

Everest

INSTITUTE

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www.everest.edu

Everest Institute, Pittsburgh Campus²

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(ACICS),

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The information contained herein is official as of July 17, 2009. Everest Institute reserves the right at any time to make changes deemed advisable in the regulations, tuition and fees, curricula and course offerings. This information will be distributed through the issuance of an addendum to the catalog, updated information in the Institute's student handbook, Student Financial Aid Brochure and/or other institutional publications.

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



Linda Malchano
President, Pittsburgh Campus

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

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ABOUT CORINTHIAN COLLEGES

MISSION

The institution is dedicated to the provision of a personalized teaching and learning environment designed to support the personal and professional career development of qualified undergraduate students. The institution was founded to provide to its community quality education and training designed to meet the needs of both students and employers. The institution is designed to serve a diverse student population focusing on adults and recent high school graduates seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the institution is committed to:

- The utilization of modern technology and teaching methods (including distance education and externships where appropriate);
- The provision of innovative educational programs;
- Ongoing cooperation with business, industry, government, local communities, and other educational institutions in the design, delivery, and evaluation of effective and dynamic curricula; and
- The provision of career development support services to students and alumni.

OBJECTIVES

In order to assure continued fulfillment of its mission, the institution has established the following goals:

- The institution will continually enhance its educational process at all levels and seek to impart essential skills, competencies, and attributes that students need for successful careers and for continued study.
- The institution shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for critical thinking, intelligent decision making, and individual expression of opinions. Ongoing development of communication and interactive skills will further prepare our students to be suitable candidates for positions in their chosen field.
- The institution is committed to quality in teaching and excellence in education and shall seek qualified faculty who will create a facilitative environment that fosters excitement in the classroom and stimulates eagerness for learning.
- The institution will cultivate a strong advisory board from key individuals in the community who can provide visibility, feedback and influence in the quality of education we provide our students.
- The institution shall strive to develop mature citizens who contribute to their communities by providing positive role models, creating opportunities to participate in community service and paving the way to develop new and mutually beneficial relationships.
- The institution is dedicated to assisting graduates in securing career-related employment.

SCHOOL HISTORY AND DESCRIPTION

This institution, the facilities it occupies and the equipment used complies with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

In 1840, the city of Pittsburgh was a thriving industrial metropolis. As the "Gateway to the West," Pittsburgh was the point through which thousands of immigrants passed in search of their fortunes in a new and free land. Among these immigrants was a thirty-seven-year-old Scotsman named Peter Duff, who was on his way to New Orleans to rebuild his molasses business.

While waiting for transportation, he accepted a temporary position as an accountant for a mercantile house. He was known for his knowledge and proficiency, and young men sought him out for instruction in accounting during the evening after a day's work in the mills and factories.

Because of the ever-increasing number of students, he resigned his accounting position and devoted all of his time to training young men to meet the needs of the business world. His textbooks were his personal, handwritten manuscripts.

From this humble beginning, Peter Duff established the first business college in the United States. In 1851, a perpetual charter was granted to "Duff's Mercantile College" by the Pennsylvania legislature. The school was described in its charter as "a college for the education of merchants and others, in the various branches of literature and sciences immediately connected with a thorough mercantile education...."

Upon Peter's death in 1869, his son, William, became president of the school. Under his leadership, which lasted for 40 years, the school became a steadily growing commercial institute.

Through the years, Duff's has been known as Duff's Mercantile College, The Pioneer Business College In America, Iron City Commercial College, Duff's Iron City College, and Duff's Business Institute. It is nationally recognized as the oldest business school in the country.

The Institute was acquired by Rhodes Business Group, Inc. on October 17, 1996. In June of 2006 the name of the school was changed to Everest Institute.

Everest Institute is housed on the eleventh and twelfth floors of a 12-story, air-conditioned facility. The approximately 39,250-square-foot space houses 12 lecture classrooms, four to six computer laboratories, three medical laboratories, a pharmacy tech laboratory, a learning center, a student lounge, and administrative offices. The Institute is equipped for use by the handicapped. Forms of special assistance include ground-level entry to the building, access ramps and elevators. Restroom facilities and corridors can accommodate wheelchairs.

Everest Institute adheres to a smoke-free environmental ruling. Smoking is permitted only outside of the building away from the entrance doorways.

IMPORTANT DISCLAIMER INFORMATION

This catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations by which these Institutions are operated. The School reserves the right to change without notice any academic or other requirements, course offerings, or course contents that may be contained in this catalog. Departmental procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students in those departments.

The student is responsible for meeting all requirements for graduation. A student's advisor may assist in planning programs, but the final responsibility for meeting the requirements for graduation rests with each student. In addition, students planning to transfer to another institution have the sole responsibility to determine that their course of study at Everest Institute will qualify for such transfer.

STATEMENT OF NON-DISCRIMINATION

Corinthian Colleges, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The Campus 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 Campus President. The Campus President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255 or by email at studentservice@cci.edu.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

This school voluntarily undergo periodic accrediting evaluations by teams of qualified examiners, including subject experts and specialists in occupational education and private school administration. School approvals and memberships are available for examination; contact the Campus President for further information.

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate in Specialized Business degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United State Department of Education and is recognized by the Council for Higher Education Accreditation. Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

Everest Institute's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (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.

Licensed by and authorized to grant Associate in Specialized Business degrees by the Division of Program Services, Bureau of Post-secondary Services of the Commonwealth of Pennsylvania Department of Education.

Approved and regulated by the Pennsylvania State Board of Private Licensed Schools, Pennsylvania Department of Education.

Everest Institute (Pittsburgh campus) maintains the following institutional memberships: American Association of Medical Assistants, Better Business Bureau, Pennsylvania Association of Private School Administrators.

Inquiries concerning the standards of school compliance may be directed to the Pennsylvania Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania 17126-0333, (717) 783-8228.

ADMISSIONS

REQUIREMENTS AND PROCEDURES

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. To apply, prospective students should contact the admissions office for an appointment

Prospective students are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives students and their families an opportunity to complete the enrollment process, see the school's equipment and tour 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 in 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:

- Administration and evaluation of an applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian); 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.

These campuses do not offer training in English as a Second Language.

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

1. 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, and
2. Applicants must complete an assessment examination, the Career Programs Assessment Test (CPAt). This standardized test is administered by the School and is designed to further ensure that the applicant has the skills necessary to pursue a postsecondary-level program. A score of at least 120 on the CPAt examination is required for admission to the Institute for all programs. Applicants who have completed one academic year of credits at a postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a composite score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply under the Ability to Benefit (ATB) provision (see below). However, the number of students enrolled under the Ability to Benefit Provision is limited. The Institute 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.

Students will not be accepted for admission under the ATB provision for the following programs:

Diploma, GED or recognized equivalent required in the following
All Associate's degree programs (AAS and ASB)
The Pharmacy Technician diploma program

ABILITY TO BENEFIT POLICY

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

GED Preparatory Program

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

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAt) have been approved by the U. S. Department of Education for the assessment of ATB students. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41. The required score for the reading section of this test varies by diploma program as follows: Career Access 51, Computer Operator 51, Medical Assistant 54, Medical Insurance Billing & Coding 57, and Patient Care Technician 57.

Retesting Requirements

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

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

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

Retaking the CPAt

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period. If the retest occurs before a full thirty (30) days have passed since the previous

testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

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 encourage 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. These advising sessions shall be documented using the ATB Advising Form.

Denial of Admission

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

Delayed Admission

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

CRIMINAL BACKGROUND CHECK

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

For programs requiring a background check, \$38 will be charged (effective 6/23/06).

The criminal background check will include:

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

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

Clearance for students will not be obtained where the background check identified a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the 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/shoppinglifting/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. Students should contact the Academic Dean/Director of Education at the campus for information on which programs require the criminal background check at that particular campus.

ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP-ACCREDITED MEDICAL ASSISTING PROGRAMS

In order for a student to transfer credit into a CAAHEP-accredited Medical Assisting program, the receiving campus must follow guidelines established by AAMA as stated below:

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

CAAHEP-approved Medical Assisting programs are offered at the following campuses: Pittsburgh and Rochester.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution providing the training.

ORIENTATION

All new students are required to attend an orientation program prior to the start of classes. This program is conducted by the administrative staff in conjunction with the faculty to familiarize students with school policies and procedures and programs of study.

PROGRAM STANDARDS – QUARTER-BASED PROGRAMS

Credit Hours

Everest Institute defines credit in terms of quarter credit hours. A quarter credit is awarded for a minimum of 10 contact hours of lecture instruction, a minimum of 20 contact hours of laboratory instruction, and a minimum of 30 hours of externship work. Some courses combine lecture and laboratory components and are awarded credit accordingly.

Class Hours/Length of Quarter

Class hours are at least 50 minutes of instruction in a 60-minute period. Each quarter consists of approximately 12 weeks of instruction. There are four academic quarters in a calendar year. Students are required to attend during the summer term if the period of enrollment would normally extend through that period. This convenient class schedule provides ample opportunity for full-time students to work part-time or maintain a household while attending school.

Approved Electives

In general, the Institute will select electives to be completed in each program of study that provides for approved electives. These electives will be selected from the list of approved, but not required, courses listed for each program. Students who desire to complete a specific course should make their requests in writing to the Academic Dean. The Institute will attempt to honor all such requests but cannot guarantee that requests will be honored.

Course Load

To complete a program of study in normal progression, a student must average 16 credits per quarter. The minimum course load for full-time enrollment is 12 credits. Students who wish to pursue more than 18 credits must have the approval of the Academic Dean. Factors to be considered in granting approval will include prior academic record, attitude/motivation, and attendance.

Full-Time Students

The academic workload is defined as any combination of courses and/or externship that the Institution considers sufficient to classify the student as full-time. A student must be enrolled in at least 12 credit hours per quarter to be considered full-time. Students who have permission to take less than a full load must understand that financial aid may be reduced and that their anticipated graduation date may be altered.

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.

MAKE-UP WORK

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

Consecutive Absence Rule (All Programs)

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

- All students who state they will not return to 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

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

Additional Requirements for Veteran Students

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

Date of Withdrawal

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

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

Date of Determination (DOD)

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

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;

- No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

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

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 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/Director of Education 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 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 programs.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

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

Re-admission Following a Leave of Absence

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

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.

Activation of Military Reservist

Students who are called to active military duty which will cause an interruption of training will be accommodated by the School. Upon receipt of a copy of official military orders, the School will freeze all charges and grades during the period of activation. All charges and fees required to resume training will be waived. Lenders servicing student loans will maintain the loans in an in-school status for a period of up to three years as provided in the U.S. Department of Education Dear Colleague letter GEN-01-13. Students who are activated prior to their first disbursement of aid will have that aid returned by the School. Copies of the governing regulations cited above are available by contacting the Finance Director. Refer to the Students Called to Active Military Duty for more information.

ACADEMIC UNIT OF CREDIT

The Institute awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship practice. A clock hour is defined as 50 minutes of instruction in a 60-minute period. For online learning purposes, one quarter credit is equivalent to a minimum of ten hours of online learning.

GRADING

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows. NOTE: Grading scales are campus-specific. Please see the section that corresponds to the campus you are attending.

Applies to All Quarter Based Programs and the Medical Insurance Billing and Coding Modular Program:

Grade	Evaluation	Quality Points per Quarter Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
IP	In Progress	Not Calculated
W	Withdrawal	Not Calculated
WD	Withdrawal during Add/Drop period. This grade indicates the course will not be calculated for purposes of determining rate of progress.	Not Calculated
WM	Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA	Not Calculated
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated

Applies to Modular Programs:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
L	Leave of Absence	
W	Withdrawal	
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	
P	Passing	
CR	Credit for Advanced Placement	
T	Credit for Previous Education	

Applies to All Courses:

COURSE REPEAT CODES	
1	Student must repeat this class
R	Student in the process of repeating this class
2	Course Repeated - Original grade no longer calculated in CGPA

Course Repeats

Courses may be repeated to improve a previously awarded grade. All grades will appear on the transcript, but only the higher grade will be used in calculating the current cumulative grade point average. The current tuition rate is assessed for repeated courses. Required courses in which the student has received a grade of F or W must be repeated in order for the student to graduate.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students in classroom courses may, with the instructor's approval, be granted a maximum extension of 10 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of F or zero for the module or course. The F or zero will be averaged in with the students' other grades to determine the cumulative GPA.

For students taking the quarter-based externship courses EXT 250, MED 253 or CCJ 2941, the I grade will be given at the end of the term for those students who still have externship hours to complete. The students will be rescheduled into EXT 250, MED 253 or CCJ 2941 in the subsequent quarter without charge for the course or financial aid eligibility for the continuation of the course. When all required hours have been completed, a final grade will be given, and the original I will remain in place to indicate that the externship was completed over more than one quarter. The I grade will not count toward credits attempted and will not affect the cumulative grade point average.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

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

Evaluation Periods for Satisfactory Academic Progress

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

GPA and CGPA Calculations

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

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

Rate of Progress toward Completion (ROP) Requirements

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

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

Maximum Time in Which to Complete (MTF)

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

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

Satisfactory Academic Progress Tables

34 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 51 (150% of 34).				
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
1-8	2.0	1.0	66.7%	N/A
9-17	2.0	1.5	66.7%	N/A
18-34	2.0	1.75	66.7%	60%
35-51	N/A	2.0	N/A	66.7%

35 Quarter Credit Hour Modular Program. Total credits that may be attempted: 52 (150% of 35).				
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	70%	N/A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

51.2 Quarter Credit Hour Modular Program. Total credits that may be attempted: 76 (150% of 51).				
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	70%	N/A	66.7%	N/A
17-28	70%	60%	66.7%	N/A
29-40	70%	65%	66.7%	60%
41-56	70%	67.5%	66.7%	65%
57-76	N/A	2.0	N/A	66.7%

47 Quarter Credit Hour Modular Program. Total credits that may be attempted: 70 (150% of 47).				
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	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%

56 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 84 (150% of 56).				
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
1-18	2.0	N/A	66.7%	N/A
19-28	2.0	1.25	66.7%	N/A
29-37	2.0	1.5	66.7%	60%
38-46	2.0	1.75	66.7%	60%
47-64	2.0	1.85	66.7%	60%
65-84	N/A	2.0	N/A	66.7%

58 Quarter Credit Hour Modular Program. Total credits that may be attempted: 87 (150% of 58).				
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	70%	N/A	66.7%	N/A
17-28	70%	60%	66.7%	N/A
29-40	70%	62.5%	66.7%	50%
41-52	70%	65%	66.7%	60%
53-64	70%	66%	66.7%	65%
65-87	N/A	70%	N/A	66.7%

103 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 154 (150% of 103).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-154	N/A	2.0	N/A	66.7%

105/106 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 157 (150% of 105) 159 (150% of 106).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-159	N/A	2.0	N/A	66.7%

109 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 163 (150% of 109).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-163	N/A	2.0	N/A	66.7%

114 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 171 (150% of 114).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	N/A	66.7%
96-171	N/A	2.0	N/A	66.7%

123 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 184 (150% of 123).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	66.7%	66.7%
96-184	N/A	2.0	N/A	66.7%

124 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 186 (150% of 124).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-49	2.0	1.2	66.7%	50%
50-66	2.0	1.5	66.7%	58%
67-83	2.0	1.6	66.7%	63%
84-100	2.0	1.7	66.7%	65%
101-117	2.0	1.75	66.7%	66%
118-186	N/A	2.0	N/A	66.7%

127 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 190 (150% of 127).				
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	66.7%	N/A
17-32	2.0	1.0	66.7%	N/A
33-48	2.0	1.2	66.7%	50%
49-60	2.0	1.3	66.7%	60%
61-72	2.0	1.5	66.7%	65%
73-95	2.0	1.75	66.7%	66.7%
96-190	N/A	2.0	N/A	66.7%

Academic Probation

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

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

Suspension

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

Academic Appeals

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

Satisfactory Academic Progress (SAP) Appeals

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

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

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

Reinstatement Following Suspension

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

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

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

Dismissal

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

Graduation

Students must complete their program within the maximum time frame and with a 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 I (Incomplete, In Progress) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.
- 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.

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 re-admittance following suspension or in the event the student's appeal results in re-admittance.

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 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 will 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.

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.

STUDENT AWARDS

To recognize and encourage outstanding scholastic performance, the President's Honor Roll and Dean's List are published at the end of each term.

Full-Time Students in Quarter-based Programs: To be eligible for the Dean's List, a student must have earned a grade point average of at least 3.5 and must have completed 12 or more credit hours. The President's Honor Roll recognizes students who have achieved a 4.0 grade point average while carrying a minimum of 12 credit hours.

Mid-Quarter Class Starts in Quarter-based Programs: To be eligible for the Dean's List, a student must have earned a grade point average of at least 3.5 and must have completed 7 or more credit hours. The President's Honor Roll recognizes students who have achieved a 4.0 grade point average while completing a minimum of 7 credit hours during the mid-quarter term.

Full-Time Students in Modular Programs: To be eligible for the Dean's List, a student in a modular program must have earned a 90-99%. Students who have earned 100% are eligible for the President's List.

GRADUATION REQUIREMENTS

Commencement exercises are held twice a year, in the fall and the spring. All coursework, including externship requirements, must be completed 14 days prior to the commencement ceremony. All students completing their course work are included in the graduating class of that year. All students upon whom degrees are to be conferred are requested to participate in the commencement exercises. Degrees may be awarded in absentia only after commencement exercises are held.

A student must:

1. Successfully complete the program with a 2.0 (97%) cumulative grade point average within the maximum time frame for completion.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements.

Specific courses in each program may be required for graduation and may not be waived by challenge examination. These courses represent classes felt to be beneficial to each and every student in preparing for future careers. The Institute reserves the right to select related and required courses each quarter and to substitute other courses for those listed in the program of study that will not alter the integrity of the program.

EXTERNSHIP

A student who has successfully completed the classroom portion of the program will be scheduled to begin externship training immediately after the Externship Assignment Seminar. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within ten (10) scheduled externship days of the scheduled start dates, she/he must be terminated (dropped) from the program. Any student who delays externship for more than thirty (30) days from the completion of the classroom training must be dropped and processed as a re-entry upon the start of the externship.

Students who drop following the completion of the classroom training and prior to externship or who delay their externship training for more than thirty (30) days from the last date of attendance (LDA) must have their skill proficiency evaluated by a program instructor prior to re-entry and being assigned an externship site. Skill proficiency evaluations must be representative of skills taught in all modules of training and must meet the Terminal Performance Objectives (TPOs) stated in the course outline and/or the evaluation criteria outlined in the student course materials.

Students who drop and delay their externship training for more than ninety (90) days from the LDA must have their skill proficiencies evaluated by a program instructor prior to reentry into the program.

If the program instructor or site determines that a student's skill performance is unacceptable, she/he must return to the classroom to have their skills evaluated. The student will need to attend lab to improve skills until the program instructor determines their skill levels are acceptable and the Academic Dean approves the student to return to the site.

VETERANS INFORMATION

Students who are eligible to receive Veterans Educational Benefits should meet with the school's certifying official upon enrollment. This office is responsible for maintaining proper certification of veterans for the Veterans Administration. Veterans are responsible for informing the Registrar of any change in their schedule or program of study so that the Veterans Administration can be notified.

Not all programs are approved for veterans training. Students should check with the certifying official and their local Veterans Administration Office for approved course information.

Absences

Veterans must abide by the Institute's attendance policy. Attendance records include whole and partial attendance, tardiness, and early dismissals. The Veterans Administration will be notified when a veteran, eligible person, or reservist fails to meet the Institute's standards.

Class cuts are not permitted. They are recorded as absences. Make-up work is not permitted for unexcused absences.

Unsatisfactory Progress

Veterans receiving failing grades are placed on academic probation in accordance with the Institute's written policy. If unsatisfactory progress continues beyond the probationary period, the student's training will be interrupted and the Veterans Administration office will be notified.

Recertification

Students whose VA benefits have been terminated because of unsatisfactory progress may apply for re-admittance after one quarter. If the student is permitted to reenter, his/her reentry must be certified with the Veterans Administration.

TRANSFER OF CREDIT

Students with earned college 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. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 25% 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 of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean/Director of Education.

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.

General Education

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the institution's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the office of the Academic Dean/Director of Education .

Military Training

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

Advanced Placement

The institution grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for mathematics, history and biology. Check with the Director of Education or Academic Dean to see if advanced placement is available.

PROFICIENCY EXAMINATION

Students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. 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. Check with the Director of Education or Academic Dean to see if proficiency examinations are available.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations at most campuses are \$20 per credit unit (check with the Academic Dean or Director of Education at your campus for information about fees). Credits earned as a result of successful completion of Proficiency Examinations with a grade of C will be posted to the academic transcript as a PE.

TRANSFERABILITY OF CREDITS

The office of the Academic Dean/Director of Education provides information on schools that may accept the campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

ONLINE LEARNING

The School may choose to offer certain courses online. Online courses are offered using the eCollege 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, or Vista

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.

ADMINISTRATIVE POLICIES

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 code 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/Academic 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, or Federal Law

CCi students are expected to comply with all local, state, 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).

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

SEXUAL HARASSMENT

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

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

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

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

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

STUDENT ACADEMIC APPEALS POLICY

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

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

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

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

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

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

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

Assignment/Test Grades

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

Final Course Grades

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

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

Attendance Violations

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

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

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

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that 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.

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, this 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. The campus is 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 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 1st of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

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

DRUG AWARENESS

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

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

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

WEAPONS POLICY

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

DRESS CODE

Students are expected to dress in a manner that would not be construed as detrimental to the student body and the educational process at the Institute. Students are reminded that the Institute promotes a business atmosphere where instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming. The Institution does not permit any clothing which has expressed or implied offensive symbols or language.

Students in Allied Health programs may be required to wear uniforms that present a professional appearance. A professional appearance puts patients at ease, inspires confidence, and makes a good impression. The Professional Appearance standards included, but not limited to, are:

ACADEMIC ADVISEMENT AND TUTORING

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

DISABLED STUDENTS

Disabled students should make arrangements to meet with the School President prior to the start of class to review facilities and required accommodations.

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 remember to notify the school immediately. All medical and dental appointments should be made for after school hours.

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

WEATHER EMERGENCIES

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

When classes are canceled because of weather conditions or unforeseen circumstances, classes may be rescheduled.

TERMINATION PROCEDURES

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:

- Violation of the school's attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Students to be terminated are notified in writing and may appeal to the Appeals Committee.

ACADEMIC TRANSCRIPTS, DIPLOMAS AND DEGREES

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 that includes grades, attendance, prior education and training, and awards received.

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

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the 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 upon completing graduation requirements. Normal processing time for additional copies of the transcript is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

They are:

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

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

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

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**.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the 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 email at studentservices@cci.edu. As a matter of School policy students making complaints may not be subject to unfair actions as a result of filing a complaint. The School President will maintain records of all complaints and their resolution for a period of at least two years.

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to: Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

State Agencies

Further inquiries may be addressed in writing to: State Board of Private Licensed Schools, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, (717) 783-8228.

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 and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

TELEPHONES

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Coin-operated telephones are available for student use.

CHILDREN ON CAMPUS

Children are always welcome at special events of the Institute whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the Institute that children shall not be brought to classrooms or labs or left in lounges or offices.

KNOWLEDGE OF RULES AND REGULATIONS

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

POLICY AND PROGRAM CHANGES

The school catalog is current as of the time of printing. CCI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. These campuses reserve the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees information can be found in **Appendix B: Tuition and Fees.**

The Enrollment Agreement obligates the student and the Institute for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the enrollment agreement and the Institute 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.

Students may make payments using VISA, MasterCard, or Discover cards.

ADDITIONAL FEES AND EXPENSES

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

VOLUNTARY PREPAYMENT PLAN

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

QUARTER-BASED PROGRAMS

Tuition will be charged on a quarterly basis. The tuition and fees listed in Appendix B will be charged for the student's first quarter (or mid-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. Students will be notified at least 60 days prior to any tuition increase.

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

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

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

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 academic year, instead of by quarter. Pittsburgh base tuition charges for modular programs on a quarterly basis.

CASH PAYMENT PLANS

Special cash payment plans are available. For further information, contact the Student Accounts representative in the Student Finance Office.

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 Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Direct Stafford loans (other than PLUS loans).
4. Subsidized Direct Stafford loans.
5. Federal Perkins loans.

6. Federal PLUS loans.
7. Direct PLUS loans.
8. Federal Pell Grants for which a return of funds is required.
9. Academic Competitiveness Grants for which a return of funds is required.
10. National Smart Grants for which a return of funds is required.
11. 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 any SFA loan funds in accordance with the terms of the loan; and the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

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

INSTITUTIONAL REFUND CALCULATION

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

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

OFFICIAL WITHDRAWALS

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean 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, with seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

REFUND POLICIES

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

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

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.

- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement (see below).

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

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

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

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

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

Date of Withdrawal

The date of withdrawal for purposes of calculating a refund is 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.

Institutional Refund Calculation

Should there be any conflict between the institutional policies and the Pennsylvania Refund Policy, the student will receive the refund that is most beneficial to the student.

Institutional Refund Calculation for First-Time Students

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

PENNSYLVANIA REFUND POLICIES

The School will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule. If a student enrolls and withdraws or discontinues after the quarter has begun but prior to completion of the quarter, the following minimum refunds apply:

A Student Who Withdraws or is Terminated	Is Entitled to Refund of . . .	The Institution is Eligible to Retain...
Within the institutional add/drop period	100%	0%
Within the first seven calendar days of the term	75%	25%
After the first seven calendar days and up to and including 25% of the term	55%	45%
After 25% and up to and including 50% of the term	30%	70%
Beyond 50% of the term	0%	100%

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.

FINANCIAL AID

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

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 Loans (FSL)

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

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

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

Federal Parent Loan for Undergraduate Students (PLUS)

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

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

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

ALTERNATIVE 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.

GRANTS AND SCHOLARSHIPS

DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCI-sponsored Dream Award program. 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 College Association (CCA) Great Award.

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

Imagine America Scholarships

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program, two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

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

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

Pennsylvania State Grant (PHEAA)

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

All students must complete a minimum of 36 quarter credits over three quarters or a nine month period (academic year) in order to progress to second year status for grant eligibility. An estimate of state grant eligibility will be determined at the student financial aid interview. Official notice of the award is issued by the state grant agency.

STUDENT SERVICES

PLACEMENT ASSISTANCE

The School assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, resume and cover letter preparation assistance, aid in securing an interview and a list of available jobs.

The School encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the School cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction, an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by the Career Services Department. The Career Services Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the School's placement assistance program at no additional cost.

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.

HOUSING ASSISTANCE

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance from the Student Services Department.

TRANSPORTATION ASSISTANCE

The school maintains information on public transportation and a list of students interested in car pooling.

FIELD TRIPS

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

SPECIAL LECTURES

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

DRUG ABUSE PREVENTION

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

ADVISING

The school provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the school has information available on community resources that address these types of problems.

PROGRAMS OFFERED

Program Offered	Credential
Modular Programs	
Medical Assisting	Diploma
Medical Insurance Billing and Coding	Diploma
Patient Care Technician	Diploma
Pharmacy Technician	Diploma
Quarter-Based Programs	
Accounting	Associate in Specialized Business Degree
Administrative Secretary	Associate in Specialized Business Degree
Business Administration	Associate in Specialized Business Degree
Career Access	Diploma
Criminal Justice	Associate in Specialized Business Degree
Legal Administrative Secretary	Associate in Specialized Business Degree
Medical Administrative Secretary	Associate in Specialized Business Degree
Paralegal	Associate in Specialized Business Degree

MODULAR PROGRAMS

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to six weeks in length.



Medical Insurance Billing And Coding

Diploma Program

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

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

Major Equipment: Calculators, Personal Computers

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

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

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

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

Module MIBGU Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary 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: 040, Lab Hrs: 040, Other Hrs: 000

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

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

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

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

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

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

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

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

<p>personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<p>Once a student has completed all modules, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.</p>		
<p>Module MIBP</p>	<p>Practicum</p>	<p>5.0 Quarter Credit Hours</p>
<p>Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>		
<p>Module MIBE</p>	<p>Externship</p>	<p>5.0 Quarter Credit Hours</p>
<p>Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/cod-ing students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>		



Patient Care Technician
 Diploma Program
 9 months – 720 hours – 51.2 credit units

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In recent years the patient care technician (PCT) profession has become indispensable to the health care field. Much of the reason for this is because of the many skills this multi-faceted occupation employs. Not only have physicians and nurses become more reliant on the PCT, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Patient Care Technicians have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Patient Care Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as nursing assistants, home health aides, physical therapy and occupational therapy aides, phlebotomists, EKG Technicians, and of course, patient care technicians. Since PCTs are “cross-trained” in a number of clinical procedures, they are capable of filling a variety of entry-level positions currently in large demand throughout the health care industry.

This training program is divided into eight learning units called modules. Students must complete modules A through G before they enter the clinical externship (Module X). All modules, except for Module X, stand alone as units of study and are not dependent upon previous training.

Completion of the Patient Care Technician Program is acknowledged by the awarding of a diploma.

Module	Module Title	Contact Hours	Quarter Credit Hours
MODULE A	Basic Healthcare Concepts	80	8.0
MODULE B	Anatomy & Physiology and Medical Terminology	80	8.0
MODULE C	Nursing Fundamentals – Basic Patient Care	80	6.0
MODULE D	Nursing Fundamentals – Home Health Care	80	6.0
MODULE E	Phlebotomy and Electrocardiography	80	6.0
MODULE F	Physical Therapy & Occupational Therapy	80	6.0
MODULE G	Clerical Skills	80	6.0
MODULE X	Externship		
PART ONE:	Clinical Externship I	80	2.6
PART TWO:	Clinical Externship II	80	2.6
MODULE X - EXTERNSHIP TOTAL:		160	5.2
PROGRAM TOTAL:		720	51.2

Major Equipment: Stethoscope, Littman Nursing model or equivalent, Uniforms, Closed toe shoes

<p>Module A – Basic Healthcare Concepts 8.0 Quarter Credit Hours Module A provides the student with an overall understanding and introduction to the field of healthcare, particularly as it relates to the “multi-skilled” Patient Care Technician. Included in this module is an introduction to healthcare, infection control, safety and emergencies, legal and ethical responsibilities, communication and interpersonal skills, and skills involved in observations, recording, and reporting. Prerequisite: None. Lecture Hours: 080 Lab Hours: 000 Other Hours: 000.</p>
<p>Module B – Anatomy & Physiology and Medical Terminology 8.0 Quarter Credit Hours Module B is concerned with providing the student with an understanding of anatomy and physiology. In addition to covering all body systems, students also become acquainted with the terminology associated with these systems, as well as common disorders and diseases affecting each. Prerequisite: None. Lecture Hours: 080 Lab Hours: 000 Other Hours: 000.</p>
<p>Module C – Nursing Fundamentals –Basic Patient Care 6.0 Quarter Credit Hours Module C provides the student with the theory and hands-on application involved in providing basic patient care as would be required by a certified nursing assistant and/or patient care technician. Students will take and record vital signs, demonstrate skills for appropriate personal patient care, simulate procedures for admitting, transferring and discharging patients, and discuss restorative care and meeting the patients’ physical and psycho-social needs. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.</p>
<p>Module D – Nursing Fundamentals –Home Health Care 6.0 Quarter Credit Hours Module D provides the student with the theory and hands-on skills involved in providing advanced patient care and home health care. Some of these skills include providing therapeutic diets, infection control, body mechanics, and caring for the client/patient in the home care setting. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.</p>
<p>Module E – Phlebotomy & Electrocardiography 6.0 Quarter Credit Hours Module E will provide the students with the theory and hands-on skills involved in phlebotomy and electrocardiography. Some of these skills include learning about the professions of both phlebotomy and electrocardiography, performing basic laboratory skills, including blood withdrawal and specimen collection, and learning how to take and record electrocardiograms and how to interpret basic EKGs for possible abnormalities. Prerequisites: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000</p>
<p>Module F – Physical Therapy & Occupational Therapy 6.0 Quarter Credit Hours In Module F, students will have the opportunity to learn the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as they relate to the patient care technician, the physical therapy aide, and the occupational therapy aide. Some of the skills covered in this module include performing basic procedures required of physical therapy and occupational therapy aides and identifying various therapeutic modalities used in both physical therapy and occupational therapy. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.</p>
<p>Module G – Clerical Skills 6.0 Quarter Credit Hours In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment. Some of these skills include working with various types of communication devices, medical chart preparation, and transcribing medical and physician’s orders. Prerequisite: None. Lecture Hours: 040 Lab Hours: 040 Other Hours: 000.</p>
<p>Module X – Externship 5.2 Quarter Credit Hours Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.</p>
<p>Part I (Clinical Externship I) 2.6 Quarter Credit Hours Upon successful completion of Modules A through G, patient care technician students are given the opportunity to participate in the first part of their clinical externship. This provides the students with an opportunity to work with patients and apply the principles and practices learned in the classroom and laboratories. Students work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. Students will be evaluated by supervisory personnel at the halfway point and at the completion of the rotation.</p>

Prerequisite: Successful Completion Modules A-G. (Lecture Hours: 000 Lab Hours: 000 Other Hours: 080)

Part II (Clinical Externship II)

2.6 Quarter Credit Hours

Upon completion of Part I, students will be given the opportunity to complete the second part of their clinical externship. As with Part I, during this time, the student will be given the opportunity to apply what they have learned in the classroom and laboratory, to the “real-life” clinical facility. As part of their experiences, students may rotate throughout various departments within the clinical facility, including patient care units, physical therapy, cardiology, the laboratory, central service, and admitting and the business office. Students will once again work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. All students will be evaluated at the halfway point and at the conclusion of the clinical experience. Patient care technician must complete both parts of the clinical externship in order to fulfill their requirements for graduation. Prerequisite: Completion of “Part I” (Lecture Hours: 000 Lab Hours: 000 Other Hours: 080)



Pharmacy Technician
 Diploma Program
 8 months – 720 hours - 58 credit units

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The Pharmacy Technician program provides both technical and practical training which will enable the technician, upon licensure, to function as a competent entry-level assistant to the licensed pharmacist. Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. The technician has become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. This 720-hour program provides the student with basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms.

This program is comprised of eight modular units of learning. Modules A through G are made up of 80 hours of combined theory and laboratory time. Students must complete these seven modules first, starting with any module and continuing in any sequence until all seven modules are completed. The last module, referred to as an externship, consists of 160 hours. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to observe and become part of the pharmacy team, as they gain hands-on practice working side-by-side with pharmacists and other health care professionals.

Upon successful completion of this program, the student will be awarded a diploma and be able to competently perform tasks assigned or delegated by a supervising pharmacist in an entry-level position as a pharmacy technician. The graduate will be fully prepared to take the national CPhT exam.

Module	Module Title	Contact Hours	Quarter Credit Hours
Module A	Introduction to Pharmacy	80	8.0
Module B	Administrative Aspects of Pharmacy Technology/Basic Pharmacy Applications	80	8.0
Module C	Professional Aspects of Pharmacy Technology	80	8.0
Module D	Pharmaceutical Calculations	80	7.0
Module E	Pharmacy Operations	80	7.0
Module F	Anatomy & Physiology/Pharmacokinetics	80	8.0
Module G	Pharmacology	80	7.0
Module X	Externship	160	5.0
	Program Total	720	58.0

Major Equipment: Laminar Flow Hood, Retail Labeling Computers, Printer, Retail Bottles, Prescription Stock Items,

Module A - Introduction to Pharmacy **8.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in this 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 Hrs. 080 Lab Hrs. 000 Other 000.

Module B - Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications **8.0 Quarter Credit Hours**

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. 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 and medication 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 Hrs. 080 Lab Hrs. 000 Other 000.

Module C - Professional Aspects of Pharmacy Technology **8.0 Quarter Credit Hours**

This module 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 Hrs. 080 Lab Hrs. 000 Other 000.

Module D - Pharmaceutical Calculations **7.0 Quarter Credit Hours**

In this module, 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 Hrs. 060 Lab Hrs. 020 Other 000.

Module E - Pharmacy Operations **7.0 Quarter Credit Hours**

In this module, 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 Hrs. 060 Lab Hrs. 020 Other 000.

Module F - Anatomy & Physiology/Pharmacokinetics **8.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to pharmacology. Subjects include organization of the body, cells, tissues, glands, membranes, and study of the individual body systems, as well as terminology associated with each. Prerequisites: None. Lecture Hrs. 080 Lab Hrs. 000 Other 000.

Module G - Pharmacology **7.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of drugs, their actions and uses, and their administration. Also covered in this module is drug distribution systems utilized in the pharmacy. Prerequisites: None. Lecture Hrs. 060 Lab Hrs. 020 Other 00.0.

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 and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisites: Completion of Modules A - G. Lecture Hrs. 000 Lab Hrs. 000 Other 160.

QUARTER-BASED PROGRAMS



Accounting

Associate in Specialized Business Degree
24 months – 114 credit units

V. o

The Accounting program provides students with a diverse background in professional accounting and fundamental business knowledge and skills to function comfortably in an entry-level position in a business office.

Course	Course Title	Quarter Credit Hours	
BUSINESS COMPONENT			
CGS 2167C	Computer Applications	4.0	
BUL 2131	Applied Business Law	4.0	
MAC 1001	Business Mathematics	4.0	
MAN 2021	Principles of Management	4.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		20.0
MAJOR COMPONENT			
ACTT 101	Principles of Accounting I	9.0	
ACTT 102	Principles of Accounting II	9.0	
ACTT 201	Intermediate Accounting I	9.0	
ACTT 202	Intermediate Accounting II	9.0	
ACTT 207	Computerized Accounting	3.0	
ACTT 110	Cost Accounting	4.0	
ACTT 209	Payroll Computer Applications	3.0	
ACTT 105	Taxes I	4.0	
TYPP 101	Typewriting I	3.0	
EXT 250	Externship/Career Planning	15.0	
Elective Pool – Business & Business Related – The student will choose 10 hours from the following:		10.0	
ECO 1100	Contemporary Economic Issues	4.0	
MKT 103	Sales and Marketing Concepts	4.0	
CDP 110	Data Base	3.0	
CDP 106	Word Processing	3.0	
CDP 206	Advanced Word Processing	3.0	
CDP 116	Spreadsheet Application	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
ENGG 205	Business Writing	4.0	
MEDD 104	Human Relations	2.0	
SECR 103	Business Office Management	4.0	
SLS 1321	Career Skills	2.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
	Total Major Component Credit Hours		78.0
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		16.0
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION			114.0



Administrative Secretary
Associate in Specialized Business Degree
 24 months – 103 credit units

V. o

The Administrative Secretary program prepares the student for employment in administrative support in the business environment.

Course	Course Title	Quarter Credit Hours	
BUSINESS COMPONENT			
CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
MAN 2021	Principles of Management	4.0	
CDP 106	Word Processing	3.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		19.0
MAJOR COMPONENT			
APA 1114	Office Accounting	4.0	
BUL 2131	Applied Business Law	4.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
SECR 105	Machine Transcription	3.0	
SECR 103	Business Office Management I	4.0	
SECR 203	Business Office Management II	3.0	
ENGG 205	Business Writing	4.0	
CDP 110	Data Base	3.0	
CDP 116	Spreadsheet Application	3.0	
EXT 250	Externship/Career Planning	15.0	
Elective Pool – Business & Business Related – The student will choose 13 hours from the following:		13.0	
CDP 206	Advanced Word Processing	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
MEDD 101	Medical Terminology	4.0	
MEDD 103	Medical Law and Ethics	2.0	
MEDD 104	Human Relations	2.0	
MKT 103	Sales and Marketing Concepts	4.0	
LEGG 100	Legal Terminology	4.0	
LEGG 103	Legal Office Management/Introduction to Legal Studies	4.0	
SLS 1321	Career Skills	2.0	
	Total Major Component Credit Hours		68.0
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		16.0
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION			103.0



Business Administration
Associate in Specialized Business Degree
 24 months – 109 credit units

V. o

The Business Administration program is designed to provide the student with basic business skills that could lead to management responsibilities.

Course	Course Title	Quarter Credit Hours	
BUSINESS COMPONENT			
CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		12.0
MAJOR COMPONENT			
ACTT 101	Principles of Accounting I	9.0	
ACTT 102	Principles of Accounting II	9.0	
ACTT 110	Cost Accounting	4.0	
ACTT 207	Computerized Accounting	3.0	
ACTT 209	Payroll Computer Applications	3.0	
BUL 2131	Applied Business Law	4.0	
CDP 106	Word Processing	3.0	
CDP 116	Spreadsheet Application	3.0	
ECO 1100	Contemporary Economics Issues	4.0	
EXT 250	Externship/Career Planning	15.0	
MAN 2021	Principles of Management	4.0	
MKT 103	Sales & Marketing Concepts	4.0	
TYPP 101	Typewriting I	3.0	
	Elective Pool – Business & Business Related – The student will choose 13 hours from the following:	13.0	
ACTT 105	Taxes I	4.0	
ACTT 201	Intermediate Accounting I	9.0	
CDP 110	Data Base	3.0	
CDP 206	Advanced Word Processing	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
ENGG 205	Business Writing	4.0	
MEDD 104	Human Relations	2.0	
SECR 103	Business Office Management	4.0	
SLS 1321	Career Skills	2.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
	Total Major Component Credit Hours		81.0
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		16.0
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		109.0



Career Access
Diploma Program
 6-9 months – 34 credit units

V. o

The Career Access Program prepares students with previous post-secondary education and/or work experience who have little or no business office knowledge for entry-level positions in an office setting.

Course	Course Title	Quarter Credit Hours	
MAJOR COMPONENT			
SLS 1105	Strategies for Success	4.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
SECR 103	Business Office Management I	4.0	
APA 1114	Office Accounting	4.0	
CDP 106	Word Processing	3.0	
CDP 206	Advanced Word Processing	3.0	
Elective Pool – Business & Business Related – The student will choose 10 hours from the following:		10.0	
ACTT 105	Taxes I	4.0	
CDP 110	Data Base	3.0	
CDP 116	Spreadsheet Application	4.0	
CDP 216	Advanced Spreadsheet Application	3.0	
ENGG 205	Business Writing	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MEDD 101	Medical Terminology	4.0	
MEDD 103	Medical Law & Ethics	2.0	
MEDD 104	Human Relations	2.0	
SECR 203	Business Office Management II	3.0	
SLS 1321	Career Skills	2.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION			34.0



Criminal Justice
 Associate in Specialized Business Degree
 27 months – 127 credit units

V. o

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	Course Title	Quarter	Credit Hours
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	Total College Core Credit Hours		14.0
MAJOR CORE REQUIREMENTS			
CCJ 1017	Criminology	4.0	
CCJ 1024	Introduction to Criminal Justice	4.0	
CCJ 1610	Criminal Investigations	4.0	
CCJ 1910	Career Choices in Criminal Justice	4.0	
CJE 2670	Introduction to Forensics	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 2250	Constitutional Law for the Criminal Justice Professional	4.0	
DSC 2002	Introduction to Terrorism	4.0	
CCJ 2679	Introduction to Victims Advocacy	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CCJ 2358	Criminal Justice Communications	4.0	
CCJ 2501	Juvenile Justice	4.0	
CJD 2250	Introduction to Interviews and Interrogations	4.0	
CCJ 2941	Criminal Justice Externship	15.0	
CCJ 2943	Current Issues in Criminal Justice	4.0	
CJE 2100	Policing in America	4.0	
CJL 2130	Criminal Evidence	4.0	
LEGG 205	Criminal Law	4.0	
PLA 1023	Legal Ethics and Social Responsibility	4.0	
SYG 2000	Principles of Sociology	4.0	
	Total Major Core Credit Hours		91.0
GENERAL EDUCATION CORE REQUIREMENTS			
AMH 2030	20 th Century American History	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Core Credit Hours		22.0
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION		127.0



Legal Administrative Secretary
Associate in Specialized Business Degree
 24 months – 105 credit units

V. o

The Legal Administrative Secretary program prepares the student for employment opportunities in law firms, government agencies, corporate legal departments, banks, and legal aid societies.

Course	Course Title	Quarter Credit Hours	
BUSINESS COMPONENT			
CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
CDP 106	Word Processing	3.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		15.0
MAJOR COMPONENT			
APA 1114	Office Accounting	4.0	
BUL 2131	Applied Business Law	4.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
MAN 2021	Principles of Management	4.0	
SECR 105	Machine Transcription	3.0	
SECR 103	Business Office Management I	4.0	
LEGG 103	Legal Office Management/Introduction to Legal Studies	4.0	
LEGG 100	Legal Terminology	4.0	
ENGG 205	Business Writing	4.0	
CDP 110	Data Base	3.0	
CDP 116	Spreadsheet Application	3.0	
EXT 250	Externship/Career Planning	15.0	
Elective Pool – Business & Business Related – The student will choose 10 hours from the following:		10.0	
CDP 206	Advanced Word Processing	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
LEGG 105	Tort Law	4.0	
LEGG 106	Civil Litigation I	4.0	
LEGG 201	Civil Litigation II	4.0	
LEGG 115	Domestic Relations	4.0	
LEGG 205	Criminal Law	4.0	
MEDD 103	Medical Law and Ethics	2.0	
MEDD 104	Human Relations	2.0	
MKT 103	Sales and Marketing Concepts	4.0	
SECR 203	Business Office Management II	3.0	
SLS 1321	Career Skills	2.0	
	Total Major Component Credit Hours		74.0
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		16.0
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION			105.0



Medical Administrative Secretary

Diploma Program

24 months – 106 credit units

V. o

The Medical Administrative Secretary program prepares the student for employment opportunities in medical offices, hospitals, clinics, insurance firms, and transcription companies.

Course	Course Title	Quarter Credit Hours	
BUSINESS COMPONENT			
CGS 2167C	Computer Applications	4.0	
MAC 1001	Business Mathematics	4.0	
CDP 106	Word Processing	3.0	
SLS 1105	Strategies for Success	4.0	
	Total Business Component Credit Hours		15.0
MAJOR COMPONENT			
APA 1114	Office Accounting	4.0	
BUL 2131	Applied Business Law	4.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
TYPP 201	Typewriting III	3.0	
TYPP 202	Typewriting IV	3.0	
MEDD 110	Medical Machine Transcription	3.0	
SECR 103	Business Office Management I	4.0	
MAN 2021	Principles of Management	4.0	
MEDD 101	Medical Terminology	4.0	
MEDD 201	Anatomy & Physiology	4.0	
MEDD 102	Medical Office Procedures I	4.0	
ENGG 205	Business Writing	4.0	
EXT 250	Externship/Career Planning	15.0	
Elective Pool – Business & Business Related – The student will choose 13 hours from the following:		13.0	
CDP 206	Advanced Word Processing	3.0	
CDP 110	Data Base	3.0	
CDP 116	Spreadsheet Application	3.0	
CDP 216	Advanced Spreadsheet Application	3.0	
MEDD 103	Medical Law and Ethics	2.0	
MEDD 104	Human Relations	2.0	
MEDD 105	Clinical Assisting	3.0	
MEDD 202	Medical Office Procedures II	3.0	
MEDD 205	Laboratory Exams and Specialty Procedures	6.0	
MEDD 206	Laboratory Diagnostic Procedures	6.0	
MED 253	Simulated Medical Practice	6.0	
MKT 103	Sales and Marketing Concepts	4.0	
SECR 203	Business Office Management II	3.0	
SLS 1321	Career Skills	2.0	
	Total Major Component Credit Hours		75.0
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	Total General Education Component Credit Hours		16.0
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION			106.0



Medical Assisting
Diploma Program
 10-13 months – 56 credit units

V. o

The Medical Assisting program is designed to prepare the student for entry-level positions as multi-skilled health professionals who work primarily in ambulatory settings such as medical offices and clinics. Students learn to perform administrative and clinical procedures in accordance with the standards of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Course	Course Title	Quarter Credit Hours	
MAJOR COMPONENT			
ENC 1101	Composition I	4.0	
MEDD 103	Medical Law and Ethics	2.0	
MEDD 104	Human Relations	2.0	
TYPP 101	Typewriting I	3.0	
TYPP 102	Typewriting II	3.0	
MEDD 101	Medical Terminology	4.0	
MEDD 105	Clinical Assisting	3.0	
MEDD 102	Medical Office Procedures I	4.0	
MEDD 201	Anatomy & Physiology	4.0	
MEDD 205	Laboratory Exams and Specialty Procedures	6.0	
MEDD 202	Medical Office Procedures II	3.0	
MEDD 110	Medical Machine Transcription	3.0	
MEDD 206	Laboratory Diagnostic Procedures	6.0	
CDP 106	Word Processing	3.0	
MED 253	Simulated Medical Practice	6.0	
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION			56.0

NOTE: A complete Physical Examination will be required prior to the end of the student's first term of enrollment in the Medical Assistant program to insure the student's physical ability to complete the program requirements.
 A student enrolled in the Medical Assistant program must earn a minimum grade of C in all MEDD class requirements in order to successfully complete the program.



Paralegal
Associate in Specialized Business Degree
 24 months – 109 credit units

V. o

Paralegals, under the direction of a lawyer, use their knowledge of law and legal procedures to assist lawyers, clients, and courts in the areas of interviewing, gathering, reviewing and analyzing fact situations, researching the law and preparation and interpretation of legal documents. Paralegals find employment opportunities in law firms, state and federal government agencies, corporate legal departments, insurance companies, banks, title companies, and legal aid societies.

Course	Course Title	Quarter Credit Hours	
BUSINESS COMPONENT			
APA 1114	Office Accounting	4.0	
ENGG 205	Business Writing	4.0	
BUL 2131	Applied Business Law	4.0	
MAC 1001	Business Mathematics	4.0	
CDP 116	Spreadsheet Application	3.0	
CDP 106	Word Processing	3.0	
SLS 1105	Strategies for Success	4.0	
Total Business Component Credit Hours			26.0
MAJOR COMPONENT			
LEGG 103	Legal Office Management/Introduction to Legal Studies	4.0	
LEGG 105	Tort Law	4.0	
LEGG 106	Civil Litigation I	4.0	
LEGG 201	Civil Litigation II	4.0	
LEGG 115	Domestic Relations	4.0	
LEGG 110	Legal Research I	3.0	
LEGG 210	Legal Research II	3.0	
LEGG 203	Legal Writing	3.0	
LEGG 205	Criminal Law	4.0	
LEGG 206	Estates, Trusts, and Wills	4.0	
LEGG 215	Bankruptcy	4.0	
LEGG 212	Corporations	4.0	
LEGG 209	Real Estate/Property Law	4.0	
TYPP 101	Typewriting I	3.0	
EXT 250	Externship/Career Planning	15.0	
Total Major Component Credit Hours			67.0
GENERAL EDUCATION COMPONENT			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
Total General Education Component Credit Hours			16.0
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION			109.0

COURSE NUMBERING SYSTEM

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

COURSE DESCRIPTIONS

<p>ACG 1105 Application of Accounting Principles This course will provide an opportunity for the student to apply and expand upon the concepts learned in APA 1114 to the duties he or she might be required to perform in a legal, medical, or business setting. Topics included in the course will include banking procedures, petty cash, standard and special journals, and subsidiary ledgers. Prerequisite: APA 2111. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000</p>	<p>2.0 Quarter Credit Hours</p>
<p>ACG 2021 Introduction to Corporate Accounting 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACG 2178 Financial Statement Analysis The basics of financial statement analysis in directing a firm's operations are covered in the 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</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACG 2551 Non-Profit Accounting In this course students explore accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACO 1806 Payroll Accounting 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. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACTT 101 Principles of Accounting I An introduction to accounting stressing the simple proprietorship form of business. Covers accounts payable, cash receipts, and disbursements. Emphasizes recording in books of original entry, posting to ledgers, taking a trial balance and closing books, including preparation of work sheets and financial statements. Prerequisite: None. Lec Hrs:090, Lab Hrs:000, Other Hrs: 000</p>	<p>9 Quarter Credit Hours</p>
<p>ACTT 102 Principles of Accounting II A continuation of the study of accounting covering accounting procedures for banking and petty cash, discounting notes, bad debts, inventories and plant assets. Partnerships and corporations are introduced, and the accounting for owner's equity in these two forms of business is covered. Includes the analysis of financial statements. Prerequisite: ACTT 101. Lec Hrs: 090, Lab Hrs:000, Other Hrs: 000</p>	<p>9 Quarter Credit Hours</p>
<p>ACTT 105 Taxes I Federal and state laws as they relate to the determination of taxable income for the individual and corporation, preparation of returns and tax planning. Prerequisite: None. Lec Hrs: 040, Lab Hrs:000, Other Hrs: 000</p>	<p>4 Quarter Credit Hours</p>
<p>ACTT 110 Cost Accounting This course examines the development and operation of cost accounting systems that provide information to management, and the techniques used to aid management in the use of this information for decision making. Prerequisite: ACTT 101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000</p>	<p>4 Quarter Credit Hours</p>
<p>ACTT 201 Intermediate Accounting I An intensive review of accounting procedures. In depth coverage of financial statements, cash, temporary investments, receivables, and inventories. Balance sheet disclosures are thoroughly studied, and emphasis is placed on analyzing statements. Prerequisite: ACTT 102. Lec Hrs: 090, Lab Hrs: 000, Other Hrs: 000</p>	<p>9 Quarter Credit Hours</p>
<p>ACTT 202 Intermediate Accounting II This course covers details in investments, fixed assets, long-term liabilities, and analysis and interpretation of financial statements. Prerequisites: ACTT 102 and ACTT 201. Lec Hrs: 090, Lab Hrs: 000, Other Hrs: 000</p>	<p>9 Quarter Credit Hours</p>
<p>ACTT 207 Computerized Accounting This course introduces a realistic approach to integrated automated accounting programs to reinforce the accounting techniques learned in ACTT101. The student gains hands-on experience with microcomputers by entering and retrieving data through the system. Prerequisite: ACTT 101. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000</p>	<p>3 Quarter Credit Hours</p>
<p>ACTT 209 Payroll Computer Applications This course provides an intensive overview of the methods of computing wages and salaries, record keeping and the preparation of government reports. Both manual and computer-aided techniques are focal points for application of payroll accounting. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000</p>	<p>3 Quarter Credit Hours</p>
<p>AIP 1110 Language Arts for Information Processors This course is an intensive study of language art essentials needed to express clearly and correctly all types of correspondence originated for today's information processing systems. Special emphasis is placed on accepted usage of grammar, capitalization punctuation, sentence structure, spelling and vocabulary. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000</p>	<p>2.0 Quarter Credit Hours</p>
<p>AIP 1121 Information/Word Processing Transcription I This course continues the student's development of proficient operation of word processing equipment while introducing and developing the operation of dictation and transcribing equipment commonly found in the modern office. Students are given extensive training in machine transcription techniques and are given frequent opportunity to develop their transcription skills utilizing word processing equipment in improving speed and accuracy. Prerequisite: SSC 1101. Lecture Hrs. 010 Lab. Hrs. 020 Other Hrs. 000</p>	<p>2.0 Quarter Credit Hours</p>
<p>AIP 1143 Information Processing Systems As a final course in the information/word processing sequence, the student will complete projects necessitating decision making in the selection of equipment formatting, duplicating, and other areas typically expected of the word processing employee. Procedures relating to electronic filing, graphics, and telecommunications will be covered. Further emphasis upon current skills necessary for the information processor will be covered. Theoretical and procedural training are reinforced through the use of a simulation in which students assume duties of administrative and correspondence personnel at both the entry and supervisory levels. Prerequisite: SSC 2103. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>AIP 2122 Information/Word Processing Transcription II - Executive This course is for the student taking the Executive option and continues emphasis upon transcription techniques and information processing procedures. The student applies the transcription skills and equipment operation expertise acquired in previous course work. Projects relate to machine transcription, numeric entry of information using the ten-key system, and editing previously transcribed materials. Improved speed and accuracy expectations are reflected in the grading criteria for this course. Prerequisite: AIP 1121. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000</p>	<p>2.0 Quarter Credit Hours</p>

AIP 2123 Information/Word Processing Transcription II - Legal	2.0 Quarter Credit Hours
This course is for the student taking the legal or paralegal option and is the same as AIP 1122 except it emphasizes the transcription of legal letters and documents. Legal terminology skills will be strengthened and transcription techniques unique to a legal environment will be studied. Prerequisites: AIP 1121 and LSC 1104. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
AIP 2124 Information/Word Processing Transcription II - Medical	2.0 Quarter Credit Hours
This course is for the student taking the Medical option and is the same as AIP 1122 except it emphasizes the accurate transcription of medical materials. Techniques unique to the medical field will be covered. Medical terminology skills will be enhanced. Prerequisites: AIP 1121 and HSC 1239 Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
AIP 2142 Advanced Information Processing Procedures	2.0 Quarter Credit Hours
An in-depth review of basic word processing functions and a further development and acquisition of the intermediate and more advanced word processing operations. Block operations, columns, and search and replace will be undertaken. Students, through lab training, will apply the procedures learned to fulfill realistic projects. In addition, students will learn the basic supervisory functions in order to be able to maintain and direct the operations of an entire word processing system. Prerequisite: SSC 2103. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
AMH 2030* 20th Century American History	4 Quarter Credit Hours
A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20 th Century, and covers the political, social, and diplomatic developments including the populist movement, World War I, The Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
AML 2000 Introduction to American Literature	4.0 Quarter Credit Hours
This course concentrates on the major writers of modern American literature. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 1114 Office Accounting	4 Quarter Credit Hours
This course is designed to introduce students to basic accounting procedures. An emphasis is placed on the payroll phase of accounting. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2111 Principles of Accounting I	4.0 Quarter Credit Hours
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2121 Principles of Accounting II	4.0 Quarter Credit Hours
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
APA 2141 Computerized Accounting	4.0 Quarter Credit Hours
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
APA 2161 Introductory Cost/Managerial Accounting	4.0 Quarter Credit Hours
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
BUL 2131 Applied Business Law	4 Quarter Credit Hours
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. Lec Hrs: 040, Lab Hrs:000, Other Hrs: 000	
BUL 2131 Applied Business Law	4.0 Quarter Credit Hours
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	
BUL 2261 International Business Law	4.0 Quarter Credit Hours
This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1017 Criminology	4 Quarter Credit Hours
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisites: CCJ1024 and PSY 2012. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
CCJ 1017 Criminology	4.0 Quarter Credit Hours
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1024 Introduction to Criminal Justice	4 Quarter Credit Hours
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJ 1024 Introduction to Criminal Justice	4.0 Quarter Credit Hours
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1610 Criminal Investigations	4 Quarter Credit Hours
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	
CCJ 1610 Criminal Investigations	4.0 Quarter Credit Hours
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1910 Career Choices in Criminal Justice	4 Quarter Credit Hours
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	

CCJ 1910 Career Choices in Criminal Justice	4.0 Quarter Credit Hours
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2250 Constitutional Law for the Criminal Justice Professional	4 Quarter Credit Hours
This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJ 2288 Spanish for the Criminal Justice Professional	4.0 Quarter Credit Hours
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2306 Introduction to Corrections	4 Quarter Credit Hours
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJ 2306 Introduction to Corrections	4.0 Quarter Credit Hours
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2358 Criminal Justice Communications	4 Quarter Credit Hours
This course prepares the student, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content, and presentation. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJ 2358 Criminal Justice Communications	4.0 Quarter Credit Hours
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2501 Juvenile Justice	4 Quarter Credit Hours
Examination of the historical development of concepts of delinquency and modern juvenile justice systems. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJ 2679 Introduction to Victims Advocacy	4.0 Quarter Credit Hours
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2679 Introduction to Victims Advocacy	4 Quarter Credit Hours
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJ 2941 Criminal Justice Externship	15 Quarter Credit Hours
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 390 hours. Prerequisite: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have the approval of the Department Chair and Program Coordinator. Lec Hrs: 030, Lab Hrs: 000, Other Hrs: 360	
CCJ 2943 Current Issues in Criminal Justice	4 Quarter Credit Hours
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts concerning law enforcement, the courts, corrections and juvenile justice. Prerequisite: CCJ 1024 Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJ 2943 Current Issues in Criminal Justice	4.0 Quarter Credit Hours
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CDP 106 Word Processing	3 Quarter Credit Hours
Students learn basic and intermediate word processing skills with hands-on training on the microcomputer. Students will create, save, edit, print, and retrieve documents, use special textual effects including merging as well as standard business word processing applications. Prerequisite: TYPP 101 or demonstrated ability. Lec Hrs: 010 Lab Hrs: 040, Other Hrs: 000	
CDP 110 Data Base	3 Quarter Credit Hours
The design, creation, modification and query of a database are the bass for this course in microcomputer package software. Also included are interaction via directly entered commands or the pull-down menus of the Assistant; the design of input, update, and output screens; use of display, list, and browse commands for quick interactive access; sorting, indexing, and searches for better access; report format generation; data base organization and command file set up. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
CDP 116 Spreadsheet Application	3 Quarter Credit Hours
In-depth use of electronic spreadsheets for solving a variety of tasks with special emphasis on business problems. Students learn to manage numeric and alphanumeric data such as spreadsheet tables and data bases, use functions, create formulas, design input screens, manipulate display formatting, design report formats, and write simple macro instructions. Prerequisite: None. Lec Hrs: 010 Lab Hrs: 040, Other Hrs: 000	
CDP 206 Advanced Word Processing	3 Quarter Credit Hours
Students continue to learn word processing features, such as merging, mathematical functions, tables, and columns, sorting, and headers and footers. Prerequisite: CDP 106. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
CDP 216 Advanced Spreadsheet Application	3 Quarter Credit Hours
This sequel to CDP 116 includes more than 15 financial, mathematical, and special functions. With the use of spreadsheets, the student will create balance sheets, income statements, and other financial statements on the computer. Also included are database functions along with creating and using macros. Prerequisite: CDP 116. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
CEN 1056 Project Development	2.0 Quarter Credit Hours
This course prepares the student to administer and participate in effective project development. Emphasis will be on planning and processes. Students will work to define project objectives, schedule, budget, and accomplish project objectives on time and on budget. Prerequisites: None. Lecture hours: 20. Lab hours: 0.	

CEN 1509C Computer Networking Fundamentals	4.0 Quarter Credit Hours
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: 30. Lab hours: 20.	
CGS 1280C Computer Hardware Concepts	4.0 Quarter Credit Hours
Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
CGS 1520 Introduction to Database	2 Quarter Credit Hours
This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
CGS 1522 Introduction to Spreadsheets	2 Quarter Credit Hours
This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
CGS 1550 Introduction to Presentations	2 Quarter Credit Hours
This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	
CGS 1763C Computer Operating Systems	4.0 Quarter Credit Hours
This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.	
CGS 1800C Web Site Design Methodology	4.0 Quarter Credit Hours
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 Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
CGS 1821C Web Content Development	4.0 Quarter Credit Hours
This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisite: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2151 Basic Programming and Applications	4.0 Quarter Credit Hours
An introduction to the BASIC language, its logic commands, and coding. Special emphasis is placed upon business applications as the student has hands-on practice using a microcomputer. Prerequisite: CGS 2167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2160 JAVA Programming and Applications	4.0 Quarter Credit Hours
This course develops the student's ability to do elementary web programming. Basic concepts covered include classes, objects, processes, threads, Applets, and web pages. Prerequisite: CGS 2220 and concurrent with CGS 2240. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2167 Computer Applications	4 Quarter Credit Hours
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture Hrs: 030 Lab Hrs: 020 Other Hrs: 000	
CGS 2167C Computer Applications	4.0 Quarter Credit Hours
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2177C E-Commerce Systems Administration	4.0 Quarter Credit Hours
This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2220 Introduction to Programming in C++	4.0 Quarter Credit Hours
This course introduces students to the basic concepts, style, conventions and syntax of the C++ programming language, utilizing a problem solving approach. Basic concepts covered include data types, declarations, assignments, and input and output. The use of algorithm structures is examined. Prerequisite: CGS 2167C. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2240 Advanced Programming in C++	4.0 Quarter Credit Hours
More advanced topics and applications utilizing the programming language C++ are covered in this course, including functions, arrays, pointers, file structures and file processing. Students will use more advanced programming concepts to write, compile, correct and test solutions to business problems of greater complexity. Prerequisite: CGS 2220. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2461C Fundamental Programming Techniques	4.0 Quarter Credit Hours
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudocode, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010C. Lecture hours: 30. Lab hours: 20.	
CGS 2510C Applied Spreadsheets	4.0 Quarter Credit Hours
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS2110 Lec Hrs 030 Lab Hrs 020	

CGS 2820C Web Authoring	4.0 Quarter Credit Hours
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 1800. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
CGS 2877C Web Animation	4.0 Quarter Credit Hours
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 Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
CGS 2910C Web Design Portfolio Project	2.0 Quarter Credit Hours
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: CGS 2877C and GRA 2225C. Lecture Hrs: 10. Lab Hrs: 20. Other Hrs: 0.	
CIS 2252 Ethics in Computing	4.0 Quarter Credit Hours
This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2167C. Lecture hours: 40 hours. Lab hours: 0.	
CIS 2325 Introduction to the Systems Development Life Cycle	4.0 Quarter Credit Hours
This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisite: CGS 2167C. Lecture hours: 40. Lab hours: 0.	
CIS 2614 Software Quality Assurance	4.0 Quarter Credit Hours
This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization. Prerequisite: CIS 2325. Lecture hours: 40. Lab hours: 0.	
CJD 2250 Introduction to Interviews and Interrogations	4 Quarter Credit Hours
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CJD 2250 Introduction to Interviews and Interrogations	4.0 Quarter Credit Hours
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2100 Policing in America	4 Quarter Credit Hours
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CJE 2100 Policing in America	4.0 Quarter Credit Hours
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2670 Introduction to Forensics	4 Quarter Credit Hours
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CJE 2670 Introduction to Forensics	4.0 Quarter Credit Hours
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2130 Criminal Evidence	4 Quarter Credit Hours
This course considers the rules of evidence and rules of exclusion. In addition, suspects' rights and procedures for gathering evidence are also covered. Prerequisite: CCJ 1024. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
CJL 2130 Criminal Evidence	4 Quarter Credit Hours
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, and recorded. Prerequisite: CCJ 1024. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CJL 2130 Criminal Evidence	4.0 Quarter Credit Hours
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2132 Criminal Procedure	4 Quarter Credit Hours
This course focuses on the constitutional provisions affecting the criminal process and the Pennsylvania Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
CJL 2134 Criminal Procedure and the Constitution	4 Quarter Credit Hours
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CJL 2134 Criminal Procedure and the Constitution	4.0 Quarter Credit Hours
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

COP 2010C Programming Concepts	4.0 Quarter Credit Hours
This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
COP 2170C Computer Programming – Visual Basic I	4.0 Quarter Credit Hours
This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
COP 2171C Computer Programming – Visual Basic II	4.0 Quarter Credit Hours
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: 30. Lab hours: 20.	
COP 2224C Computer Programming – C++ I	4.0 Quarter Credit Hours
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.	
COP 2228C Computer Programming – C++ II	4.0 Quarter Credit Hours
This course is a continuation of COP 2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lecture hours: 30. Lab hours: 20.	
COP 2250C Computer Programming - JAVA I	4.0 Quarter Credit Hours
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: 30. Lab hours: 20.	
COP 2805C Computer Programming - JAVA II	4.0 Quarter Credit Hours
This course is a continuation of COP 2261. 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 2261. Lecture hours: 30. Lab hours: 20	
COP 2840C Content Generation - Scripting Languages	4.0 Quarter Credit Hours
This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisite: CGS 1821C and CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CTT1000 Fundamentals of Computer Technology	9 Quarter Credit Hours
This course introduces the students to the personal computer and the Windows desktop environment. It also introduces the students to common types of software, desktop applications, graphics, utilities, and operating systems. Basic computer system architecture and end-user Internet skills will be discussed. Prerequisite: None. Lecture hours: 90. Lab hours: 0.	
CTT1050 Fundamentals of Computer Technology Laboratory	3 Quarter Credit Hours
This laboratory course provides hands-on support for the concepts learned in Fundamentals of Computer Technology. Students will construct a computer and install, configure, optimize, uninstall and troubleshoot basic software problems. They will also learn how to create basic documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture hours: 0. Lab hours: 60.	
CTT2000 Computer Hardware and Operating Systems	9 Quarter Credit Hours
This course focuses on the software operating systems and hardware 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, peripherals, and their related functions. Other topics include installing, troubleshooting, and repairing hardware and operating systems. Prerequisite: CTT1000, CTT1050. Lecture hours: 90. Lab hours: 0.	
CTT2050 Computer Hardware & Operating Systems Laboratory	3 Quarter Credit Hours
This laboratory course provides hands-on support for the concepts learned in Computer Hardware and Operating Systems. It provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computers. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.	
DSC 2002 Introduction to Terrorism	4 Quarter Credit Hours
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
DSC 2002 Introduction to Terrorism	4.0 Quarter Credit Hours
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECC1000 Direct Current (DC)	6 Quarter Credit Hours
This course introduces students to the field of electronics and the principles and practices of fundamental Direct Current (DC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 0.	
ECC1050 Direct Current (DC) Laboratory	3 Quarter Credit Hours
In this lab course, students will complete a project demonstrating their skills and ability to integrate key concepts related to DC circuits. It introduces proper safety procedures, the use of hand tools, and soldering techniques used in the electronics industry. Students will also construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive circuits while using various test instruments, such as digital multimeters, oscilloscopes and power supplies, to analyze these circuits. Prerequisite: None. Lecture hours: 0. Lab hours: 60.	
ECC1075 Direct Current (DC) Mathematics	3 Quarter Credit Hours
This course introduces the concepts of electrical circuit analysis. Students will learn the arithmetic and algebraic functions required to use Ohm's law, Kirchhoff's laws, and Watt's law for current, voltage, and power. Prerequisite: None. Lecture hours: 30. Lab hours: 0.	
ECC1100 Alternating Current (AC)	6 Quarter Credit Hours
This course introduces students to the field of electronics, sources of electricity, and the principles and practices of fundamental alternating current (AC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. Other topics include the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current. The phase relations among resistive inductive (RL) circuits, resistive capacitive (RC) circuits, and RLC circuits in series and parallel circuits are analyzed. Prerequisite: ECC1000, ECC1050. Lecture hours: 60. Lab hours: 0.	

ECC1150 Alternating Current (AC) Laboratory	3 Quarter Credit Hours
In this lab course, students will demonstrate their skills and abilities to integrate key concepts related to AC circuits. Students will construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive (R), capacitive (C), inductive (L), RC, RL and RCL circuits while using various test instruments, such as digital multimeters, signal generators, oscilloscopes and power supplies, to analyze circuits. Prerequisite: ECC1000, ECC1050. Lecture hours: 0. Lab hours: 60.	
ECC1175 Alternating Current (AC) Mathematics	3 Quarter Credit Hours
This course introduces the principles and techniques for analysis of alternating current (AC) circuits. Students will learn the algebraic and trigonometric functions required to perform analysis of AC electronic circuits using applicable laws of physics and vector analysis. Prerequisite: ECC1000, ECC1050. Lecture hours: 30. Lab hours: 0.	
ECC1200 Electronic Devices	9 Quarter Credit Hours
This course is an introduction to the principles of semiconductors. Students will learn about the operation of circuits containing diodes, transistors, power supplies and thyristors. They will also learn the logical principles of troubleshooting circuits. Applications of common transistor circuits and the basic principles of semiconductor oscillator and amplifier circuits will be discussed. Prerequisite: ECC1100, ECC1150. Lecture hours: 90. Lab hours: 0.	
ECC1250 Electronic Devices Laboratory	3 Quarter Credit Hours
This course provides students with hands-on laboratory experience with the circuits discussed in Electronic Devices. Students will construct, troubleshoot and monitor the building-block circuits of power supplies, amplifiers, regulators, switches and oscillators. Prerequisite: ECC1100, ECC1150. Lecture hours: 0. Lab hours: 60.	
ECC1300 Integrated Circuits	9 Quarter Credit Hours
This course introduces students to the operation of linear and digital integrated circuits. Operational amplifiers will be discussed in depth as well as voltage regulators, waveform generators, function generators, timers, FSK and PLL circuits. Prerequisite: ECC1200, ECC1250. Lecture hours: 90. Lab hours: 0.	
ECC1350 Integrated Circuits Laboratory	3 Quarter Credit Hours
This laboratory course provides hands-on support for the concepts learned in Integrated Circuits. Students will construct many of the building block circuits covered in Integrated Circuits and learn step-by-step troubleshooting and repair techniques. Prerequisite: ECC1200, ECC1250. Lecture hours: 0. Lab hours: 60.	
ECC2000 Introduction to Digital Electronics	6 Quarter Credit Hours
This course introduces students to the basic logic circuit operations of digital electronics. Students will learn about the simplification and design of digital circuits containing logic gates, display devices and counters. Prerequisite: ECC1100, ECC1150, ECC1175. Lecture hours: 60. Lab hours: 0.	
ECC2050 Introduction to Digital Electronics Laboratory	3 Quarter Credit Hours
This laboratory course provides hands-on support for the concepts learned in Introduction to Digital Electronics. Students will construct and troubleshoot basic digital circuits. Students will also construct and analyze the operation of the laboratory projects using various test instruments, such as logic probes, pulsers, digital multimeters, oscilloscopes and power supplies. Prerequisite: ECC1100, ECC1150, ECC1175. Lecture hours: 0. Lab hours: 60.	
ECC2075 Digital Electronics Mathematics	3 Quarter Credit Hours
This course introduces the binary, octal and hexadecimal numbering systems of a computer. Students will practice addition and subtraction in all numbering systems, and multiplication and division in binary. In addition, students will learn to convert numbers from decimal to binary, hexadecimal, and octal systems. Students will utilize Boolean algebra and computer math in the design and simplification of logic circuits. Prerequisites: ECC1100, ECC1150, 1175. Lecture hours: 30. Lab hours: 0.	
ECC2100 Advanced Digital Electronics	9 Quarter Credit Hours
This course expands upon the topics covered in Introduction to Digital Electronics. It enables students to gain knowledge and experience with microprocessors, bus systems, display circuitry, clocks, and LCD displays. Students will also gain an in-depth look at the interfacing of analog devices to digital systems. Prerequisite: ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.	
ECC2150 Advanced Digital Electronics Laboratory	3 Quarter Credit Hours
This laboratory course provides hands-on support for the concepts learned in Advanced Digital Electronics. Students will construct projects utilizing medium and large scale digital integrated circuits while using test equipment to analyze and troubleshoot the circuits. Students will also demonstrate their knowledge of basic electrical and electronic circuitry to construct a combined analog and digital system. Prerequisite: ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.	
ECC2200 Electronic Communications	9 Quarter Credit Hours
This course introduces students to the fundamentals of various communication systems. Students will reaffirm their understanding of resonant circuits, voltage, current, power, phase and other electronics principles. Systems studied include modulation, transmitters/receivers, multiplexing, transmission lines, antenna propagation and principles of communications. Circuits emphasized are radio, transmitter/receiver, modulation, and fiber optics. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.	
ECC2250 Electronic Communications Laboratory	3 Quarter Credit Hours
This laboratory course provides hands-on support for the concepts learned in Electronic Communications. Students will construct an AM/FM radio, a touchtone telephone, a fiber optic link and more. Students will also learn troubleshooting techniques and schematic reading principles. Circuit prototyping will be stressed and class projects will enhance the learning process. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.	
ECO 1100 Contemporary Economic Issues	4 Quarter Credit Hours
This course considers the overall level of economic activity and the factors affecting the economy. Contemporary events are considered as they relate to the national wealth, components of spending, balance between spending and production, and the impact of technology on economic growth. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
ENC 1101 Composition I	4.0 Quarter Credit Hours
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1101* Composition I	4 Quarter Credit Hours
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1102 Composition II	4.0 Quarter Credit Hours
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENCP 1106. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

ENC 1102* Composition II	4 Quarter Credit Hours
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs.000	
ENGG 205 Business Writing	4 Quarter Credit Hours
This course is designed to develop the ability to write effectively within the context of a business environment. Its emphasis is upon accuracy and clarity in composing business communications. Prerequisite: ENC 1101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
EVS 1001 Environmental Science	4.0 Quarter Credit Hours
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lecture Hrs 040 Lab Hrs 000 Other Hrs 000	
EXT 250 Externship/Career Planning	15 Quarter Credit Hours
Complete student preparation for successful entry into the work force: achieving a professional attitude, creating a sales-directed resume and preparing for a positive interview. Course includes lectures by business professionals who share their point of view and expertise. Consolidated activities include: seminars defining the externship concept and importance of a strong work ethic; one-on-one advising to select an appropriate work site; pre-externship meetings outlining rules and responsibilities; visitation to the work site by a staff member; and post-externship discussion for evaluation purposes. Supervised, on-the-job training experience utilizing concepts and theories learned in other courses. Prerequisite: Completion of program requirements and/or approval by the Academic Dean or Academic Program Director. Lec Hrs: 030, Lab Hrs: 000, Other Hrs:360	
FIN 1103 Introduction to Finance	4.0 Quarter Credit Hours
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GEB 2353 International Competitiveness	4.0 Quarter Credit Hours
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GRA 2225C Graphic Design Using Adobe Photoshop	4.0 Quarter Credit Hours
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 1800. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
LEGG 100 Legal Terminology	4 Quarter Credit Hours
A comprehensive study of the legal terms encountered in court and legal proceedings. Students learn to recognize, comprehend, spell, and use other legal terminology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
LEGG 103 Legal Office Management / Introduction to Legal Studies	4 Quarter Credit Hours
History and overview of the legal system, the role of the legal secretary and the paralegal, legal ethics, unauthorized practice of law, the code of Professional Responsibility, importance of communications, judgment and analytical ability, terminology, sources and works of law. Law office operations and theories of management, timekeeping and billing, law office equipment, budgeting, key players, preparation of forms and checklists, docket control, personnel problems, and self-management are studied. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
LEGG 105 Tort Law	4 Quarter Credit Hours
Study of intentional torts, defamation, strict liability, product liability, negligence, defenses, and damages. Prerequisite: None. Lec Hrs:040 , Lab Hrs: 000, Other Hrs: 000	
LEGG 106 Civil Litigation I	4 Quarter Credit Hours
Analysis of civil procedure from the inception of the lawsuit up to discovery. The Federal and Pennsylvania court systems and client interviewing techniques are also studied. Emphasis is placed on drafting federal and state complaints and answers. Prerequisite: None. Lec Hrs:040, Lab Hrs: 000, Other Hrs: 000	
LEGG 110 Legal Research I	3 Quarter Credit Hours
This course emphasizes the study of the primary sources of law. Topics covered include federal and state case law, federal and state statutes, and constitutions. Also covered are Blue Book citations, digests, ALR's and Shepard's. Prerequisites: LEGG105 and LEGG106. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000	
LEGG 115 Domestic Relations	4 Quarter Credit Hours
An introduction to family law. Topics covered include marriage, annulment, divorce, property distribution, support, custody, and adoption. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
LEGG 201 Civil Litigation II	4 Quarter Credit Hours
A continuation of the study of civil procedures begun in LEGG106. Topics covered in this course are discovery, the trial, appeals, and the settlement process. Emphasis is placed on the drafting of discovery devices. Students participate in a mock trial. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
LEGG 203 Legal Writing	3 Quarter Credit Hours
This course develops the student's ability to express in writing the issues and law researched. Emphasis is placed on the writing of legal memoranda. Prerequisite: LEGG 110. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000	
LEGG 205 Criminal Law	4 Quarter Credit Hours
A course which investigates substantive criminal law. Theories of punishment and sentencing as well criminal procedures are discussed. Emphasis is placed on the study of the Pennsylvania Crimes Code. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
LEGG 205 Criminal Law	4 Quarter Credit Hours
A course which investigates substantive criminal law. Theories of punishment and sentencing as well as criminal procedures are discussed. Emphasis placed on the study of the Pennsylvania Crimes Code. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
LEGG 206 Estates, Trusts and Wills	4 Quarter Credit Hours
Topics include the essentials of estate planning and trusts, the law of intestacy, and Pennsylvania probate procedures. Students prepare a will and State inheritance tax returns. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
LEGG 209 Real Estate/Property Law	4 Quarter Credit Hours
A study of basic theory in real estate and property law. Students prepare agreements of sale, surveys, deeds, mortgages, notes, settlement sheets, leases, a title search, and other closing documents. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
LEGG 210 Legal Research II	3 Quarter Credit Hours
A continuation of LEGG110 with emphasis on secondary sources of law. Topics include restatements, legal encyclopedias, law journals, law reviews, treatises and model rules, and a discussion on the use of computerized research tools. A major research project follows. Prerequisite: LEGG 110. Lec Hrs: 020, Lab Hrs: 020, Other Hrs: 000	

LEGG 212 Corporations	4 Quarter Credit Hours
Study of the formation and operation of a corporation. Topics covered include articles of incorporation, bylaws, shareholders' meetings, corporate equity and debt securities, and regulation of securities.	
LEGG 215 Bankruptcy	4 Quarter Credit Hours
This course is a study of personal bankruptcy. Emphasis is placed on Chapter 7 and Chapter 13 bankruptcies. Students prepare forms associated with personal bankruptcy. Prerequisite: LEGG 106. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
LIS 2004 Introduction to Internet Research	2.0 Quarter Credit Hours
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
LSC 1104 Legal Terminology	4.0 Quarter Credit Hours
This course is designed to assist the student in developing an understanding of the terminology common to the legal profession. While the language of law is primarily English based, words in legal context rarely mean what they seem. The technical definitions of the area of law or business they apply to will be studied. Upon completion of this course, the student will demonstrate an understanding of general legal terms in the areas of contracts, tort laws, and court decisions. The course will also cover the more common legal terms used today derived from Latin, Old French, and Old English. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAC 1001 Business Mathematics	4 Quarter Credit Hours
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
MAN 1011 Introduction to Business Enterprise	4 Quarter Credit Hours
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing and managerial functions within the business enterprise. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MAN 1030 Introduction to Business Enterprise	4.0 Quarter Credit Hours
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 1733 Management Today	4.0 Quarter Credit Hours
Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2021 Principles of Management	4 Quarter Credit Hours
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. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MAN 2021 Principles of Management	4.0 Quarter Credit Hours
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2031 Let's Talk Business	2.0 Quarter Credit Hours
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MAN 2300 Introduction to Human Resources	4.0 Quarter Credit Hours
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2604 Introduction to International Management	4.0 Quarter Credit Hours
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2727 Strategic Planning for Business	4.0 Quarter Credit Hours
This course is designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies that integrate and apply what is learned. Prerequisites: APA 2111, MAN 1030 and FIN 1103. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 1011 Introduction to Marketing	4.0 Quarter Credit Hours
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of Markets for consumer goods, Marketing functions and the organizations that perform them, Marketing methods and techniques, price policies, and the cost of Marketing. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2141 Introduction to International Marketing	4.0 Quarter Credit Hours
Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2305 Customer Relations and Servicing	4.0 Quarter Credit Hours
This course explores the basic functions relating to customers on a one-to-one basis. It teaches the people skills needed to work with people; to enhance the company and its public image; and satisfy the client or customer. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2323 Advertising	4.0 Quarter Credit Hours
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. Advertising methods and media are examined functionally. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2721 Marketing on the Internet	4.0 Quarter Credit Hours
A study of the use of the Internet as a marketing and advertising medium. Analysis of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
MAT 1033 College Algebra	4.0 Quarter Credit Hours
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MAT 1033 College Algebra	4 Quarter Credit Hours
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	

MEA 1207 Basic Clinical Procedures	4.0 Quarter Credit Hours
This course focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. To be taken concurrently with MEA 1207LL Prerequisite: HSC 1239. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MEA 1207L Basic Clinical Procedures Lab	2.0 Quarter Credit Hours
This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. To be taken concurrently with MEA 1207. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
MEA 1226C Exams and Specialty Procedures	4.0 Quarter Credit Hours
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. To be taken concurrently with MEA1226L Prerequisite: MEA1207, MEA1207L. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MEA 1226L Exams and Specialty Procedures Lab	2.0 Quarter Credit Hours
This course is designed for the student to practice and acquire the skills learned in the Exams and Specialty Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. To be taken concurrently with MEA 1226C. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
MEA 1232 Anatomy and Physiology of Body Systems	4.0 Quarter Credit Hours
This course is the study of Human Anatomy and Physiology from a body systems approach. This course is designed to give an overview of all body systems to prepare the student for diagnostic and procedural coding. Prerequisite: HSC 1239 Medical Terminology. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
BSC 1086 Anatomy and Physiology II	4.0 Quarter Credit Hours
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisites: HSC 1239 and BSC 1085. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
HSC 1239 Medical Terminology	4.0 Quarter Credit Hours
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MEA 1243L Pharmacology Lab	2.0 Quarter Credit Hours
Various aspects of clinical pharmacology will be discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. To be taken concurrently with MEA 2244. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	
HSC 1524 Diseases of the Human Body	4.0 Quarter Credit Hours
This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite BSC 2080. Lecture Hours 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
BSC 1085 Anatomy and Physiology I	4.0 Quarter Credit Hours
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: HSC 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
MEA 1304C Medical Office Procedures	4.0 Quarter Credit Hours
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: HSC 1239 Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000.	
HIM 1553 Medical Law and Ethics	2.0 Quarter Credit Hours
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000.	
BSC 2080 Anatomy and Physiology of Body Systems	4.0 Quarter Credit Hours
This course is the study of basic anatomy and physiology for the student who is preparing for a career in the health sciences. This course will provide the background science information needed for an understanding of anatomy and physiology. The content of this class begins with a description of a single cell and progresses through the various organ systems. Prerequisite: HSC 1239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
MEA 2244 Pharmacology	4.0 Quarter Credit Hours
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. To be taken concurrently with MEA 1243LL Prerequisite: BSC 1086, BSC 1085, MEA1250. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MEA 2260 Diagnostic Procedures	4.0 Quarter Credit Hours
This course will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. To be taken concurrently with MLS 2260L Prerequisite: MEA1207, MEA1207L, BSC 1086, BSC 1085, MEA1250. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MEA 2305 Medical Office Management and Compliance	4.0 Quarter Credit Hours
This course covers a broad area of topics that are essential to the Medical Office Manager. This course will 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 the office manager. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
HIM 2326C Computer Applications for MIBC	4.0 Quarter Credit Hours
This course is designed to give the student basic computer skills and knowledge in medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment. This course will provide students with guidelines for preparing claims, including the use of medical office management software. Students will be working from source documents to do data entry, code entry and assignment, and produce clean claims. Prerequisite: CGS 2167C. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
HIM 2270C Medical Finance and Insurance	4.0 Quarter Credit Hours
This course will train the student in the major medical insurances 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. Daily financial practices to include patient fee determining, credit arrangements bookkeeping and bank-keeping procedures will be discussed. Additionally the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: HIM 2272. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
HIM 2272 Medical Insurance Billing	4.0 Quarter Credit Hours
This course will train the student in the major medical insurance types and claims form processing. It will include information on national and other common insurance plans, as well as, claim form completion with proper ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: HSC 1239. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	

MEA 2346 Advanced CPT Coding	4.0 Quarter Credit Hours
This course will cover advanced guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Prerequisite: MEAP 1305. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 2348C Introduction to Hospital Billing	4.0 Quarter Credit Hours
This course will cover the hospital-billing environment, including the completion of the UB-92 claim form using the Medisoft Just Claims software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-92 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. ICD-9 procedural coding and prospective payment systems are introduced. Prerequisite: MEAP 1301 and HIM 2272. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
MEA 2561 Professional Procedures	2.0 Quarter Credit Hours
This course is designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000.	
MEA 2802 Medical Assistant Externship	5.0 Quarter Credit Hours
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lecture Hrs. 000 Lab Hrs. 000 Other Hrs. 160.	
MEAP 1301 Introduction to ICD-9 Coding	4.0 Quarter Credit Hours
This course will cover the basic guidelines and coding conventions in ICD-9-CM. This course will focus on the professional (outpatient) guidelines. The proper diagnostic assignment based on documentation will be discussed, as well as, the proper use of multiple codes, 3 digit, 4 digit and 5 digit specificity. Prerequisite: HSC 1239 and BSC 2080. May be taken with co-requisite of HSC 1524. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEAP 1305 Introduction to CPT Coding	4.0 Quarter Credit Hours
This course will cover the basic guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of procedure codes and associated modifiers. Prerequisite: HSC 1239, HSC 1524, and BSC 2080. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEAP 2246 Pharmacology for MIBC	4.0 Quarter Credit Hours
Various aspects of clinical pharmacology are discussed including a study of associated medical terminology, anatomy and physiology and diseases based on a systems method. Various medications currently prescribed for treatment of these will be introduced as they relate to the associated systems and absorption, excretion and distribution of these drugs will be introduced as well. Lecture Hrs 40.0 Lab Hrs 0.0 Other Hrs 0.0	
MEAP 2345 Third Party Payers	4.0 Quarter Credit Hours
This course will cover the third party payers (Managed Care, Medicare, Medicaid, Tricare and Worker's Compensation) and its related terminology. This course will give the billing and coding student an in depth look at how third party payer's bill. It will cover the following information, rule and regulation, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, how to calculate payment, and scenario. Prerequisite: HIM 2272. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEAP 2348 Abstract Case Coding	2.0 Quarter Credit Hours
This course will cover the abstracting guidelines and coding conventions in ICD-9-CM, CPT and HCPCS coding. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of cross coding diagnoses with procedures. Prerequisite: MEA 2346.. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	
MED 253 Simulated Medical Practice	6 Quarter Credit Hours
Supervised, unpaid on the job training in a medical office or clinic in which the student practices direct application of administrative and clinical functions of the medical assistant. Prerequisite: Completion of Program Requirements. Lec Hrs: 000, Lab Hrs: 000, Other Hrs:180	
MEDD 101 Medical Terminology	4 Quarter Credit Hours
A study of the structure (prefixes, suffixes, roots, forms, and plurals) and meaning of medical words with emphasis on practical application in the medical office setting. This course places emphasis on spelling, pronunciation and definition of medical terms. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MEDD 102 Medical Office Procedures I	4 Quarter Credit Hours
A course that introduces the student to the basic operations and clerical function of the physician's office or clinic. The course includes appointment scheduling, telephone techniques, records management, obtaining patient history, handling mail, peg board accounting, and the completion of various medical forms. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MEDD 103 Medical Law and Ethics	2 Quarter Credit Hours
Investigates the use of medical law as it applies to the medical office. The history of ethics, as well as current bioethical issues, are covered. Prerequisite: None. Lec Hrs: 020, Lab Hrs: 000, Other Hrs:000	
MEDD 104 Human Relations	2 Quarter Credit Hours
A practical course in the art of getting along with people in the medical office setting and social contacts. Students are encouraged to express their feelings openly and honestly. Prerequisite: None. Lec Hrs: 020, Lab Hrs: 000, Other Hrs: 000	
MEDD 105 Clinical Assisting	3 Quarter Credit Hours
A study of the basic skills and procedures used when assisting the physician. The student will learn vital signs, physical exams and positions, and aseptic technique. The course will also correlate types of procedures and exams to the medical specialty in which they are practiced. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
MEDD 110 Medical Machine Transcription	3 Quarter Credit Hours
A course in which the student uses the language of their profession to transcribe reports and correspondence. Emphasis is placed on mailability, production, and typing speed. Prerequisite: TYPP 102. Lec Hrs:0 10, Lab Hrs: 040, Other Hrs: 000	
MEDD 201 Anatomy and Physiology	4 Quarter Credit Hours
This course is a study of the structures and physiological functions of the body systems. The student will gain conceptual understanding of the human body as a functioning unit. Prerequisite: MEDD 101. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MEDD 202 Medical Office Procedures II	3 Quarter Credit Hours
Emphasis on written medical communications, ICD-9 coding, insurances, computerized clerical procedures, and basic word processing. Prerequisite: MEDD 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs 000	
MEDD 205 Laboratory Exams and Specialty Procedures	6 Quarter Credit Hours
A basic study of pharmacology, dosage calculations, injection technique, electrocardiography, minor office surgery, radiology, specialty exams, and microbiology. Prerequisite: MEDD 105. Lec Hrs: 020, Lab Hrs: 080, Other Hrs: 000	
MEDD 206 Laboratory Diagnostic Procedures	6 Quarter Credit Hours
A study of laboratory and clinical procedures performed in the medical office that include venipuncture, urinalysis, hematology, first aid, CPR, introduction to the lab, and clinical chemistry testing. Prerequisite: MEDD 105. Lec Hrs: 020, Lab Hrs: 080 Other Hrs: 000	

MKT 103 Sales and Marketing Concepts A study of sales, promotion, and marketing practices and their relationship to the free enterprise system by explaining the role of the consumer, manufacturer, and retailer in relationship to management and advertising. It also covers the principles and aspects of media buying and the roles marketing and advertising play in business. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000 Other Hrs: 000	4 Quarter Credit Hours
MLS 2260L Diagnostic Procedures Lab This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. To be taken concurrently with MEA 2260. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000.	2.0 Quarter Credit Hours
MSC 1106 Medical Insurance Forms This course is designed to provide the student with the skills and knowledge necessary to correctly prepare the common insurance forms used in a medical setting. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	2.0 Quarter Credit Hours
MTB 1103 Business Mathematics This course presents a 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 Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
NCC1000 Introduction to Networking Students will be introduced to the terminology, operating systems, hardware, and administration of networking technology. These topics will include network topology, TCP/IP, the OSI reference model, and security. Students will also learn and perform basic end-user functions and entry-level administration operations of a network. Prerequisite: CTT1000, CTT1050. Lecture hours: 60. Lab hours: 0.	6 Quarter Credit Hours
NCC1050 Introduction to Networking Laboratory This laboratory course provides hands-on support for the concepts learned in Introduction to Networking. Students will plan, design, install, configure, maintain, secure, and troubleshoot a computer network. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.	3 Quarter Credit Hours
OST 1141L Keyboarding This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 040, Other Hrs: 000	2 Quarter Credit Hours
OST 1141L Keyboarding Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lecture Hrs. 000 Lab Hrs. 040 Other Hrs. 000	2.0 Quarter Credit Hours
OST 2335 Business Communications Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1101 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
OST 2705 Introduction to Word Processing This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Prerequisite OST1141L Keyboarding or demonstrated typing ability. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 020, Other Hrs: 000	2 Quarter Credit Hours
OST 2725 Applied Word Processing 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. Lec Hrs 030 Lab Hrs 020	4.0 Quarter Credit Hours
PLA 1003 Introduction to Legal Assisting 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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
PLA 1023 Legal Ethics and Social Responsibility This course concerns the area of ethics as that term is used in the criminal justice professions. The course includes a survey of the law relating to the regulation of lawyers, legal assistants, probation officers, police officers and corrections officers. Prerequisite: CCJ 1024. Lecture Hrs:0 40 Lab Hrs: 000 Other Hrs: 000	4 Quarter Credit Hours
PLA 1105 Legal Research and Writing I 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. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
PLA 2106 Legal Research and Writing II 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 1106. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
PLA 2203 Civil Procedure This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
PLA 2273 Torts 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. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours
PLA 2363 Criminal Procedure and the Constitution This course provides an overview of the major principles and functions of our legal system and introduces students to various legal fields and special topics. Legal aspects of current topics are discussed to assist students in acquiring an appreciation of the dynamic role and impact of law in our changing society. Legal vocabulary is emphasized. Lecture Hrs: 40	4.0 Quarter Credit Hours
PLA 2423 Contract Law Principles of contract law are addressed and discussed in this course, including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hours

PLA 2433 Business Organizations	4.0 Quarter Credit Hours
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2460 Bankruptcy	4.0 Quarter Credit Hours
This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor 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 Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2483 Introduction to Administrative Law	4.0 Quarter Credit Hours
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Lecture Hrs: 040	
PLA 2600 Wills, Trusts and Probate	4.0 Quarter Credit Hours
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 Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2610 Real Estate Law	4.0 Quarter Credit Hours
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 Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2631 Environmental Law	4.0 Quarter Credit Hours
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environment law and the procedural and practical skills required of an environmental paralegal. Lecture Hrs: 40	
PLA 2763 Law Office Management	4.0 Quarter Credit Hours
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lecture Hrs: 040	
PLA 2800 Family Law	4.0 Quarter Credit Hours
In this course, students are instructed in the 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 Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2930 Contemporary Issues and Law	4.0 Quarter Credit Hours
This course examines contemporary law, including practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hrs: 40	
PSY 2012 General Psychology	4.0 Quarter Credit Hours
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PSY 2012* General Psychology	4 Quarter Credit Hours
This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
SBM 2000 Small Business Management	4.0 Quarter Credit Hours
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: APA 2111. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SECR 103 Business Office Management I	4 Quarter Credit Hours
This course provides the prospective secretary with the knowledge and skills needed to be successful in the office of today. Job simulations are used to develop these skills and replicate situations that a secretary faces in the workplace. Prerequisite: None. Lec Hrs:040, Lab Hrs:000, Other Hrs: 000	
SECR 105 Machine Transcription	3 Quarter Credit Hours
This course develops skill in formatting and typewriting dictated material in final draft form directly from tapes. A good knowledge of spelling, punctuation, and word usage will be demonstrated as well as good organizational skills and time management. Prerequisite: TYP 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
SECR 203 Business Office Management II	3 Quarter Credit Hours
This is a hands-on course involving job simulations that include the student in such activities as setting priorities, editing, and proofreading; using a tickler file and references; preparing tables and graphs; and composing and typewriting correspondence. Prerequisite: SECR 103. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
SLS 1105 Strategies for Success	4 Quarter Credit Hours
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	
SLS 1105 Strategies for Success	4.0 Quarter Credit Hours
This course is designed to equip students for transitions in their education and life. Includes introduction to the 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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SLS 1321 Career Skills	2 Quarter Credit Hours
This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000	
SLS 1321 Career Skills	2.0 Quarter Credit Hours
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. Lecture Hrs. 020 Lab. Hrs. 000 Other Hrs. 000	

SLS 1505 Basic Critical Thinking	2.0 Quarter Credit Hours
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lecture Hrs 020 Lab Hrs 000 Other Hrs 000	
SLS 1505* Basic Critical Thinking	2 Quarter Credit Hours
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000	
SLS1335 Strategies for Professionals	3 Quarter Credit Hours
This course is designed to help the student prepare for program specific work after completing their respective course requirements. Upon completion the student will be prepared to create and present forms of job correspondence such as: a resume, cover letters, thank you notes, and follow-up letters. Along with job correspondence the student will also be able to organize and carry out a job search. Prerequisite: None. Lecture hours: 30. Lab hours: 0.	
SPC 2016 Oral Communications	4.0 Quarter Credit Hours
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. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SPC 2016* Oral Communications	4 Quarter Credit Hours
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
SSC 1101 Principles of Keyboarding/WP I	4.0 Quarter Credit Hours
This is a course offered for beginners in keyboarding. The keyboard is mastered by learning correct stroking techniques. The student builds basic skills using sentence and paragraph writings to achieve speed and control. The expected minimum speed is 23 WPM. In addition to keyboarding, an introductory course in Microsoft Word is presented. The student will develop an awareness of word processing and develop the ability to achieve perfection in business documents through its use. Lecture Hrs. 020. Lab Hrs. 040. Other Hrs. 000.	
SSC 1102 Intermediate Keyboarding/WP II	4.0 Quarter Credit Hours
This is an intermediate course in keyboarding. The emphasis is on letter styles, punctuation styles, interoffice memos, rough drafts, technical manuscripts, and special tabulations with the development of speed and accuracy. The expected minimum speed to be attained is 33 wpm. With more hands-on operations, the students are further exposed to word processing techniques such as formatting, revisions, and editing. Prerequisite: SSC1101 Lecture Hrs. 020. Lab Hrs. 040. Other Hrs. 000.	
SSC 1136 Legal Secretarial Office Procedures	4.0 Quarter Credit Hours
A course simulating the day-to-day procedures of a law office including preparation of client and court documents, public contact, and control of records. Ethical procedures are stressed. When practical, students will be given a tour of the court. Prerequisite: SSC 1102. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
SSC 1138 Executive Secretarial Office Procedures	4.0 Quarter Credit Hours
A course designed to provide experience in routine matters in the business office. Emphasis is placed on business letters, memos, news releases, incoming mail, postal and shipping services, use of telephone, filing, duplicating equipment, planning meetings and conferences, preparing resumes and letters of application, planning and making travel arrangements. Prerequisite: SSC 1102. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
SSC 2103 Advanced Keyboarding/WP III	4.0 Quarter Credit Hours
This course has a heavy emphasis on speed development in both timed writings and production keyboarding. Production topics include ruled tables, two-page and form letters, memos, letters with tabulations, composing letters, agendas, etc. Expected minimum speed is 41 WPM. Prerequisite: SSC 1102. Lecture Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
SYG 2000 Principles of Sociology	4 Quarter Credit Hours
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
SYG 2000 Principles of Sociology	4.0 Quarter Credit Hours
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
TAX 2000 Tax Accounting	4.0 Quarter Credit Hours
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
TWE1000 Writing for Technicians	4 Credit Hours
This course provides instruction and practice in technical writing and communication. Emphasis is placed on listening, speaking, and study skills, writing clear sentences and paragraphs, and using technical literature. Prerequisite: None. Lecture hours: 40. Lab hours: 0.	
TYPP 101 Typewriting I	3 Quarter Credit Hours
This course stresses keyboard mastery and use of correct technique, which form the foundation for all keyboard activities. Basic formatting, such as centering, setting margins, and personal/business letters, is introduced. Prerequisite: None. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
TYPP 102 Typewriting II	3 Quarter Credit Hours
A course that continues to increase the student's speed and improve accuracy. Basic skills are used in typewriting simple business tables, letters, and memorandums. Prerequisite: TYPP 101. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
TYPP 201 Typewriting III	3 Quarter Credit Hours
Emphasis on producing mailable business letters in various styles, memorandum, manuscript writing, bibliography and footnotes. Care of equipment and memory typewriter features are also emphasized. Prerequisite: TYPP 102. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	
TYPP 202 Typewriting IV	3 Quarter Credit Hours
Emphasis is placed on advanced typewriting activities simulating the office environment. Prerequisite: TYPP 201. Lec Hrs: 010, Lab Hrs: 040, Other Hrs: 000	

CORINTHIAN COLLEGES, INC.

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

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 Chicago, IL (branch of Everest College, San Francisco, CA)
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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 (main campus)

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)
 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, Large, 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)

STATEMENT OF OWNERSHIP

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

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

Corinthian Colleges, Inc. is dedicated to providing education and training that meets the current needs of business and industry. Under CCI ownership, the School maintains its long-standing reputation for innovation and high-quality private education. Corporate offices of Corinthian College, Inc., are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino Peter Waller Terry Hartshorn Paul R. St. Pierre Linda Arey Skladany Hank Adler Alice T. Kane Robert Lee Tim Sullivan John Dionisio	Jack D. Massimino Peter Waller Matthew Ouimet Kenneth S. Ord Mark L. Pelesh William Buchanan Beth Wilson David Poldoian Steve Quattrociocchi Janis Schoonmaker Frank Stryjewski Stan A. Mortensen Paul T. Dimeo Robert C. Owen Anna Marie Dunlap Rick Simpson Carmella Cassetta Jim Wade	Executive Chairman Chief Executive Officer President and Chief Operating Officer Executive Vice President and Chief Financial Officer Executive Vice President, Legislative and Regulatory Affairs Executive Vice President, Marketing Executive Vice President Chief Business Development Officer President, Online Learning President and Chief Operating Officer, FMU Division President and Chief Operating Officer, WyoTech Division Senior Vice President, General Counsel and Corporate Secretary Senior Vice President, Real Estate Senior Vice President, Chief Accounting Officer and Assistant Secretary Senior Vice President, Investor Relations & Corporate Communications Senior Vice President, Academic Affairs Senior Vice President and Chief Information Officer Senior Vice President, Human Resources
TITAN SCHOOLS, INC.		
DIRECTORS	OFFICERS	TITLE
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	Executive Chairman Chief Executive Officer Executive Vice President and Chief Financial Officer Executive Vice President Senior Vice President, General Counsel and Corporate Secretary Senior Vice President, Chief Accounting Officer and Assistant Secretary
RHODES BUSINESS GROUP		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino Beth A. Wilson	Jack D. Massimino Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen	Chief Executive Officer Executive Vice President and Chief Financial Officer Executive Vice President, Operations Senior Vice President, General Counsel and Corporate Secretary Treasurer and Assistant Secretary
CORINTHIAN SCHOOLS, INC.		
DIRECTORS	OFFICERS	TITLE
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	Executive Chairman Chief Executive Officer Executive Vice President and Chief Financial Officer Executive Vice President Senior Vice President, General Counsel and Corporate Secretary Senior Vice President, Chief Accounting Officer and Assistant Secretary

RHODES COLLEGES, INC.**DIRECTORS**

Jack D. Massimino
Peter Waller
Beth A. Wilson

OFFICERS

Jack D. Massimino
Peter Waller
Kenneth S. Ord
Beth A. Wilson
Stan A. Mortensen
Robert C. Owen

TITLE

Executive Chairman
Chief Executive Officer
Executive Vice President and Chief Financial Officer
Executive Vice President
Senior Vice President, General Counsel and Corporate Secretary
Senior Vice President, Chief Accounting Officer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

ADMINISTRATIVE STAFF	
Linda Malchano	President
Jason Krall, MBA	Academic Dean
Lynn Fischer	Director of Admissions
Jennifer Holbert	Director of Career Services
Annette Vose	Director of Student Finance
Amy Ferree	Director of Student Accounts
Michele Janeda	Executive Administrative Assistant
Donna Sperl	Receptionist
ACADEMIC AFFAIRS	
Debbie Holmes	Administrative Assistant
Val Simonetti	Registrar
Michael Tripka	Librarian
CAREER SERVICES	
Deborah Cottom	Externship Coordinator
JaNay Snowden	Career Services Representative
Seth Collins	Career Services Representative
Jennifer Bova	Career Services Representative
ADMISSIONS	
Darlene Koman	Admissions Manager
Nadia Bey	Admission Representative
Jordan Babinsack	Admissions Representative
Andrea Erkard	Admissions Representative
Antonio Hipps	Admissions Representative
John Maloney	Admissions Representative
Michele Kletz	Admissions Representative
Darlene Koman	Admissions Representative
Mark Daugherty	Admissions Representative
Norma Mongeluzzo	Admissions Representative
Helen Raschiatore	Admissions Representative
Geraldine Zarko	Admissions Representative
George Malsch	Admissions Representative
Christopher Eifler	High School Enroller
Nicole Tocco	High School Presenter
Matthew Jensen	Admissions Support Specialist
STUDENT FINANCE	
Sara Perdue	Student Accounts Representative
Amber Allen	Student Accounts Coordinator
Jennifer Nelson	Student Finance Planner
Erin Creed	Student Finance Representative
Angela Racko	Student Finance Representative
Shawna Ribich	Student Finance Planner
Candice Pennybaker	Student Finance Planner
Ian Gavulis	Student Finance Planner

Faculty		
Rita Baranowski	Business	BS Ed, Duquesne University
Lisa Bartel	Pharmacy Technician	AS, Mount Aloysius College BS, LaRoche College
Patrick Sullivan	Business and English	BA, Duquesne University MA, University of Rochester
Beverly W. Broman, JD	Department Chair Legal Department	JD, Duquesne University MA, Duquesne University BS, Clarion State College
Karla Williamson	Medical Insurance Billing & Coding	AS Erie Business Center
Joann Carraway	Medical Insurance Billing & Coding	LPN, St. Francis Alvernia School
James Fulton	Department Chair Business Department	BS, Pennsylvania State University
Elizabeth Hartwell, MLT	Medical	ASB, Western School of Allied Health Careers
Susan DiCello	Pharmacy Technician	Certified Pharmacy Technician
Anita Jones	Medical Insurance Billing and Coding	
Peggy Populo	Department Chair Medical Department	Diploma, Duff's Business Institute AS, Point Park College BS, Point Park College
Betsy Sillers	Computers	BS, Grove City College
Joyce Kijowski	Administrative Support	BS, Indiana University of Pennsylvania

Faculty		
		MS, Indiana University of Pennsylvania
Denise Thomas	Computers	BS, Carlow College MA, Point Park University
Chris Serratore	Patient Care Technician	LPN, Mercy Hospital
Ashly Sarver	Business and Computers	BA, University of Pittsburgh
Joe Schramm, JD	Legal	BA, Duquesne University JD, Cumberland Law School
Jarrold Caruso, JD	Lead Criminal Justice Faculty	BA, University of Pittsburgh JD, Duquesne University
Lee Ann O'Hara	Medical Insurance Billing and Coding	Diploma, Median School
April Muckler	Pharmacy Technician	ASB, Western School

APPENDIX B: TUITION AND FEES

PITTSBURGH						
Modular Programs						
Program	Program Length	Credit Units	Estimated Books	Tuition 1st Quarter	Tuition 2nd Quarter	Tuition 3rd Quarter
Medical Insurance Billing & Coding	6 Months	35.0	\$1,735.87	\$4,170.37	\$4,170.37	\$2,780.26
Patient Care Technician	9 Months	51.2	\$630.32	\$5,028.99	\$5,028.99	\$5,029.02
Pharmacy Technician	8 Months	58.0	\$557.11	\$5,501.25	\$5,501.25	\$3667.50
Tuition costs include all standard fees.						
Proficiency Exam Test Fee: \$20 per credit hour (Non-refundable fee assessed for each proficiency exam. Cannot be paid from Title IV financial aid funds.)						
Effective date July 1, 2009						

*Mid-quarter programs may vary in length due to scheduling.

Quarter-Based Programs	
Program	Tuition per Credit Hour
Accounting	\$337
Administrative Secretary	\$337
Business Administration	\$337
Criminal Justice	\$337
Legal Administrative Secretary	\$337
Medical Administrative Secretary	\$337
Paralegal	\$337
Tuition costs include all standard fees.	
Effective date July 1, 2009	
Diploma Programs	
Program	Tuition per Credit Hour
Career Access	\$337
Medical Insurance Billing & Coding	\$337
Medical Assistant	\$337
Tuition costs include all standard fees.	
Effective date July 1, 2009	

APPENDIX C: CALENDARS

Quarter-based programs

FY 2008 - 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Add/Drop Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Add/Drop Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Summer Term Ends		October	4	2008
Fall Break	From:	October	6	2008
	To:	October	11	2008
Fall Term Start		October	13	2008
Fall Term Add/Drop Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Add/Drop Deadline		December	2	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	11	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Add/Drop Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Add/Drop Deadline		February	28	2009
Winter Term Ends		April	5	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Add/Drop Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Add/Drop Deadline		June	1	2009
Spring Term Ends		July	5	2009
Independence Day Holiday		July	3	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009

FY 2009 - 2010 Academic Calendar				
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
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
Winter Holiday	From:	December	20	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	26	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/Drop Deadline		February	28	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
Memorial Day Holiday		May	31	2010

FY 2010 – 2011 Academic Calendar				
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
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
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	10	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
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
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From:	July	11	2011
	To:	July	17	2011

Modular Programs

Modular Calendar Schedule On-cycle 2009 - 2010	
Start Date	End Date
12/08/08	1/12/09
1/13/09	2/09/09
2/10/09	3/09/09
3/10/09	4/02/09
4/13/09	5/07/09
5/11/09	6/04/09
6/08/09	7/02/09
7/13/09	8/06/09
8/10/09	9/03/09
9/08/09	10/01/09
10/12/09	11/05/09
11/09/09	12/03/09
12/07/09	1/07/10
1/11/10	2/04/10
2/08/10	3/04/10
3/08/10	4/01/10
4/12/10	5/06/10
5/10/10	6/03/10
6/07/10	7/01/10

Modular Calendar Schedule Off-cycle 2009	
Start Date	End Date
1/05/09	1/29/09
2/02/09	2/26/09
3/02/09	3/26/09
3/30/09	4/30/09
5/04/09	5/29/09
6/01/09	6/25/09
6/29/09	7/30/09
8/03/09	8/27/09
8/31/09	9/24/09
9/28/09	10/29/09
11/02/09	11/25/09
11/30/09	12/23/09
1/04/10	1/28/10
2/01/10	2/25/10
3/1/10	3/25/10
3/29/10	4/29/10
5/03/10	5/27/10
6/01/10	6/24/10

Student Breaks 2009	
Martin Luther King, Jr. Day	1/19/09
President's Day	2/16/09
Spring Vacation	4/5/09 - 4/11/09
Memorial Day	5/25/09
Independence Day	7/3/09
Summer Vacation	7/6/09 - 7/12/09
Labor Day	9/7/09
Fall Break	10/5/09 - 10/11/09
Thanksgiving	11/26/09 - 11/29/09
Winter Holiday	12/24/09 - 1/3/10

Modular Calendar Schedule On-cycle Breaks 2009 - 2010	
Start Date	End Date
7/3/09	7/12/09
8/7/09	8/9/09
9/4/09	9/7/09
10/2/09	10/11/09
11/6/09	11/8/09
12/4/09	12/6/09
12/23/09	1/03/10
1/8/10	1/10/10
2/5/10	2/7/10
3/5/10	3/7/10
4/2/10	4/11/10
5/7/10	5/9/10
6/4/10	6/6/10

Modular Calendar Schedule Off-cycle Breaks 2009 - 2010	
Start Date	End Date
7/3/09	7/12/09
7/31/09	8/2/09
8/28/09	8/30/09
9/25/09	9/27/09
10/02/09	10/11/09
10/30/09	11/1/09
11/26/09	11/29/09
12/24/09	1/3/10
1/29/10	1/31/10
2/26/10	2/28/10
3/26/10	3/28/10
4/02/10	4/11/10
4/30/10	5/2/10
5/28/10	5/31/10

APPENDIX D: OPERATING HOURS

ACADEMIC SESSION

The academic session for degree and diploma programs at Everest Institute is based upon a 12-week quarter. There are four main class starts and four mid-quarter class starts each calendar year. Main starts begin in January, April, July, and October. Mid-quarter starts begin in February, May, August, and November.

Day classes for quarter-based programs are scheduled between 8:30 a.m. and 4:50 p.m. Monday through Thursday. Evening classes are held on Monday, Tuesday, Wednesday, and Thursday from 5:30 to 9:30 p.m.

Day classes for modular programs are scheduled between 9:00 a.m. to 2:00 p.m., and 10:30 a.m. to 3:30 p.m., and 2:00 p.m. to 7:00 p.m. Monday through Thursday. Evening classes are scheduled between 5:30 p.m. and 10:30 p.m. Monday through Thursday.

Mid-Quarter Starts

Six weeks into each academic quarter, a student may enroll in courses that meet four days or four nights per week for six weeks. This helps many students phase into their return to school with a smaller course load. It also enables students to start their classes earlier than if they waited until the next full quarter. At the end of the six-week mid-quarter, the student is registered for a full course load for the following quarter.

Evening Classes

The evening classes offered by the Institute are an integral part of the majority of programs presented. The instructors, some of whom teach courses during the day, provide a quality experience for the evening students. Classes are organized for individuals to broaden their personal background, improve their present employment situation, or retrain for new occupational opportunities. Applicants should apply to Everest's Admission Department. Additionally, the Institute serves the business community or private groups by providing courses when need and interest are indicated.