 2010
11/1/10	12/11/10	November 25 – 28, 2010
12/13/10	1/29/10	December 24 – January 1, 2011, January 17
1/31/11	3/11/11	February 21, 2011
3/21/11	4/29/11	March 12 – 20, 2011
5/2/11	6/10/11	May 30, 2011
6/20/11	7/29/11	June 11 – 19, 2011
8/1/2011	9/9/11	July 4, 2011
9/19/11	10/28/11	September 5, 2011
10/31/11	12/10/11	September 10 – 18, 2011
12/12/11	1/28/12	November 24 – 27, 2011
1/30/12	3/9/12	December 24 – January 1, 2012

Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)	Total Tuition
Massage Therapy	12 Months	62.5	\$15,190	\$1,464	\$16,654
Massage Therapy Spa Specialist	12 Months	74.5	\$18,557	\$1,574	\$20,131
Massage Therapy Sport Specialist	15 Months	78	\$19,735	\$1,516	\$21,251
Effective for programs starting July 1, 2010 and after.					
*Vancouver 392 campus only					

<b>VANCOUVER</b>	
Facilities and Offices 8:00 a.m. to 8:00 p.m. (Monday-Thursday) 8:00 a.m. to 5:00 p.m. (Friday)	
<b>CLASS HOURS</b>	
Morning	Evening
8:00 AM TO 12:30 PM	6:00 PM TO 10:30 PM

<b>Administration</b>		
Brad Kuchenreuther	President	BA., Pacific Lutheran University
Deborah A. Jack	Director of Education	MS., Warner Pacific College BA., Boise State University
Nicole L. Tone	Director of Finance	BS., Florida Metropolitan University
Renee Schiffhauer	Director of Admissions	MA., Indiana University of Pennsylvania BS., St. Vincent College
Holly B. Marlatt	Director of Career Services	BA., University of Oregon
Marjorie M. Raastad	Registrar	AS., Western Business College

<b>DEPARTMENT CHAIR</b>		
Tricia Pottratz	Massage Therapy	BS., Portland State University Licensed Massage Practitioner, Oregon School of Massage
<b>MASSAGE THERAPY INSTRUCTORS</b>		
Cheree Carver	Massage Therapy	Licensed Massage Practitioner, Seattle Massage School
Candice Genereaux	Massage Therapy	Licensed Massage Practitioner, Westcoast College of Massage
Jon Dare	Massage Therapy	Licensed Massage Practitioner, Ashmead College
Elisa Kay	Massage Therapy	Licensed Massage Practitioner, Ashmead College
Chad Knowlden	Massage Therapy	Licensed Massage Practitioner, Ashmead College
Cheyenne Lujano	Massage Therapy	Licensed Massage Practitioner, Ashmead College
Cindy Mahedy	Massage Therapy	Licensed Massage Practitioner, Ashmead College
Tricia Pottratz	Massage Therapy	Licensed Massage Practitioner, Oregon School of Massage
Shanna Ulrich	Massage Therapy	Licensed Massage Practitioner, Ashmead College

## VANCOUVER (548) CAMPUS INFORMATION TABLES

Medical Insurance Billing and Coding (MIBC) 2010 - 2012				
MIBC Daytime		MIBC Evening		Student Break
Start Date	End Date	Start Date	End Date	
Mar 1, 2010	Mar 25, 2010	Mar 2, 2010	Apr 12, 2010	
March 29, 2010	Apr 20, 2010	Apr 13, 2010	May 17, 2010	April 6-11, 2010
May 3, 2010	May 28, 2010	May 18, 2010	June 22, 2010	May 25, 2010
June 1, 2010	June 28, 2010	June 23, 2010	Aug 3, 2010	June 29, 30, 2010
July 1, 2010	July 29, 2010	Aug 4, 2010	Sept 8, 2010	July 5, 30, 2010
Aug. 2, 2010	Aug. 27, 2010			Aug. 30, 31, 2010
Sept.1, 2010	Sept. 29, 2010			Sept. 6, 30 2010 October 1, 2010
Oct. 4, 2010	Oct. 29, 2010			N/A
Nov. 1, 2010	Dec. 1, 2010			Nov. 11, 2010 Nov. 25-28, 2010
Dec. 2, 2010	Jan. 7, 2011			Dec. 23-Jan.2, 2011
Jan. 10, 2011	Feb. 7, 2011			Jan. 17, 2011
Feb. 8, 2011	March 8, 2011			Feb. 21, 2011 March 9, 2011
March 10, 2011	April 6, 2011			April 7, 8, 2011
April 11, 2011	May 6, 2011			N/A
May 9, 2011	June 6, 2011			May 30, 2011 June 7, 2011
June 8, 2011	July 7, 2011			July 4, 5, 8, 2011
July 11, 2011	Aug. 5, 2011			N/A
Aug. 8, 2011	Sept. 2, 2011			Sept. 5, 2011
Sept. 6, 2011	Oct. 3, 2011			Oct. 4, 2011
Oct. 5, 2011	Nov. 1, 2011			Nov. 2, 2011
Nov. 3, 2011	Dec. 5, 2011			Nov. 11, 24-27, 2011
Dec. 6, 2011	Jan. 11, 2012			Dec. 23, 2011 – Jan. 2, 2012
Jan. 12, 2012	Feb. 9, 2012			Jan. 16, 2012 Feb. 10, 2012
Feb. 13, 2012	March 12, 2012			Feb. 20, 2012 March 13, 2012
March 14, 2012	April 10, 2012			April 11, 2012
April 12, 2012	May 9, 2012			N/A
May 10, 3012	June 7, 2012			May 28, 2012 June 8, 2010
June 11, 2012	July 9, 2012			July 4, 10, 2012
July 11, 2012	Aug. 7, 2012			Aug. 8, 2012
Aug. 9, 2012	Sept. 7, 2012			Sept. 3, 4, 2012
Sept. 10, 2012	Oct. 5, 2012			N/A
Oct. 8, 2012	Nov. 2, 2012			N/A

Program	No. of Credits	Cost per Credit	Total Program Cost	Cost per Quarter (based on class load of 16 credits)
Accounting AAS Degree	96	\$305	\$29,280	\$4,880
Accounting/Business Administration Diploma	64	\$305	\$19,520	\$4886
Bookkeeping Diploma	48	\$305	\$14,640	\$4,880
Medical Assistant AAS Degree	97	\$305	\$29,585	\$4,880
Medical Assistant Diploma	75	\$305	\$22,875	\$4,880
Administrative Medical Assistant	48	\$305	\$14,640	\$4,880
Executive Assistant AAS Degree	90	\$305	\$27,450	\$4,886
Administrative Assistant Diploma	64	\$305	\$19,520	\$4886
Legal Administrative Assistant Diploma	64	\$305	\$19,520	\$4,880
Paralegal AAS Degree	96	\$305	\$29,280	\$4,880
Medical Insurance Billing and Coding Diploma*	47	N/A	\$14,114	N/A

\*Effective for the MIBC program starts after July 1, 2010

Program	No. of Credits	Cost per Credit	Total Program Cost	Cost per Quarter (based on class load of 16 credits)
Accounting AAS Degree**	96	\$327	\$31,392	\$5,232
Accounting/Business Administration Diploma**	64	\$327	\$20,928	\$5,232
Bookkeeping Diploma**	48	\$327	\$15,696	\$5,232
Medical Assistant AAS Degree**	97	\$327	\$31,719	\$5,232
Medical Assistant Diploma**	75	\$327	\$24,525	\$5,232
Administrative Medical Assistant**	48	\$327	\$15,696	\$5,232
Executive Assistant AAS Degree**	90	\$327	\$29,430	\$5,232
Administrative Assistant Diploma**	64	\$327	\$20,928	\$5,232
Legal Administrative Assistant Diploma**	64	\$327	\$20,928	\$5,232
Paralegal AAS Degree**	96	\$327	\$31,392	\$5,232

\*\*Effective for programs starting July 13, 2010 and after.

Students in the Medical Assistant programs are required to have current PPD and Hepatitis B vaccinations prior to beginning their externships. Expenses for these vaccinations are approximately \$165.00 depending on where the student chooses to have these done.

Other fees: A \$38 fee will be charged for programs requiring a background check.

Students in the Medical Assistant are required to take certification exams. These fees are \$125 for the Medical Assisting examination.

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. A non-refundable fee of \$20 per credit hour is assessed for each special Proficiency Examination (cannot be paid from Title IV financial aid funds). A \$100 fee will be charged for each online course. Additional fees not included in the above costs may be assessed. There is no additional charge to out-of-state students.

Estimated monthly transportation costs are \$76-\$400, depending on the means of transportation utilized and the student's distance from the school.

Book charges are estimated at \$500 per quarter for most programs. The Medical Insurance Billing and Coding books run approximately \$1,845 for the entire program.

VANCOUVER 548		
Facilities and Offices		
8:00 a.m. to 8:00 p.m. (Monday-Thursday)		
8:00 a.m. to 5:00 p.m. (Friday)		
CLASS HOURS		
MORNING		EVENING
6:00 AM TO 3:00 PM		6:00 PM TO 10:00 PM

ADMINISTRATION		
Brad Kuchenreuther	President	B.A., Pacific Lutheran University
Mary Durall-DuPree	Academic Dean	M.S.T., Portland State University B.A., George Fox College
BobiJo Wakefield	Director of Student Finance	B.S. Hawaii Pacific University
Renee Schiffhauer	Director of Admissions	M.A., Indiana University of Pennsylvania B.S. St. Vincent College
Michele O'Rourke	Director of Career Services	M.S., Warner Pacific B.S., Brigham Young University
DEPARTMENT CHAIRS		
Dawn Hagopian	Business/Accounting	B.S., University of Phoenix
Sara Davenport	Medical Assisting	A.A.S., Western Business College
BUSINESS/ACCOUNTING/PARALEGAL		
Linda Aleksa	Business	B.S., Northern Illinois University
Holly Bower	Business	B.A., Linfield College A.A.S., Clark College
Dawn Hagopian	Business	B.S., University of Phoenix

Daniel Highley	Accounting	B.S., Miami University
John McCoy	Accounting	B.S., California State University
Carol Simon-Perry	Business	B.S., Portland State University A.A.S., Portland Community College
Kareen Swensen	Paralegal	J.D., University of Idaho College of Law B.A., Brigham Young University
<b>MEDICAL ASSISTANT INSTRUCTORS</b>		
Evalinn Elhart	Medical Assistant	M.S., Warner Pacific University B.S., Humbolt State University
Jan McGary	Medical Assistant	B.S., Concordia University
Leah Rogers-Bangs	Medical Assistant	Concorde Career Institute
Terrie Fleming	Medical Assistant	A.A.S., Western Business College
Kathy Kelly	Medical Assistant	B.S., Idaho State University B.S., Oregon State University
<b>MEDICAL INSURANCE BILLING AND CODING</b>		
Sharon Goucher-Norris	MIBC	B.S., Marylhurst A.A.S., Portland Community College
Karen Redden	MIBC	B.S., Portland State University





