

Everest

INSTITUTE

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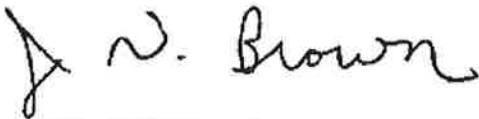


	
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ABOUT EVEREST INSTITUTE

EDUCATIONAL PHILOSOPHY

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

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

SCHOOL HISTORY AND DESCRIPTION

Austin

The Austin campus is a branch campus of Everest Institute in Southfield, Michigan. The main campus was originally a member of RETS Electronic School, which was established in 1935. National Education Corporation acquired the school in 1978, and in 1979 it was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In December 1995, Corinthian Schools, Inc. acquired the school. The name of the school was changed to National Institute of Technology in June 1996. In May 2002, the main campus moved to its present location in Southfield, Michigan. The Austin branch opened in September 2002. In October of 2006 the names of both the main and branch campus were changed to Everest Institute.

The Austin campus is conveniently located on U.S. Highway 290 East. The attractive facility includes computer, HVAC and medical and dental assisting laboratories, lecture rooms, library, student lounge, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The modern, air-conditioned facility is designed for training students for the working world. The facility has over 50,000 square feet containing 16 classrooms, administrative offices, student lounge, restrooms and a library containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Bissonnet

The Bissonnet campus is conveniently located in the Westwood Technology Center on Bissonnet Street, just west of U.S. Highway 59. The attractive facility includes allied health, trade and technology lecture and lab facilities, along with, resource center, student lounge, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health. This campus is a branch of Bryman College, 981 Powell Ave., SW Suite 200, Renton, Washington 98055.

The modern, air-conditioned facility is designed for training students for the working world. The facility has 60,000 square feet containing 26 classrooms, administrative offices, student lounge, restrooms and a library containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Greenspoint

The Greenspoint campus, on the north side of Houston, Texas, began classes on January 31, 2000, as a branch campus of Everest Institute in San Antonio, Texas. It occupies approximately 27,000 square feet comprised of classrooms, laboratories and administrative offices. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health. This campus is a branch of Everest Institute, 3622 Fredericksburg Road, San Antonio, Texas 78201.

The Houston Greenspoint campus is conveniently located at the intersection of Northpoint and Northchase Roads approximately one-half mile south of the Greenspoint Shopping Mall. Major freeways in the immediate area are Beltway 8 and I-45. Bus transportation is available.

Hobby

The Hobby campus is located in Houston, Texas, at 7151 Office City Drive and opened in 2001 as a branch campus of Everest Institute in San Antonio, Texas. It is the sole occupant of the building and is currently using 26,374 square feet on the first and second floors. This air conditioned facility includes computer, pharmacy, and medical assisting laboratories, lecture rooms, resource center and administrative offices. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The Houston Hobby campus is conveniently located just north of the intersection of I-45 and the South Loop of 610 and can be reached by taking the Woodridge Drive exit off I-45 and going East one block to Office City Drive and then South approximately one half mile, the campus is on your left.

San Antonio

The San Antonio campus was originally a member of RETS Electronic School which was established in 1935. The school was acquired by National Education Corporation in 1978 and in 1979 was made part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In October 1987, the curriculum was expanded to include a

Medical Assisting Program. Corinthian Schools Inc. acquired the school in July 1995. The school name was changed to National Institute of Technology in November 1996 and to Everest Institute in October of 2006.

The school moved to its current location in January 2004. The modern air-conditioned facility is specifically designed for training students for the working world. The building has 66,000 square feet containing 32 classrooms, administrative offices, a student lounge, restrooms, and a resource center containing reference and reading materials related to the academic programs. Several of the classrooms are designed and equipped for laboratory instruction.

The institution, the facilities it occupies and the equipment it uses comply with all the federal, state, and local ordinances and regulations, including those related to fire safety, building safety and health. The school is conveniently located along the IH 10 access road at the First Park Ten exit ramp.

ACCREDITATION

The campuses of Everest Institute are accredited by the Accrediting Commission of Career Schools and Colleges of Technology. The Accrediting Commission of Career Schools and Colleges of Technology is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Accrediting Commission of Career Schools and Colleges of Technology (ACC SCT) is located at 2101 Wilson Blvd. Suite 302, Arlington, Virginia 22201.

APPROVALS AND MEMBERSHIPS

- Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work Study (FWS) programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Member of Career Schools and Colleges of Texas.
- Member of the Pasadena Chamber of Commerce (Houston Hobby).
- Member of the National Association for Health Professionals (all campuses)
- Eligible institution for Federal Perkins Loan program (San Antonio and Houston Greenspoint).
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code (all campuses).
- Member of the North San Antonio Chamber of Commerce (San Antonio).
- Member of the San Antonio Hispanic Chamber of Commerce (San Antonio).
- Member of the Austin Chamber of Commerce (Austin).

School accreditations, approvals and memberships are displayed in the lobby. The School President can provide additional information.

TITAN SCHOOLS, INC.

The campuses of Everest Institute are part of Titan Schools, Inc. (TSI). TSi was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. TSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

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

Titan Schools, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under TSi ownership, the Schools will maintain their long-standing reputations for innovation and high-quality private vocational education.

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, students should complete an application form or call for an appointment to visit the School and receive a tour of its facilities.

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

Once an applicant has completed and submitted the Enrollment Agreement, the School reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the School are refunded.

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. This school does 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.
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The retest(s) will be administered within the period specified by the test developer.
3. The entrance test requirement for students enrolling in all programs is to pass the Career Programs Assessment Test (CPAT) offered by ACT, Inc., with a required minimum passing score of 120 or the SRA with a passing score of 69.
4. Students enrolling in Pharmacy Technician must have a High School Diploma, its recognized equivalent or a GED.

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

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

Retesting Requirements

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

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

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

Retaking the CPAT

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

Denial of Admission

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

Delayed Admission

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

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

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

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

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

The fee for this background check will be included in the cost of tuition.

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

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

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

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

Pharmacy Technician Program

Applicants for the Pharmacy Technician program must provide a copy of a high school diploma, official transcript or GED. Students enrolling the Pharmacy Technician program are required to pass the CPAT examination with a minimum score of 120. Students may not apply for the Pharmacy Technician program under the Ability to Benefit provision.

Students in the Pharmacy Technician program are required to register with the Texas State Board of Pharmacy as a pharmacy technician trainee (there is no fee for this registration). Within two years they are required to register with the Board as a pharmacy technician; there is a \$54 fee for this registration. Students must have a criminal background check, including submitting fingerprints. Students must take and pass the Pharmacy Technician Certification Board's National Certification Examination in order to register as a pharmacy technician. The fee for the National Certification Examination is \$129.

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. A minimum of 25% of the curriculum must be taken at the institution granting the completion credential.

ACADEMIC POLICIES

GRADING SCALE

Applies to All Non-Allied Health Programs:

GRADE	EVALUATION	Percentage	Point Value
A	Excellent	100-90	4.0
B	Good	89-80	3.0
C	Average	79-70	2.0
D	Below Average	69-60	1.0
F	Failed to Meet Course Objectives	59-0	0
I	Incomplete		0
W	Withdrawal		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
WD	Withdrawal during the drop/add period		Not Calculated
T	Transfer Credit		Not Calculated
PE	Passed by Proficiency Challenge Exam		Not Calculated

Allied Health Programs Only:

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	
T	Transfer Credit	

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

Incompletes Policy

The faculty shall make every effort to assign a final grade when a student has completed the course. Missing work or tests may be factored into the calculation of the final grade. However, the fact that a student has missed tests or assignments alone is not a justification for assigning an incomplete ("I"). The award of an incomplete ("I") is only for exceptional circumstances. Absences without any evidence of extenuating or mitigating circumstances are not exceptional circumstances. When a student presents exceptional circumstances and the instructor agrees that the student can fulfill the course requirements, the instructor can arrange for the student to complete all work and assignments for the course within ten (10) calendar days of the last class session. If the incomplete is not made up within ten (10) calendar days, the student will receive the grade earned prior to the Incomplete mark. Incompletes shall not be given for students who have withdrawn for an official Leave of Absence.

STUDENT AWARDS

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

GRADUATION REQUIREMENTS

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

To be eligible for graduation, students in allied health programs must:

- Complete all required classroom modules with a grade of at least 70%;
- Meet the grade requirements for the module components, if applicable;
- Complete all program requirements;
- Pass the graduate exam, if applicable;
- Successfully complete all extern requirements; and
- Be caught up in their financial obligations to the institution.

To be eligible for graduation, students in non-allied health programs must:

- Complete all required classroom training with a cumulative grade point average of at least 2.0;
- Complete all program requirements.

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: 12 credit hours earned
24 credit hours attempted = 50% ROP

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

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

Maximum Time in Which to Complete (MTF)

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

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

Satisfactory Academic Progress Tables

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

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

47 Quarter Credit Hour Quarter-based Program (MIBC, MA). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	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%

55 Quarter Credit Hour Quarter-Based Program (Carpentry, NSS). Total credits that may be attempted: 82 (150% of 55).				
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%
65-82	N/A	2.0	N/A	66.7%

56 Quarter Credit Hour Quarter-Based Program (Plumbing Tech, RHVAC). 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%

59 Quarter Credit Hour Quarter-Based Program (Electrical Tech). Total credits that may be attempted: 88 (150% of 59).				
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%
65-88	N/A	2.0	N/A	66.7%

120 Quarter Credit Hour Quarter-Based Program (ECCT). Total credits that may be attempted: 180 (150% of 120).				
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%
96-180	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.

Academic Suspension

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

Student Appeal Process

Students are required to adhere to all of the policies and procedures of the School. Students who have been terminated for violating School policy and procedures may seek reentry by following the appeals process.

Students whose training programs are terminated by the School will be informed of the right to appeal that decision. Students must initiate the process within seven school days or as soon as reasonably practicable as determined by School administration. Students must initiate the process by submitting a written request for re-admittance to the School President. The written request must address the reason(s) for termination and make a substantial showing of good cause to justify readmission.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time or violating the attendance policy due to the criteria of the Texas Workforce Commissions.

Reinstatement Following Suspension

Students may return to school under the following conditions:

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

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

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. 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

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

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

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

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

Transfer Credit

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 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 as outlined in the satisfactory academic progress section of the catalog.

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

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

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

Make-Up Assignments

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

Maximum Time Frame for Veteran Students

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

Veterans Academic Probation

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

Veterans Reinstatement after Successful Appeal of Termination

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

EXTERNSHIP/CLINICAL TRAINING

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

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. The school recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the school.

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

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.

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.

CLASS SIZE

To provide meaningful instruction and training, classes are limited in size. Maximum class sizes are identified in the table below:

Austin	Maximum class size is 30.
Houston Bissonnet	Maximum class size is 30
Houston Greenspoint	Maximum class size for the Medical Assisting, Medical Insurance Billing and Coding and Dental Assisting programs is 30; maximum class size for the Pharmacy Technician program is 24.
Houston Hobby	Maximum class size is 28
San Antonio	Maximum class size is 30.

UNIT OF CREDIT

Academic

A clock hour is at least 50 minutes of instruction within a 60-minute period. Clock hours are converted into credit hours to allow for comparison with other postsecondary schools. Students earn one quarter credit hour for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

Financial Aid

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit hours they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit hour for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

ATTENDANCE REQUIREMENTS

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Students arriving more than 15 minutes late or leaving more than 15 minutes early will be considered tardy or leave early. Tardies and leave earlys are recorded in minutes and are calculated as equivalent absences. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15% of the total program hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total program hours will be advised that they will be dropped from the program. Students who have been dropped from the program may apply for reentry. The school is not required to withdraw a student based on lack of attendance if a refund would not be due.

Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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

Reentry Policy

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

Students who have been terminated may apply for reentry to the School through the appeals process after sitting out one full grading period. Students who are terminated and then reentered may not be absent more than 20% of the total of the remaining program hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

Make-up Work

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

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

The institution permits students in modular programs to request a leave of absence (LOA) as long as (1) the leaves do not exceed a total of 60 days during any 12-month period; (2) there are no more than two leaves of absence in a calendar year; and (3) 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. Students are not allowed to receive an LOA extension.

Re-admission Following a Leave of Absence

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

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

Veterans: Leave of Absence

Leave of Absence is granted to students who wish to temporarily interrupt their training for personal reasons. The school director may grant the leave of absence after determining that good cause is shown. In a 12 month calendar period, a student may have no more than 2 leaves of absence. For programs with course time of more than 200 hours, a student may be on leave of absence for a total of 60 calendar days. School attendance records will clearly define the dates of leave of absence. A written statement as to why a leave of absence was granted, signed by both the student and school director indicating approval, shall be placed in the student's permanent file. The Veterans Administration will be notified immediately when a student is granted a leave of absence.

Administrative Policies

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student. 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.

DRESS CODE

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing--such as shorts and open shoes--are not acceptable for obvious safety reasons.

Individual campuses or programs may require uniforms.

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

Allied Health Programs

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the School's dress code policy. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

Students will be issued attire appropriate to their career field. For example: allied health students will be issued "scrubs" and students in the RHVAC programs will be issued shirts that identify their program.

STUDENT CONDUCT CODE

Background

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

- The School maintains the right to discipline students found in violation of School policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. School Work Study students who violate the student conduct of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other School-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the School.

- Students dismissed from one Corinthian Colleges, Inc. school for violation of the student conduct code shall not be eligible for admittance to another CCI school.

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

If the School has reason to believe that a student has violated the student conduct code, the School shall conduct an investigation and follow up with the student in the appropriate manner.

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

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

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

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

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

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the School President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the School that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the School catalog. The student who appeals a dismissal shall receive written notice of the decision. The School President's decision on an appeal shall be considered final.

Academic Integrity

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

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.

WEATHER EMERGENCIES

The School reserves the right to close during weather emergencies or other "acts of nature." Under these conditions, students will not be considered absent. Class time missed for weather emergencies will be made up.

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.

TERMINATION PROCEDURES

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

- 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 School President.

DISABLED STUDENTS

Disabled students must 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 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.

TRANSFERABILITY OF CREDITS

The School President's office provides information on schools that may accept this school's course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution. 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.

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the 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. The School may assess a fee for each additional diploma requested.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

STATEMENT OF NON-DISCRIMINATION

Corinthian Schools, 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 School President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School President. The School President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

On May 17, 1996, the President 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.safetypub.com/megan.htm>.

Statistical Information

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

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% 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.

Everest Institute prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any School activity. If students suspect someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or School President. Violation of Everest Institute'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. Everest Institute maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the School and a complaint with local law enforcement.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Program Chair and then the Education Director. 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.

If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact: Texas Workforce Commission, Career Schools and Veteran's Education Section, 101 East 15th Street, Austin, TX 78778-0001.

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

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting School President.

POLICY AND PROGRAM CHANGES

The School catalog is current as of the time of printing. Within the provisions of the Texas Workforce Commission Career Schools and Veteran's Education Section, TSi reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Each campus reserves 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 fee information can be found in **Appendix B: Tuition and Fees** in this catalog.

TUITION AND FEES

The Enrollment Agreement obligates the student and the School for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

VOLUNTARY PREPAYMENT PLAN

The 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.

INDIVIDUAL COURSE INSTRUCTION

Students may enroll in selected courses from approved programs. Instruction cost will be calculated using the current pro-rata hourly tuition rate.

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 after signing the agreement and receive a full refund of all monies paid, if the request is made by midnight of the fifth day following the signing of the enrollment agreement (excluding Saturdays, Sundays and legal holidays). Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 60 days of receipt of such notice.

Cancellation will occur when the student gives notice that the student no longer wishes to be bound by the Enrollment Agreement.

OFFICIAL WITHDRAWALS

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

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

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

REFUND POLICIES

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

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

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

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 last date of attendance. Any monies due the applicant or student will be refunded within 60 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

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

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

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 60 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 60 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 60 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Federal Return of Title IV Funds Policy

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

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

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

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

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

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

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

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

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

Refunds are allocated in the following order:

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

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

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

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

Institutional Refund Calculation

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

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

TEXAS REFUND POLICY SEC. 132.061.

- (a) Except as provided by Subsection (g) [courses of less than 40 hours], as a condition for granting certification each career school or college must maintain a cancellation and settlement policy that must provide a full refund of all monies paid by a student if:
 - (1) the student cancels the enrollment agreement or contract within 120 hours (until midnight of the fifth day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student; or
 - (2) the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or college, or representations by the owner or representatives of the school or college.
- (b) Except as provided by Subsection (g), as a condition for granting certification each career school or college must maintain a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student, after expiration of the 72-hour

cancellation privilege, fails to enter the course, withdraws, or is discontinued therefrom at any time prior to completion, and such policy must provide:

- (1) refunds for resident courses and synchronous distance education courses will be based on the period of enrollment computed on the basis of course time expressed in clock hours;
 - (2) the effective date of the termination for refund purposes in residence schools or colleges will be the earliest of the following:
 - (A) the last date of attendance, if the student is terminated by the school or college;
 - (B) the date of receipt of written notice from the student; or
 - (C) 10 school days following the last date of attendance;
 - (3) if tuition and fees are collected in advance of entrance, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the residence school or college, not more than \$100 shall be retained by the school or college;
 - (4) for the student who enters a residence or a synchronous distance education course of not more than 12 months in length, terminates, or withdraws, the school or college may retain \$100 of tuition and fees and the minimum refund of the remaining tuition and fees will be:
 - (A) during the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
 - (B) after the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
 - (C) after the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
 - (D) during the second quarter of the course, 50 percent of the remaining tuition and fees;
 - (E) during the third quarter of the course, 10 percent of the remaining tuition and fees; or
 - (F) during the last quarter of the course, the student may be considered obligated for the full tuition and fees;
 - (5) for residence or synchronous distance education courses more than 12 months in length, the refund shall be applied to each 12-month period paid, or part thereof separately, and the student is entitled to a refund as provided by Subdivision (4);
 - (6) refunds of items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner acceptable to the commission;
 - (7) refunds based on enrollment in residence and synchronous distance education schools or colleges will be totally consummated within 60 days after the effective date of termination;
-
- (d) If a course of instruction is discontinued by the career school or college and this prevents the student from completing the course, all tuition and fees paid are then due and refundable.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - a. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b. demonstrated sufficient mastery of the program material to receive credit for completing the program.

CANCELLATION AFTER TOUR

Any potential student who has not been provided the opportunity to tour The School facilities and inspect the equipment before signing an enrollment contract has an additional three days, excluding Saturdays, Sundays, and legal holidays, following a tour and inspection to cancel enrollment and request a full refund of any money paid to The School and release from all obligations. The student shall sign and date an acknowledgement form certifying the completion of the tour.

REQUIREMENTS FOR GRADUATION

A student must:

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

SEVERABILITY

If any provision or provisions of the Enrollment Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

MISCELLANEOUS

Nothing in the Enrollment Agreement shall be construed to be a restriction of venue.

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 Perkins Loan

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

Federal Work Study (FWS)

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

Federal Stafford Loans (FSL)

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

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

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

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student's education minus any other aid the student is eligible for.

The interest rate fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

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

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

ALTERNATIVE FINANCING OPTIONS

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

Alternative Loan Programs

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

Institutional Payment Plans

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

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

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

SCHOLARSHIPS

Imagine America Scholarships (check with campus regarding participation)

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

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

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

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

STUDENT SERVICES

PLACEMENT ASSISTANCE

The School assists graduates in finding part-time or full-time employment. Assistance is provided after graduation and includes advice in preparing for an interview, resume and cover letter preparation assistance, and locating job leads.

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 assisting the majority of its graduates in finding employment in their field of training. All graduating students participate in the following 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 Placement Department. The Placement 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. Student involvement is encouraged.

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 AND ALCOHOL ABUSE PREVENTION

Information on drug and alcohol 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.

STUDENT SERVICES COORDINATOR

The Student Services Coordinator (SSC) maintains a Student Services Program for the student body. These services range from coordinating academic support services (i.e., tutoring and academic advising) to providing information or referrals to community agencies that deal with student home issues (i.e., transportation, housing, child care, personal counseling, etc.). Additionally, the Student Services Coordinator monitors and maintains an advising program for all Ability to Benefit (ATB) students.

PROGRAMS BY LOCATION

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

	Austin	Houston Bissonnet	Houston Greenspoint	Houston Hobby	San Antonio
Modular Programs					
Carpentry		<input checked="" type="checkbox"/>			
Dental Assisting	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Electrical Technician		<input checked="" type="checkbox"/>			
Electronics, Computers, and Communication Technology		<input checked="" type="checkbox"/> *			
Medical Administrative Assistant	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Medical Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Insurance Billing/Coding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Network Systems Support		<input checked="" type="checkbox"/>			
Pharmacy Technician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
Plumbing Technology		<input checked="" type="checkbox"/>			
Residential Heating Ventilation and Air Conditioning Technician Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

*No longer enrolling new students.

PROGRAM OUTLINES

CARPENTRY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	55	9 months	Bissonnet	1-0

The construction industry is constantly changing as new technologies are invented and embraced by the marketplace. These technologies must be supported by skilled technicians who understand fundamental carpentry principles. The Carpentry program teaches these skills by exploring carpentry history, blueprint reading, framing structures with wood and metal, and interior and exterior finishing, constructing stairs, installing windows and doors and installing cabinets, and countertops. Laboratory experiences are an integral part of the program. Graduates of the program are qualified for entry-level positions as carpenters, door and window installers, cabinet installers, framers, and roofers.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Quarter Credit Hours
CON 1010	Basic Construction Core	60/20/00/80	7.0
CAR 1050	Intro to Carpentry, Tools and Building Materials	40/40/00/80	6.0
CAR 1100	Reading Plans and Site Layout	40/40/00/80	6.0
CAR 1150	Framing Floors and Walls	40/40/00/80	6.0
CAR 1200	Framing Roofs and Roof Coverings	40/40/00/80	6.0
CAR 2000	Windows and Doors and Exterior Finishes	40/40/00/80	6.0
CAR 2050	Stairs, Interior Walls and Ceilings	40/40/00/80	6.0
CAR 2100	Cabinets and Countertops	40/40/00/80	6.0
CAR 2150	Flooring and Interior Finishes	40/40/00/80	6.0
Diploma Total		380/340/00/720	55.0

CON 1010 Basic Construction Core

7 Credit Hours

This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 20. Other hours: 0.

CAR 1050 Intro to Carpentry, Tools of the Trade and Building Materials

6 Credit Hours

This course introduces the student to the carpentry trade. The course of instruction will include an overview of the construction industry, an introduction to building codes, an introduction to reading and drawing plans, an introduction to estimating and scheduling and construction safety and health. The course also introduces the student to the hand and power tools used in the industry. The course also covers various building materials including lumber, engineered lumber and paneling. Prerequisite: CON 1010 Basic Construction Core. Lecture hours: 40. Lab hours: 40. Other hours: 0.

CAR 1100 Reading Plans and Site Layout

6 Credit Hours

This course covers blueprint reading and interpretation. It introduces information and techniques relevant to the carpentry trade for reading construction drawings and specifications. The course also introduces the principles, equipment and methods used to perform the site layout tasks of distance measurement and differential leveling. Prerequisite: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 1150 Framing Floors and Walls

6 Credit Hours

This course covers techniques used in framing a house including floors, walls and ceilings. The course will cover different types of framing and framing materials including wood and steel. Prerequisite: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 1200 Framing Roof and Roof Coverings

6 Credit Hours

This course will introduce techniques used in framing roofs including layout and construction of rafters. The course will also cover materials and techniques for covering roofs, including shingles. Prerequisites: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 2000 Windows, and Doors and Exterior Finishes

6 Credit Hours

This course introduces techniques and materials used in the installation of interior and exterior doors, windows. This course also introduces techniques used in finish work for exterior surfaces. Prerequisite: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 2050 Stairs, Interior Walls and Ceilings

6 Credit Hours

This course introduces materials and techniques used in the construction of stairs. The course also covers techniques for construction of interior walls and ceilings, including drywall. Prerequisites: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 2100 Cabinets and Countertops

6 Credit Hours

This course introduces techniques and materials used in the construction and installation of cabinets and countertops. Prerequisite: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

CAR 2150 Flooring and Interior Finishes

6 Credit Hours

This course introduces the materials and techniques used in the installation of flooring, including vinyl sheet, hardwood, and ceramic tile. This course also covers the installation of various types of door, window, base and ceiling trim. Prerequisites: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.

DENTAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Austin, Greenspoint	1-1

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

The goal of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

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

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

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

NOTE: Effective 9/1/06, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>. By law a dental assistant must register with TSBDE in order to take x-rays at a dentist's office.

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Dental Office Emergencies and Compliance	40	40	0	80	6.0
MODULE B	Dental Radiography	40	40	0	80	6.0
MODULE C	Dental Specialties	40	40	0	80	6.0
MODULE D	Operatory Dentistry	40	40	0	80	6.0
MODULE E	Laboratory Procedures	40	40	0	80	6.0
MODULE F	Dental Anatomy and Orthodontics	40	40	0	80	6.0
MODULE G	Dental Health	40	40	0	80	6.0
MODULE X	Dental Assisting Externship	0	0	160	160	5.0
	Program Totals:	280	280	160	720	47.0

Module A – Dental Office Emergencies and Compliance

6.0 Quarter Credit Hours

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

Module B – Dental Radiography

6.0 Quarter Credit Hours

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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

ELECTRICAL TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	59	9 months	Bissonnet	1-0

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets. Graduates need the necessary core and specialty skills to successfully meet (electrical) standards and be embraced by the marketplace. Through the Electrical Technician diploma program, students will learn skills of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrical Technician diploma program are qualified for entry-level positions such as commercial and residential electrical technicians, preventive maintenance electrical technicians, industrial maintenance electrical technician, maintenance technician, field service technicians, and installation technicians in any manufacturing industry and market sector that has a need for electrical technicians.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Quarter Credit Hours
Module 1:	Electrical Technology I		
EEV1030	Electrical Theory and Personal Development	80/00/00/80	8.0
Module 2:	Electrical Technology II		
EEV1176	NEC/Safety/Hand Tools and Conduit Bending	40/40/00/80	6.0
Module 3:	Electrical Technology III		
EEV1174	Residential/Commercial and NEC Requirements	40/40/00/80	6.0
Module 4:	Electrical Technology IV		
EEV1271	Transformer Principles and Test Equipment	40/40/00/80	6.0
Module 5:	Electrical Technology V		
EEL1208	Hazardous Locations and Power Distribution	60/20/00/80	7.0
Module 6:	Electrical Technology VI		
EEV2192	Power Distribution and Emergency Systems	60/20/00/80	7.0
Module 7:	Electrical Technology VII		
EEV2033	Motor Concepts and Jobsite Management	60/20/00/80	7.0
Module 8:	Electrical Technology VIII		
EEV2038	Advanced Industrial Controls	40/40/00/80	6.0
Module 9:	Electrical Technology IX		
EEV2039	Solid State Controls and Industrial Automation	40/40/00/80	6.0
Diploma Total		460/260/00/720	59.0

EEV1030 Electrical Theory and Personal Development

8 Quarter Credit Hours

This course introduces students to fundamentals of electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0. Other hours: 0.

EEV1176 NEC/Safety/Hand Tools and Conduit Bending

6 Quarter Credit Hours

This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will study NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.

EEV1174 Residential/Commercial and NEC Requirements

6 Quarter Credit Hours

This course introduces students to wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.

EEV1271 Transformer Principles and Test Equipment

6 Quarter Credit Hours

This course introduces students to meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.

EEL 1208 Hazardous Locations and Power Distribution	7 Quarter Credit Hours
This course introduces students to hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV1271. Lecture hours: 60. Lab hours: 20. Other hours: 0.	
EEV2192 Power Distribution and Emergency Systems	7 Quarter Credit Hours
This course introduces students to power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, and rigging. Prerequisite: None. Lecture hours: 60. Lab hours: 20. Other hours: 0.	
EEV2033 Motor Concepts and Jobsite Management	7 Quarter Credit Hours
This course introduces students to National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: None. Lecture hours: 60. Lab hours: 20. Other hours: 0.	
EEV2038 Advanced Industrial Controls	6 Quarter Credit Hours
This course introduces students to solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.	
EEV2039 Solid State Controls and Industrial Automation	6 Quarter Credit Hours
This course introduces students to solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Prerequisite: None. Lecture hours: 40. Lab hours: 40. Other hours: 0.	

ELECTRONICS, COMPUTER AND COMMUNICATIONS TECHNOLOGY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1500	12.0	13 months (30-hr weeks) 19 months (20-hr weeks) 16 months (24-hr weeks)	Bissonnet*	1-1

*No longer enrolling new students.

The electronics industry is constantly changing as new technologies are invented and embraced by the marketplace. These technologies must be supported by skilled technicians who understand fundamental electronic and computer principles. The Electronics, Computer and Communications Technology (ECCT) program teaches these skills by exploring electronics theory, direct and alternating current, electronic devices, integrated circuits, digital electronics, computer technology, and communications. Laboratory experience is an integral part of the program.

Graduates of the program are qualified for entry-level positions as electronics technicians, medical equipment technicians, consumer electronics technicians, electronic communication systems technicians, quality assurance production technicians, production test technicians, field service technicians, slot machine technicians, calibration technicians, bench technicians, preventive maintenance and repair technicians, computer service and repair technicians, support desk technicians, instrumentation technicians, and more. They are also qualified for positions as sales representatives in the computer, electronics, and communication fields.

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

Major Equipment

Analog/Digital Trainers	Digital Multimeters	Oscilloscopes	Frequency Counters	Function Generators
Computers	Logic Analyzers	Power Supplies	Printers	

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 1: Direct Current (DC)			
ECC1000	Direct Current (DC)	60/00/00/60	6.0
ECC1050	Direct Current (DC) Laboratory	00/60/00/60	3.0
ECC1075	Direct Current (DC) Mathematics	30/00/00/30	3.0
Total		90/60/00/150	12.0
Module 2: Alternating Current (AC)			
ECC1100	Alternating Current (AC)	60/00/00/60	6.0
ECC1150	Alternating Current (AC) Laboratory	00/60/00/60	3.0
ECC1175	Alternating Current (AC) Mathematics	30/00/00/30	3.0
Total		90/60/00/150	12.0
Module 3: Electronic Devices			
ECC1200	Electronic Devices	90/00/00/90	9.0
ECC1250	Electronic Devices Laboratory	00/60/00/60	3.0
Total		90/60/00/150	12.0
Module 4: Integrated Circuits			
ECC1300	Integrated Circuits	90/00/00/90	9.0
ECC1350	Integrated Circuits Laboratory	00/60/00/60	3.0
Total		90/60/00/150	12.0
Module 5: Introduction to Digital Electronics			
ECC2000	Introduction to Digital Electronics	60/00/00/60	6.0
ECC2050	Introduction to Digital Electronics Laboratory	00/60/00/60	3.0
ECC2075	Digital Electronics Mathematics	30/00/00/30	3.0
Total		90/60/00/150	12.0
Module 6: Advanced Digital Electronics			
ECC2100	Advanced Digital Electronics	90/00/00/90	9.0
ECC2150	Advanced Digital Electronics Laboratory	00/60/00/60	3.0
Total		90/60/00/150	12.0
Module 7: Fundamentals of Computer Technology			
CTT1000	Fundamentals of Computer Technology	90/00/00/90	9.0
CTT1050	Fundamentals of Computer Technology Laboratory	00/60/00/60	3.0
Total		90/60/00/150	12.0
Module 8: Computer Hardware and Operating Systems			
CTT2000	Computer Hardware and Operating Systems	90/00/00/90	9.0
CTT2050	Computer Hardware and Operating Systems Laboratory	00/60/00/60	3.0
Total		90/60/00/150	12.0

Module 9: Introduction to Networking			
NCC1000	Introduction to Networking	60/00/00/60	6.0
NCC1050	Introduction to Networking Laboratory	00/60/00/60	3.0
SLS1335	Strategies for Professionals	30/00/00/30	3.0
Total			90/60/00/150
Module 10: Electronic Communications			
ECC2200	Electronic Communications	90/00/00/90	9.0
ECC2250	Electronic Communications Laboratory	00/60/00/60	3.0
Total			90/60/00/150
Diploma Total		900/600/00/1500	120.0

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. Other 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. Other hours: 0	
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. Other 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. Other hours: 0	
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. Other 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. Other hours: 0	
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. Other 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. Other 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. Other hours: 0	
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. Other 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. Other 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. Other hours: 0	
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. Other 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. Other hours: 0	
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: ECC1200, ECC1250. Lecture hours: 60. Lab hours: 0. Other 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: ECC1200, ECC1250. Lecture hours: 0. Lab hours: 60. Other hours: 0	
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: ECC1200, ECC1250. Lecture hours: 30. Lab hours: 0. Other 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. Other 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. Other hours: 0	
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. Other 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. Other hours: 0	
NCC1000 Introduction to Networking	6 Quarter Credit Hours
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. Other hours: 0	
NCC1050 Introduction to Networking Laboratory	3 Quarter Credit Hours
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. Other hours: 0	

MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Austin, San Antonio	1-0

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

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

Module A: Office Finance

6.0 Quarter Credit Hours

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting

6.0 Quarter Credit Hours

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance

6.0 Quarter Credit Hours

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections

6.0 Quarter Credit Hours

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module E: Office Procedures

6.0 Quarter Credit Hours

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module F: Patient Care and Computerized Practice Management**6.0 Quarter Credit Hours**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

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

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

MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Austin*, San Antonio*	0-0

*No longer enrolling new students in version 0-0 of this program. Please see the preceding pages for version 1-0.

The health care field offers a variety of interesting and challenging career opportunities for graduates of the Medical Administrative Assistant program. In this program, students receive training that emphasizes the administrative and business aspects of managing a medical or dental office. With strong administrative skills, graduates can become an integral part of a health care facility. Graduates will be proficient in administrative tasks and the use of related computer software. Entry-level positions such as receptionist, insurance processor, medical records clerk, and medical transcriber are found in medical and dental offices, hospitals, clinics, home health agencies, nursing homes, and insurance companies.

Training will include health information coding, using both CPT and ICD-CM codes, filing insurance claims, receiving payment, posting payment and calculating the correct adjustment, as well as maintaining the financial and medical records. Courses in typing, word processing, and business mathematics will enable the graduate to prepare bank deposits and balance receipts. Students receive instruction in the use of transcribing machines with headsets and foot pedals, how to listen to recordings by physicians and transcribe dictated reports into a format that is clear and comprehensible for the reader.

The objective of the Medical Administrative Assistant Program is to provide graduates with the skills and knowledge required in a medical environment or insurance company. Students will develop administrative skills through a variety of media. Medical Administrative Assistant students will practice using computers, calculators, transcription machines and teletrainers. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Through simulated examination procedures, students will receive practice in CPR, taking a patient's vital signs, and charting these statistics.

This training program is divided into eight learning units called modules. Students must first complete Modules A through G, starting with any module and continuing in any sequence until all seven are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. Upon successful completion of Modules A through G and the comprehensive skills examination, students participate in their final module, a 160-clock-hour externship. Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
Module A			
MAA200	Office Finances	40/0/0/40	4.0
MM200	Office Finance Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module B			
MAA210	Patient Processing and Assisting	40/0/0/40	4.0
MM210	Patient Processing Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module C			
MAA220	Medical Insurance	40/0/0/40	4.0
MM220	Medical Insurance Forms Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module D			
MAA230	Insurance Plans & Collections	40/0/0/40	4.0
MM230	Medical Insurance Plans Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module E			
MAA240	Patient Billing & Office Procedures.	40/0/0/40	4.0
MM240	Office Procedures Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module F			
MAA250	Patient Care & Computerized Practice Management	40/0/0/40	4.0
MM250	Computerized Practice Management Skillbuilding	0/40/0/0	2.0
	Total	40/40/0/80	6.0
Module G			
MAA260	Dental Administration Proc.	40/0/0/40	4.0
MM260	Dental Office Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module X			
MAA270	Externship	0/0/160/160	5.0
	Program Total	280/280/160/720	47.0

Major Equipment			
Autoclave	Stethoscopes	Calculators	Sphygmomanometer
Personal Computers	Transcription Machine	Patient Examination Table	Teletrainer

MAA200 Office Finance	4.0 Quarter Credit Hours
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module, including tracing delinquent claims & insurance problem solving. Students also become familiar with essential medical terminology associated with health and disease; lymphatic and immune systems; and digestive system. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MAA210 Patient Processing and Assisting	4.0 Quarter Credit Hours
In Module B, students learn to set up patient records, and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are trained in checking vital signs and cardiopulmonary resuscitation (CPR). Students also become familiar with essential medical terminology associated with an introduction to the human body and respiratory system. Prerequisite: None. Lec Hrs: 0400, Lab Hrs: 000, Other Hrs: 000	
MAA220 Medical Insurance	4.0 Quarter Credit Hours
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and Workers' Compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations, and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Office & Insurance Collection Strategies are also included. Students also become familiar with essential medical terminology associated with cardiovascular system; eyes and ears; and endocrine system. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MAA230 Insurance Plans and Collections	4.0 Quarter Credit Hours
Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and ChampVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Medical Ethics and law are also included. Students also become familiar with essential medical terminology associated with reproductive system; diagnostic procedures; and pharmacology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MAA240 Patient Billing and Office Procedures	4.0 Quarter Credit Hours
In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will become familiar with the Microsoft Excel Program as well as Disability Income Insurance and legal issues affecting insurance claims. Students also become familiar with essential medical terminology associated with urinary system; nervous system; and integumentary system. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MAA250 Patient Care and Computerized Practice Management	4.0 Quarter Credit Hours
Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced in this module. In addition, students learn basic techniques for taking patients' vital signs. Students learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students also become familiar with essential medical terminology associated with skeletal system; muscular system; and nervous system. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MAA260 Dental Administrative Procedures	4.0 Quarter Credit Hours
This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students also become familiar with essential dental terminology. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MAA270 Externship	5.0 Quarter Credit Hours
Upon successful completion of classroom training, medical administrative assistant students participate in a 160-hour externship. Serving an externship at an approved facility allows externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the student's permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: MAA200 - MAA260, MM200 - MM260 . Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160	
MM200 Office Finance Skillbuilding	2.0 Quarter Credit Hours
In this course students will work with Electronic Data Interchange, be able to trace delinquent claims and do insurance problem solving, discover services rendered in the hospital setting, and explore the internal network of a hospital. Basic keyboarding skills on the keyboard and 10 key are learned. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 040, Other Hrs: 000	
MM210 Patient Processing Skillbuilding	2.0 Quarter Credit Hours
In this course students acquire skills and will be able to process insurance claim forms and medical insurance codes. Students will demonstrate progressive skill in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 040, Other Hrs: 000	

MM220 Medical Insurance Forms Skillbuilding	2.0 Quarter Credit Hours
In this course students will be able to process insurance claim forms and medical insurance codes correctly. Students will demonstrate progressive skill in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 040, Other Hrs: 000	
MM230 Medical Insurance Plans Skillbuilding	2.0 Quarter Credit Hours
In this course students will be able to identify the nuances of Medicare, TRICARE, CHAMPVA, Medicaid and other state insurance programs. Students will progress in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 040, Other Hrs: 000	
MM240 Office Procedures Skillbuilding	2.0 Quarter Credit Hours
In this course students will know the legal issues affecting insurance claims, medical records, disability income insurance, and disability benefit programs. Students will have progressed in skills in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 040, Other Hrs: 000	
MM250 Computerized Practice Management Skillbuilding	2.0 Quarter Credit Hours
In this course students will master managed care systems, covered services and rates, medical coding, reimbursement systems, and billing on the UB-92. Students will progress in keyboarding and 10 key on the computer. Students will demonstrate their knowledge of essential medical terminology through usage and evaluations. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 040, Other Hrs: 000	
MM260 Dental Office Skillbuilding	2.0 Quarter Credit Hours
In this course students will be able to use dental codes and decide their relativity to dental insurance claims. Students will exhibit mastery for completing dental insurance forms. Students will demonstrate progress in keyboarding and 10 key on the computer. Students will demonstrate knowledge of essential medical terminology through use and examinations. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 040, Other Hrs: 000	

MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Austin, Bissonnet, Greenspoint, Hobby, San Antonio	0-0

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

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

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. Upon successful completion of modules A through G and the comprehensive skills examination, students participate in a 160-clock-hour externship.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
Module A			
CL100	Clinical Laboratory	00/30/00/30	1.5
MA100	Patient Care and Communication	40/00/00/40	4.0
MA101	Computer/Keyboarding 1	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module B			
CL110	Clinical Laboratory	00/30/00/30	1.5
MA110	Clinical Assisting and Pharmacology	40/00/00/40	4.0
MA102	Computer/Keyboarding 2	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module C			
CL120	Clinical Laboratory	00/30/00/30	1.5
MA120	Medical Insurance, Bookkeeping and Health Sciences	40/00/00/40	4.0
MA103	Computer/Keyboarding 3	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module D			
CL130	Clinical Laboratory	00/30/00/30	1.5
MA130	Cardiopulmonary and Electrocardiography	40/00/00/40	4.0
MA104	Computer/Keyboarding 4	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module E			
CL140	Clinical Laboratory	00/30/00/30	1.5
MA140	Laboratory Procedures	40/00/00/40	4.0
MA105	Computer/Keyboarding 5	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module F			
CL150	Clinical Laboratory	00/30/00/30	1.5
MA150	Endocrinology and Reproduction	40/00/00/40	4.0
MA106	Computer/Keyboarding 6	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module G			
CL154	Clinical Laboratory	00/30/00/30	1.5
MA154	Medical Law, Ethics, and Psychology	40/00/00/40	4.0
MA107	Computer/Keyboarding 7	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module X			
MA160	Externship	00/00/160/160	5.0
	Total	00/00/160/160	5.0
	Program Total	280/280/160/720	47.0

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

CL100 Clinical Laboratory	1.5 Quarter Credit Hours
In this course, students learn about patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students also have the opportunity to work with and review patient charts and perform additional front office skills related to records management and appointment scheduling. Students will also check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 030, Other Hrs: 000	
CL110 Clinical Laboratory	1.5 Quarter Credit Hours
In this course, students learn the importance of asepsis and sterile technique in today's health care environment. Students will learn about basic bacteriology and its relationship to infection and disease control. Students will also learn how to use the autoclave, set up standard surgical trays and practice sterile technique. Students will also learn about basic pharmacology and how to administer medication. Students will also check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 030, Other Hrs: 000	
CL120 Clinical Laboratory	1.5 Quarter Credit Hours
In this course, students develop skills in bandaging techniques, including spiral, sling, surgitube, figure eight and triangle. Students will also study anatomy and physiology of the digestive system, in conjunction with nutrition and healthy practices. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will also check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 030, Other Hrs: 000	
CL130 Clinical Laboratory	1.5 Quarter Credit Hours
In this course, students develop skills used in performing an electrocardiogram (EKG), including patient preparation and tracing and mounting the EKG. Students also learn to perform cardiopulmonary resuscitation, as well as check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 030, Other Hrs: 000	
CL140 Clinical Laboratory	1.5 Quarter Credit Hours
In this course, students practice collecting and labeling specimens and become familiar with the microscope. Students develop skills in performing a urinalysis, obtaining throat cultures and obtaining and testing routine diagnostic hematology. Students perform invasive procedures and check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 030, Other Hrs: 000	
CL150 Clinical Laboratory	1.5 Quarter Credit Hours
In this course, students learn to assist with diagnostic examinations and laboratory tests, including those performed on the pediatric patient. Students also learn how to instruct patients in health promotion practices and to perform certain invasive procedures, such as checking vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 030, Other Hrs: 000	
CL154 Clinical Laboratory	1.5 Quarter Credit Hours
Students practice physical and therapeutic techniques and procedures such as back massage and hot and cold applications on simulated patients or manikins. Students practice positioning patients properly for ultrasound treatment and electro-neuro stimulation. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills and become familiar with essential medical terminology. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 030, Other Hrs: 000	
MA100 Patient Care and Communications	4.0 Quarter Credit Hours
This course emphasizes patient care, including the complete physical exam, positioning and draping. Anatomy and physiology of the nervous system and the sense organs and common diseases related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the health care professional are included. Students also become familiar with the self-directed job search. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MA101 Computer/Keyboarding 1	0.5 Quarter Credit Hours
Training and practice in proper computer keyboarding techniques. In this module, students will begin using Individual Typing. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 010, Other Hrs: 000	
MA102 Computer/Keyboarding 2	0.5 Quarter Credit Hours
Using the typing software and various exercises, the students will develop speed and accuracy and build on their keyboarding and word processing skills. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 010, Other Hrs: 000	
MA103 Computer/Keyboarding 3	0.5 Quarter Credit Hours
Using the typing software and various exercises, the students will continue to develop speed and accuracy and build upon their keyboarding and word processing skills. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 010, Other Hrs: 000	
MA104 Computer/Keyboarding 4	0.5 Quarter Credit Hours
Continued practice and further development of speed and accuracy and word processing skills. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 010, Other Hrs: 000	
MA105 Computer/Keyboarding 5	0.5 Quarter Credit Hours
A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 010, Other Hrs: 000	
MA106 Computer/Keyboarding 6	0.5 Quarter Credit Hours
A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 010, Other Hrs: 000	

MA107 Computer/Keyboarding 7	0.5 Quarter Credit Hours
A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 010, Other Hrs: 000	
MA110 Clinical Assisting and Pharmacology	4.0 Quarter Credit Hours
This course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy, physiology and common diseases of the muscular system are included. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication. Students also become familiar with the self-directed job search. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MA120 Medical Insurance, Bookkeeping and Health Sciences	4.0 Quarter Credit Hours
This course introduces students to office emergencies and first aid, including bandaging. Anatomy and physiology of the human digestive system are presented in conjunction with nutrition. Students study medical insurance, billing and coding, and essential bookkeeping procedures. Students also become familiar with the self-directed job search. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MA130 Cardiopulmonary and Electrocardiography	4.0 Quarter Credit Hours
This course examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to a cardiac emergency. Students also become familiar with the self-directed job search. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MA140 Laboratory Procedures	4.0 Quarter Credit Hours
This course introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The renal system's anatomical structures, functions and common diseases are presented. Students also become familiar with the self-directed job search. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MA150 Endocrinology and Reproduction	4.0 Quarter Credit Hours
In this course students learn to identify the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about assisting in a pediatric office, and about child growth and development. Students also become familiar with the self-directed job search. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MA154 Medical Law, Ethics, and Psychology	4.0 Quarter Credit Hours
In this course, students become aware of the basic techniques used in therapeutic medicine and learn the musculoskeletal structures of the body as they relate to therapeutic care. Students learn about the equipment and modalities used in physical therapy. The module also includes discussion of current ethical issues related to health care, as well as current trends in normal and abnormal psychology, as they relate to health care. Students also become familiar with the self-directed job search. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 000, Other Hrs: 000	
MA160 Externship	5.0 Quarter Credit Hours
Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: CL100 - CL154, MA100 - MA154. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160 Note: Students will be required to meet increasing standards of keyboarding and 10 key skills based on the number of modules completed at the time of each assessment.	

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Austin, Bissonnet, Hobby, San Antonio	2-0

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

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

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

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

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 are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems

6.0 Quarter Credit Hours

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

guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the genitorurinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

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

Module MIBP – Practicum

5.0 Quarter Credit Hours

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs: 160

Module MIBE – Externship

5.0 Quarter Credit Hours

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

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	35	6 months	Bissonnet*, Greenspoint*, Hobby*	1-1

*No longer enrolling new students in version 1-1 of the program. See preceding pages for version 2-0

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

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

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

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

Course Number	Course Title	Clock Hours (lec/lab/other/total)	Credit Units
Module A	Introduction to Medical Insurance and Managed Care	40/40/0/80	6.0
Module B	Government Programs	40/40/0/80	6.0
Module C	Electronic Data Interchange and Modifiers	40/40/0/80	6.0
Module D	Medical Documentation, Evaluation, and Management	40/40/0/80	6.0
Module E	Health Insurance Claim Forms	40/40/0/80	6.0
Module F	Practicum	0/0/160/160	5.0
	-OR-		
Module X	Externship		
	Program Totals	560	35.0

Module A – Introduction to Medical Insurance and Managed Care

6.0 Quarter Credit Hours

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module B – Government Programs

6.0 Quarter Credit Hours

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module C – Electronic Data Interchange and Modifiers

6.0 Quarter Credit Hours

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

<p>Module D – Medical Documentation, Evaluation, and Management</p> <p>Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module E - Health Insurance Claim Forms</p> <p>Module E introduces students to the Health Insurance Claim Form (CMS-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>/6.0 Quarter Credit Hours</p>
<p>Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.</p>	
<p>Module F – Practicum</p> <p>Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel 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 A - E. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>	<p>5.0 Quarter Credit Hours</p>
<p>Module X – Externship</p> <p>Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A - E. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>	<p>5.0 Quarter Credit Hours</p>

NETWORK SYSTEMS SUPPORT (NSS)

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	55	9 months	Bissonnet	1-1

In today's complex network computing environments, technicians are needed who can provide both customer and network support in a variety of job roles. The Network Systems Support diploma program enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. This program includes in-depth coverage in several important areas. The personal computer, including both hardware and operating systems are covered first. Then, networking concepts are presented, giving students hands-on experience learning to manage and direct network traffic. Finally, system support skills are further developed with coursework that focuses on teaching students how to install, administer and troubleshoot commonly used network operating system software.

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

The program consists of six courses. Upon successful completion of all six courses, a diploma will be awarded.

Course Number	Course Title	Clock Hours	Credit Units
CT01	Introduction to Computer Technology	120	9.0
CT02	Computer Hardware and Operating Systems	120	9.0
NC01	Networking Concepts	120	10.0
NC02	Network Routing	120	9.0
NS01	Network Operating Systems	120	9.0
NS02	Network Management	120	9.0
	Program Total	720	55.0

CT01 Introduction to Computer Technology

9 Quarter Credit Hours

This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. In addition, students will learn customer service skills, as well as the importance of building appropriate business relationships with co-workers, supervisors, and customers. Lecture hours: 60. Lab hours: 60.

CT02 Computer Hardware and Operating Systems

9 Quarter Credit Hours

This course focuses on the hardware and software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components and their related functions. Other topics to be discussed include installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CT01. Lecture hours: 60. Lab hours: 60.

NC01 Networking Concepts

10 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 learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CT01. Lecture hours: 80. Lab hours: 40.

NC02 Network Routing

9 Quarter Credit Hours

This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: NC01. Lecture hours: 60. Lab hours: 60.

NS01 Network Operating Systems

9 Quarter Credit Hours

This course covers the essential topics necessary to enable students to set up and support a Microsoft Windows network operating system, including both clients and servers. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting in a Windows network operating system environment. Prerequisite: NC01. Lecture hours: 60. Lab hour: 60.

NS02 Network Management

9 Quarter Credit Hours

Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Furthermore this course is designed to assist the student with personal and professional development for successful employment in a computer networking related job role. Students will develop a current resume and practice interviewing techniques. Prerequisite: NS01. Lecture hours: 60. Lab hours: 60.

PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Austin, Bissonnet, Greenspoint*, Hobby*, San Antonio*	1-0

*No longer enrolling new students.

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

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

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

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

Module Number	Module Title	CLOCK HOURS (lec/lab/other/total)	Quarter Credit Units
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	40/40/0/80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	40/40/0/80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	40/40/0/80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	40/40/0/80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	40/40/0/80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	40/40/0/80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	40/40/0/80	6.0
MODULE X	Clinical Externship	0/0/160/160	5.0
PROGRAM TOTAL:		720	47.0

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

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

6.0 Quarter Credit Hours

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

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System

6.0 Quarter Credit Hours

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

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice

6.0 Quarter Credit Hours

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, The 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses

6.0 Quarter Credit Hours

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

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

6.0 Quarter Credit Hours

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

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System

6.0 Quarter Credit Hours

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

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System

6.0 Quarter Credit Hours

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

Module X - Clinical Externship

5.0 Quarter Credit Hours

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

PLUMBING TECHNOLOGY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	56	9 months	Bissonnet	1.0

The plumbing industry is changing as new technologies and techniques are implemented across the occupation. These new methods must be supported by skilled technicians who understand fundamental plumbing principles. The Plumbing Technology program teaches these skills by exploring plumbing history, uniform plumbing code, plumbing piping systems, blueprint reading, and heating systems. Laboratory experiences are an integral part of the program.

Graduates of this program can seek employment as entry level residential or commercial plumbing technicians, entry level pipe fitters, and entry level fire suppression sprinkler fitters. Graduates can also seek employment as entry level residential natural gas installers, entry level medical gas system installers.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Quarter Credit Hours
Module 1: Construction Core			
CON 1000	Introduction to Basic Construction	80/00/00/80	8.0
Module 2: Plumbing I			
PLU 1000	Introduction to Plumbing I	60/20/00/80	7.0
Module 3: Plumbing II			
PLU 1050	Introduction to Plumbing II	60/20/00/80	7.0
Module 4: Plumbing III			
PLU 1100	Installing Drain, Waste, Vent, and Water Supply Systems	20/60/00/80	5.0
Module 5: Plumbing IV			
PLU 1150	Installing Valves, Fixtures and Water Heaters	20/60/00/80	5.0
Module 6: Plumbing V			
PLU 2000	Servicing Vent and Waste Systems	40/40/00/80	6.0
Module 7: Plumbing VI			
PLU 2050	Sizing Water Supply Systems and Backflow Prevention	40/40/00/80	6.0
Module 8: Plumbing VII			
PLU 2100	Servicing Piping Systems, Valves, Fixtures and Appliances I	40/40/00/80	6.0
Module 9: Plumbing VIII			
PLU 2150	Servicing Piping Systems, Valves, Fixtures and Appliances II	40/40/00/80	6.0
Total		400/320/00/720	56.0

CON 1000 Introduction to Basic Construction	8 Quarter Credit Hours
This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0. Other hours: 0.	
PLU 1000 Introduction to Plumbing I	7 Quarter Credit Hours
This course introduces the student to the plumbing trade. The course of instruction will cover the history of plumbing from ancient times to present, tools specific to the trade, basic math for plumbers, basic blueprint reading skills and pipe fittings made from the various materials used in the trade such as copper, plastic and steel. Prerequisite: None. Lecture hours: 60. Lab hours: 20. Other hours: 0.	
PLU 1050 Introduction to Plumbing II	7 Quarter Credit Hours
This course expands on the knowledge gained in Plumbing I. This module will cover basic installation and servicing of fixtures, faucets and valves. This module will also cover water heater and fuel gas installation. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 60. Lab hours: 20. Other hours: 0.	
PLU 1100 Installing Drain, Waste, Vent and Water Supply Systems	5 Quarter Credit Hours
This course expands on the knowledge gained in Plumbing II. This module will cover basic Drain Waste and Vent Systems, Storm Drain Systems and basic Water Supply Systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 20. Lab hours: 60. Other hours: 0.	
PLU 1150 Installing Valves, Fixtures and Water Heaters	5 Quarter Credit Hours
This course introduces various types of valves and installations. Students learn how to install valves, fixtures including water heaters and fuel-gas systems in a lab environment. Valve and fixture servicing and all applicable code requirements are addressed. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 20. Lab hours: 60. Other hours: 0.	
PLU 2000 Servicing Vent and Waste Systems	6 Quarter Credit Hours
This course expands on the knowledge gained in Plumbing IV. This module will cover applied math, venting, indirect and special wastes. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40. Other hours: 0.	

PLU 2050 Sizing Water Supply Systems and Backflow Prevention**6 Quarter Credit Hours**

This course expands on the knowledge gained in Plumbing V. This module will cover sewage and sump pumps, sizing water supplies, backflow prevention and water pressure boosters and recirculation systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40. Other hours: 0.

PLU 2100 Servicing Piping Systems, Valves, Fixtures and Appliances I**6 Quarter Credit Hours**

This course expands on the knowledge gained in Plumbing VI. This module will cover servicing piping systems, valves, fixtures, appliances, traps and interceptors. Students will also learn business math for plumbers, drain waste sizing, vent, storm systems sizing, private water supply, private sewage systems and code requirements. This module will also cover estimating job costs and pricing. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40. Other hours: 0.

PLU 2150 Servicing Piping Systems, Valves, Fixtures and Appliances II**6 Quarter Credit Hours**

This course expands on the knowledge gained in Plumbing VII. This module will cover locating buried water and sewer lines, hydronic and solar heating, water supply treatment, swimming pools and hot tubs, compressed air systems and mobile homes and mobile home parks. Prerequisite: CON 1000 and PLU 1000. Lecture hours: 40. Lab hours: 40. Other hours: 0.

RESIDENTIAL HEATING VENTILATION AND AIR CONDITIONING (RHVAC)

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	600	45	7.5 months	Austin, Bissonnet, San Antonio	2-0

The Residential Heating, Ventilation and Air Conditioning (RHVAC) program provides students the skills required to specialize in the field of residential heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic electricity, electronic control mechanisms, air conditioning, refrigeration fundamentals, and heating systems are taught in the program.

The RHVAC program consists of five modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Graduates of the program can seek employment as entry-level technicians in the residential heating, ventilation and air conditioning field, including Sheet Metal Fabrication Apprentice, Furnace Install and Repair Apprentice, Furnace Cleaner, A/C Mechanic Apprentice, and A/C Install/Service Apprentice. Intermediate and advanced positions include Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, and A/C Mechanic.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 1			
ACR1000	Basic Electricity and Electrical Theory	60/60/00/120	9.0
Module 2			
ACR1050	Basic Refrigeration Theory	60/60/00/120	9.0
Module 3			
ACR1100	Air Conditioning Systems	60/60/00/120	9.0
Module 4			
ACR2000	Gas Heating Systems	60/60/00/120	9.0
Module 5			
ACR2050	Air Distribution Systems and Sheet Metal Fabrication	60/60/00/120	9.0
Diploma Total		300/300/00/600	45.0

ACR 1000 Basic Electricity and Electrical Theory

9 Quarter Credit Hours

This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturers troubleshooting techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Pre-requisite: None. Lecture hours: 60. Lab hours: 60. Other hours: 0.

ACR 1050 Basic Refrigeration Theory

9 Quarter Credit Hours

This course is an introduction to heating, ventilation and air conditioning (HVAC) technology. Basic laws of physics and cooling theory are presented. Terms, definitions, air conditioning cycles, mechanical diagrams, and component operation are studied. Students will bend, swag and flare tubing, use air/acetylene and oxygen/acetylene torches to hard and soft solder copper tubing. Pressure/ Temperature charts, refrigerant piping specifications and installation, EPA Section 608, Refrigerant handling and containment (recovery, recycling and reclaiming) certification requirements and basic air conditioning service procedures are taught. Pre-requisite: None. Lecture hours: 60. Lab hours: 60. Other hours: 0.

ACR 1100 Air Conditioning Systems

9 Quarter Credit Hours

This course emphasizes air conditioning systems design, service and installation procedures. Component operations, mechanical and electrical diagrams, standard and high efficiency air-conditioning systems are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Proper installation requirements and procedures are also practiced in this course of instruction. Pre-requisites: ACR 1000 and ACR 1050. Lecture hours: 60. Lab hours: 60. Other hours: 0.

ACR 2000 Heating Systems

9 Quarter Credit Hours

This course introduces students to gas heating fundamentals, and gas furnace designs are discussed in this course. Mechanical components, gas pipe sizing, wiring, safety and proper troubleshooting procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Pre-requisite: ACR 1000. Lecture hours: 60. Lab hours: 60. Other hours: 0.

ACR 2050 Air Distribution Systems and Sheet Metal Fabrication

9 Quarter Credit Hours

Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems. Pre-requisite: None. Lecture hours: 60. Lab hours: 60. Other hours: 0.

CORINTHIAN COLLEGES, INC.

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

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 Phoenix, AZ (main campus)
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 Renton, WA (main campus)
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 Salt Lake City, UT (main campus)
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 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)
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 Austin, TX (branch of Everest Institute, Southfield, MI)
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 Grand Rapids, MI (main campus)
 Grand Rapids/Southfield, Southfield, MI (branch of Everest Institute, Grand Rapids, MI)
 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)
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 Miami, FL (main campus)
 Newport News, VA (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)
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Everest University

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

Las Vegas College

Henderson, NV (main campus)

WyoTech

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

STATEMENT OF OWNERSHIP

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

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

APPENDIX A: ADMINISTRATION AND FACULTY

AUSTIN

ADMINISTRATION		
Joe Davila	President	BA, St. Edwards University
Matthew Zarling	Director of Education	BA, Redding St. University SFIDC Surgical Technician, Naval School of Health Sciences Surgical Tech/OR, Naval School of Health Sciences
John Romanowski	Evening & Weekend Manager	HS Diploma, Sidney Lanier High School; Certified PhT, Certification Board, Inc.
Clover Walker	Director of Finance	HS Diploma, Perry Traditional Academy
Michelle Clark	Director of Admissions	BS, Texas Tech. University
Dawn Sutton	Director of Career Services	BS, University of Texas in Austin
Denise Riddell	Director of Student Accounts	Associates Degree, Phoenix College
Shannon Young	Admissions Manager	BS, Texas State University
DEPARTMENT CHAIRS		
Madellaine Bart	Medical Assisting	MA & CMA, Chabot College; Certified Medical Assisting, American Association of Medical Assistants
Robert Evans	Pharmacy Technician/Dental Assisting	HS Diploma, Seagoville High School; CPhT, Pharmacy Technician Certification Board
John Ethredge	Medical/RHVAC	AAS, University of the State of New York
Margaret Olivieri	Medical Administrative Assisting	LVN Nursing, Costal Bend College; Certified Medical Manager, Professional Association of Health Care Office Management
RESIDENTIAL HEATING, VENTILATION & AIR CONDITIONING INSTRUCTORS		
Alan Green	Diploma in Electrical & Electronic Engineering, Harrow College of Technology & Art (in England)	
Chuck Klima	RHVAC Certificate, Central College	
Gary Jansen	HS Diploma, Cairo Central School; EPA Certified, by EPA	
Ted Watkins	HS Diploma, West Torrance High School; Certified PM Tech, Mainstream Engineering Corporation; Certified R-410A & Indoor Air Quality, Mainstream	
MEDICAL ASSISTING INSTRUCTORS		
Aaron Martinez	Certified Emergency Medical Technician, National Registry of Emergency Medical Technicians; Certified NREMT, Basic Recertification LEU's	
Berkeley Aycok	Practical Nursing, Cadd-Bossier Vocational Tech.	
Kimberly Flavin	MA, Maric College of Medical Careers	
CeCe Alberts	MA, Southern Careers Institute; Certified Clinical Medical Assistant, National Healthcareer Association	
Geo-Vanna Bickham	Certified MA, Bryman College (National Education Center)	
Jimmy Montgomery	HS Diploma, Colorado City High School; Certified Paramedic, Texas Dept. of Health	
Joseph Devine	BS, Rutgers University MS, Incarnate Word College	
Julia Perales	RMA, Registry of the American Medical Technologists; Certified Medical Assistant, Registry of the American Medical Technologists; Certified Podiatric Medical Assisting, American Society of Podiatric Medical Assistants	
Sandra Herrera	AN, Austin Community College	
TJ Condit	GED, Texas Education Agency	
MEDICAL ADMINISTRATIVE INSTRUCTORS		
CeCe Davis	HS Diploma, Marlin High School	
Charissa Ganne	MSN & MSN (Nursing), University of Texas in Austin	
Cynthia Aleman	CMA, Allied Health Careers	
Lisa Kestler	BS, Midwestern State University	
DENTAL INSTRUCTORS		
Amy Nay	BS, University of Texas in Austin	
Christina Webel	Diploma in DA, Western Career College; Radiology Certified by TSBDE	
Hamid Dinari	BS & CBAS, Houston Tillotson University; Radiology Certified by TSBDE	
Steven King	DA, Naval School of DA & Technology	
PHARMACY TECHNICIAN INSTRUCTORS		
Phillip Howard	HS Diploma, Henderson High School; Registered PHT, Texas State Board of Pharmacy	
Theresa Cantu	Certified PhT, Texas Board of Pharmacy & Pharmacy Technician Certification Board	
Amber Ramsey	Certified PhT, Texas Board of Pharmacy & Pharmacy Technician Certification Board	

HOUSTON BISSONNET

ADMINISTRATION		
Jeff Brown	President	
Scott Morris	Director of Admissions	
James Gordon	Director of Career Services	
Linnea Harribance	Director of Education	
Sue Harlan	Director of Finance	
Marcellas Davis	Admissions Manager	
DEPARTMENT CHAIRS		
Carmilla Alberts	Medical Assisting Department Chairperson	Certified Medical Assistant; CA; Southern Careers
Erdest Jenkins	MIBS Department Chairperson	Certified MIBC, Mansfield Business School
Tommy Shaw	Pharmacy Lead Instructor	United States Army, PCTB
MEDICAL ASSISTING		
Ivan Chanaba	Certified Medical Assistant - CA; Delta Harvest Vocational & Technical Certified Medical Specialist- CA; Fort Sam Houston Certified EMT- CA; City of Chicago	
Chanel Blackmore	Certified Medical Assistant- CA; NEC	
Wendy Snow	Certified EMT-B, CA; Paramedical Plus Certified Medical Assistant-CA; Bryman Certified Pre PA-CA; Delmar College	
Angela Vences	Certified Medical Assistant-CA; Polytechnic Institute	
Carlena Roberts	Certified Medical Assistant-CA, Texas School of Business	
MEDICAL INSURANCE, BILLING AND CODING		
Sarah Hampsten	Certified Medical Office Assistant-CA; Delta Career Institute	
Shara King	Certified Medical Assistant-CA; Professional Career Institute	
Nell Wells	Prairie A & M University	
PHARMACY TECHNICIAN		
Patrick Rose	BS, Biology- Texas Southern University MS, Oncology, Texas Southern University	
Reginald Wiley	Certified Pharmacy Technician, PCTB	
Terri Gamble	Certified Pharmacy Technician, PTCB	

HOUSTON GREENSPPOINT

ADMINISTRATION		
Tony Rich	School President	
Shawn Washington	Director of Admissions	
Laide Alexander	Director of Career Services	
Gloria Smith	Director of Education	
Pam Jones	Director of Finance	
Sharon Irving-Whitfield	Business Manager	
DEPARTMENT CHAIRS		
Shaun Holland	Medical Assisting, Department Chairperson	National Education Center, Houston, TX
Chanda Cousin	Dental Assisting, Department Chairperson	Bryman College, New Orleans, LA
Patricia Wilson	Medical Insurance Billing/Coding Department Chairperson	Cameron College
Olu Yemi Awolola	Pharmacy Technician Department Chairperson	University of Missouri-Columbia
MEDICAL ASSISTING		
Janina Beyan	North Harris Community, Houston, TX	
Linda Boyd	National Education Center, Houston, TX	
Yolanda Deason	National Education Center, Houston, TX	
Olumide Omiwade	Obafemi Awolowo University, Ife, Nigeria	
Robin Martinelli	Houston Community College, Houston, TX	
Sonia Peterson	National Education Center, Houston, TX	
Spencer Sanford	Academy of Health Care, Houston, TX	
DENTAL ASSISTING		

Gertrude Lindsey	Astrodome Dental Career Center, Houston, TX
JB Barnes	National Institute of Technology, Houston, TX
Sarouth Oeun	North Harris Community, Houston, TX
MEDICAL INSURANCE BILLING/ CODING	
Audrey Coaxum	Prairie View A&M University, Prairie View, TX
Rosalyn Malaine	University of Indiana, Bloomington, IN
Bridget Williams	University of Texas, Austin, TX
PHARMACY TECHNICIAN	
Tad McDowell	Prairie View A&M University, Prairie View, TX
Shelonia Washington	Houston Community College, Houston, TX
Ugochi Uzoka	Texas A&M University, College Station, TX

HOUSTON HOBBY

ADMINISTRATION		
Bobby Wilmore	School President	BS; Paul Quinn College
Marcellias Davis	Director of Admissions	BA; Sam Houston State University
Shortel Brent	Director of Career Services	MBA; University of Phoenix
Adebola Hamed	Director of Education	MBA; Indian State University
Bruce Ware	Director of Finance	BBA; Texas Southern University
C. Patrick Francis	Director of Student Accounts	BBA; Baylor University
DEPARTMENT CHAIRS		
Henrietta Martinez	Medical Assisting Depart. Chairperson	Certified Medical Assisting, St. Thomas Medical Group
Teresa Urban	Medical Insurance Billing and Coding Department Chairperson	Occupational Qualification
Leonard Simmons	Pharmacy Technician Lead Instructor	Occupational Qualification
MEDICAL ASSISTING		
Gabriel Ayala	Occupational Qualification	
Rebecca Forbes	Occupational Qualification	
Diana Galvan	Education America	
Stacey Foreman	Texas School of Business	
Merrick Kareem Tillman	Occupational Qualification	
Tamara Lockey	Eton Technical Institute, Everett, Washington	
James Taylor	Concorde Career Schools	
Sandra Garza	National Education Center, U.S. Army	
Spencer Sanford	Academy of Health Care, Houston, TX	
Angela Wiles	Occupational Qualification	
Dr. Jennifer Weaver-Bonner	Occupational Qualification	
Virginia Jackson	Occupational Qualification	
MEDICAL INSURANCE, BILLING AND CODING		
Sandra Hanus	Occupational Qualification	
Melinda G. Garcia	Occupational Qualification	
Sherrie K. Grimes	Occupational Qualification	
Velva Tyson	Occupational Qualification	
PHARACY TECHNICIAN		
Shijin Fernandez	Occupational Qualification	
Terry Edwards	Occupational Qualification	
Tanya Metcalf	Occupational Qualification	
Aouicha Rostane	University of Oran, Algeria	

SAN ANTONIO

ADMINISTRATION		
Ray Gutierrez	President	B.A.; California State University
Caray Keen	Director of Admissions	Occupational Qualifications
Jessica Hernandez	Director of Careers Services	B.S.; Madison University
Larry Muller	Director of Education	B.S., Excelsior College
Yvette Rodriguez	Director of Finance	Occupational Qualifications
Dr. John Ridlon	Director of Student Accounts	PhD; Kennedy-Western University

DEPARTMENT CHAIRS		
Sandra Cooper	Pharmacy Technician Department Chair	Occupational Qualifications
Julie Garza	Medical Business Department Chair	Occupational Qualifications
Ben Santos	Medical Assisting Department Chairperson	Occupational Qualifications
Ricardo Rivera	RHVAC Department Chairperson	A.A.S.; St. Phillips College
MEDICAL ADMINISTRATIVE ASSISTANT		
Tamara Hanson	Kirksville Area Vo-Tech	
Herlinda Saldivar	Occupational Qualifications	
Julisa Siordia	Occupational Qualifications	
MEDICAL ASSISTING		
Clarence Buchanan	Occupational Qualifications	
Dr. Rosario Faller	M.D., Universidad Metropolitana Barranquilla	
Steve Gonzales	Occupational Qualifications	
J.R. Lagoueyte	Occupational Qualifications	
Ernesto Serrata	Occupational Qualifications	
Allyn Willingham	B.S., Southwest Texas State University	
Monte Wirtz	B.S., Wayland Baptist University	
MEDICAL INSURANCE BILLING & CODING		
PHARMACY TECHNICIAN		
Frederico Lopez	Occupational Qualifications	
Anna Solis	Occupational Qualifications	
RESIDENTIAL HEATING, VENTILATION, & AIR CONDITIONING		
Isaiah Alicea	A.A.S, Indiana Technical- Vocational College	
David Castro	A.A.S., St. Phillips College	
David Ehlinger	B.S., Park University	
Michael Hall	A.A.S., St. Phillips College	
Charles Jewell	A/C Cert, St. Phillips College	
James Jones	A.A.S.; Antelope Valley College	
Gilberto Martinez	A.A.S., St. Phillips College	
Fred Schmitt	A.A.S., Wayland College	

APPENDIX B: TUITION AND FEES

AUSTIN

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assisting	8 Months	47	\$15,000	\$715
Medical Administrative Assistant	8 Months	47	\$13,100	\$1,101
Medical Assisting	8 Months	47	\$13,300	\$720
Medical Insurance Billing and Coding	8 Months	47	\$13,110	\$1,766
Residential Heating, Ventilation and Air Conditioning	5 Months	45	\$14,000	\$1,184
Effective July 1, 2008				

BISSONNET

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Carpentry	9 Months	55	\$14,000	\$508
Electrical Technician	9 Months	59	\$14,000	\$932
Medical Assisting	8 Months	47	\$13,896	\$1,031
Medical Insurance Billing /Coding	8 Months	47	\$13,547	\$1,275
Pharmacy Technician	8 Months	47	\$14,260	\$392
Network Systems Support	6 Months	55	\$15,656	\$1,190
Plumbing Technology	9 Months	56	\$14,000	\$513
RHVAC	5 Months	45	\$14,000	\$303
Effective July 1, 2008				

GREENSPOINT

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Medical Assisting	8 Months	47	\$13,896	\$1154
Medical Insurance Billing & Coding	6 Months	35	\$14,298	\$763
Effective July 1, 2008				

HOBBY

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Medical Assisting	8 Months	47	\$13,896	\$1,071
Medical Insurance Billing and Coding	8 Months	47	\$13,494	\$1,766
Effective July 1, 2008				

SAN ANTONIO

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assisting	8 Months	47	\$14,298	\$763
Medical Administrative Assistant	8 Months	47	\$13,000	\$1,100
Medical Assistant	8 Months	47	\$13,050	\$1,070
Medical Insurance Billing and Coding	8 Months	47	\$13,000	\$1,764
Residential Heating, Ventilation, & Air Conditioning	5 Months	45	\$14,000	\$1,184
Effective date: July 1, 2008				

APPENDIX C: CALENDARS

AUSTIN

Student Holidays 2008	
New Years Day	January 1
MLK's Birthday	January 21
President's Day	February 16 - 18
Spring Break	March 10 - 14
Weekend Spring Break	March 22-23
Memorial Day	May 24 - 26
Between Mod Break	June 10 - 12
Independence Day	July 3-6
Labor Day	August 30- September 1
Thanksgiving	November 20-23
Winter Recess	December 20- 31

Medical Administrative Assistant, Medical Assisting, Pharmacy Technician, Dental Assisting Four Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
17 Dec	(Mon)	Jan 28	(Mon) 08
Residential Heating, Ventilation and Air Conditioning Four Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
17 Dec	(Mon)	Feb 11	(Mon) 08

Medical Administrative Assistant, Medical Assisting, Pharmacy Technician, Dental Assisting, Medical Insurance Billing and Coding Four Day Week (Monday thru Thursday), 2008			
Start Dates		End Dates	
January 7, 2008	Mon	February 4, 2008	Mon
February 6, 2008	Wed	March 5, 2008	Wed
March 17, 2008	Mon	April 10, 2008	Thurs
April 14, 2008	Mon	May 8, 2008	Thurs
May 12, 2008	Mon	June 9, 2008	Mon
June 16, 2008	Mon	July 14, 2008	Mon
July 16, 2008	Wed	August 12, 2008	Tues
August 18, 2008	Mon	September 15, 2008	Mon
September 17, 2008	Wed	October 14, 2008	Tues
October 20, 2008	Mon	November 13, 2008	Thurs
November 17, 2008	Mon	December 15, 2008	Mon
December 18, 2008	Thurs	January 29, 2009	Thurs

Residential Heating, Ventilation and Air Conditioning Four Day Week (Monday through Thursday), 2008			
Start Dates		End Dates	
January 7, 2008	Mon	February 19, 2008	Tues
February 25, 2008	Mon	April 10, 2008	Thurs
April 14, 2008	Mon	May 22, 2008	Thurs
May 27, 2008	Tues	July 14, 2008	Mon
July 16, 2008	Wed	August 26, 2008	Tues
September 2, 2008	Tues	October 13, 2008	Mon
October 15, 2008	Wed	November 26, 2008	Wed
December 1, 2008	Mon	January 26, 2009	Mon

Medical Administrative Assistant, Medical Assisting, Pharmacy Technician, Dental Assisting, Medical Insurance Billing and Coding Weekend Schedule, 8:00 am - 6:00pm Two Day Week (Saturday and Sunday), 2008			
Start Dates		End Dates	
January 19, 2008	Sat	February 10, 2008	Sun
February 23, 2008	Sat	March 16, 2008	Sun
March 29, 2008	Sat	April 20, 2008	Sun
April 26, 2008	Sat	May 18, 2008	Sun
May 31, 2008	Sat	June 22, 2008	Sun
June 28, 2008	Sat	July 27, 2008	Sun
August 2, 2008	Sat	August 24, 2008	Sun
September 6, 2008	Sat	September 28, 2008	Sun
October 4, 2008	Sat	October 26, 2008	Sun
November 1, 2008	Sat	November 30, 2008	Sun
December 6, 2008	Sat	January 11, 2009	Sun

Residential Heating, Ventilation and Air Conditioning Weekend Schedule, 8:00 am - 6:00pm Two Day Week (Saturday and Sunday), 2008			
Start Dates		End Dates	
January 12, 2008	Sat	February 24, 2008	Sun
March 1, 2008	Sat	April 13, 2008	Sun
April 19, 2008	Sat	June 1, 2008	Sun
June 7, 2008	Sat	July 20, 2007	Sun
July 26, 2008	Sat	September 7, 2007	Sun
September 13, 2008	Sat	October 19, 2008	Sun
October 25, 2008	Sat	December 7, 2008	Sun
December 13, 2008	Sat	February 1, 2009	Sun

Carpentry, Medical Insurance Billing & Coding, Plumbing Technology, Electrical Technician, Medical Assisting and Pharmacy Technician Day & Night Schedule Four-Day Week (Monday through Thursday) 2007 - 2008	
Start Dates	End Dates
Nov 26, Mon	Dec 20, Thu
Jan 7, Mon	Feb 4, Mon
Feb 6, Wed	Mar 5, Wed
Mar 17, Mon	Apr 10, Thu

Medical Insurance Billing & Coding, Plumbing Technology, Electrical Technician, Medical Assisting and Pharmacy Technician Day & Night Schedule Four-Day Week (Monday through Thursday) 2007 - 2008	
Start Dates	End Dates
Nov 26, Mon	Dec 20, Thu
Jan 7, Mon	Feb 4, Mon
Feb 6, Wed	Mar 5, Wed
Mar 17, Mon	Apr 10, Thu

Medical Insurance Billing & Coding, Medical Assisting and Pharmacy Technician Day Schedule Five-Day Week (Monday through Friday) 2007 - 2008	
Start Dates	End Dates
Nov 26, Mon	Dec 21, Fri
Jan 7, Mon	Feb 4, Mon
Feb 6, Wed	Mar 5, Wed
Mar 17, Wed	Apr 11, Fri

Network Systems Support and Residential Heating Ventilation and Air Conditioning Day & Night Schedule Four-Day Week (Monday through Thursday) 2007 - 2008	
Start Dates	End Dates
Nov 8, Mon	Dec 20, Thu
Jan 7, Mon	Feb 19, Tue
Feb 25, Mon	Apr 10, Thu
Apr 14, Mon	May 22, Thu
May 27, Tue	July 14, Mon
July 16, Wed	Aug 26, Tue
Sept 2, Tue	Oct 13, Mon
Oct 15, Wed	Nov 25, Tue

Electronics, Computers and Communications Technology Day Schedule Four-Day Week (Monday through Thursday) 2007 - 2008	
Start Dates	End Dates
Oct 22, Mon	Dec 4, Tue
Dec 5, Wed *	Jan 31, Thu
Feb 4, Mon	Mar 18, Tue
Mar 24, Mon*	May 5, Mon
May 7, Wed	June 24, Tue
* Denotes a new student start	

Electronics, Computers and Communications Technology Night Schedule Four-Day Week (Monday through Thursday) 2007 - 2008	
Start Dates	End Dates
Nov 27, Tue *	Jan 31, Thu
Feb 4, Mon	Mar 26, Mon
Mar 31, Mon*	May 21, Wed
May 27, Tue	July 21, Mon
* Denotes a new student start	

RHVAC Four Day Week, Mon-Thurs	
Start Date	End Date
Dec 6 Thur	Jan 29 Tues, 08

Student Holidays 2007- 2008
 12/24 /07 – 1/1/08 Winter Recess
 1/21/08 Martin Luther King Day
 2/18/08 President's Day
 3/10 – 3/14/08 Spring Break
 5/26/08 Memorial Day
 6/10 – 6/13/08 Summer Break
 7/4/08 Independence Day
 9/1/08 Labor Day
 11/27 – 11/28/08 Thanksgiving
 12/22/07 – 1/2/09 Winter Recess

GREENSPPOINT

Medical Assisting, Dental Assisting - Five Day Week (Monday through Friday), 2008			
Start Dates		End Dates	
Dec 17	Monday	Jan 28, 2008	Monday
Jan 07, 2008	Monday	Feb 04	Monday
Feb 06	Wednesday	Mar 05	Wednesday
Mar 17	Monday	Apr 11	Friday
Apr 14	Monday	May 09	Friday
May 12	Monday	June 09	Monday
June 16	Monday	July 14	Monday
July 16	Wednesday	Aug 12	Tuesday
Aug 18	Monday	Sept 15	Monday
Sept 17	Wednesday	Oct 14	Tuesday
Oct 20	Monday	Nov 14	Friday
Nov 17	Monday	Dec 16	Tuesday

Medical Assisting, Dental Assisting, Evening Schedule I- Four Day Week (Monday through Thursday), 2008			
Start Dates		End Dates	
Dec 17	Monday	Jan 28, 2008	Monday
Jan 07, 2008	Monday	Feb 04	Monday
Feb 06	Wednesday	Mar 05	Wednesday
Mar 17	Monday	Apr 10	Thursday
Apr 14	Monday	May 08	Thursday
May 12	Monday	June 09	Monday
June 16	Monday	July 10	Thursday
July 16	Wednesday	Aug 12	Tuesday
Aug 18	Monday	Sept 15	Monday
Sept 17	Wednesday	Oct 14	Tuesday
Oct 20	Monday	Nov 13	Thursday
Nov 17	Monday	Dec 15	Monday

MMA and DAD Weekend Program		
Start	End	Holiday
01/19/08	02/10/08	
02/16/08	03/09/08	
03/15/08	04/13/08	3/22 - 3/23
04/19/08	05/11/08	
05/17/08	06/15/08	5/24-5/25
06/21/08	07/31/08	
07/19/08	08/10/08	
08/16/08	09/07/08	
09/13/08	10/05/08	
10/11/08	11/02/08	
11/08/08	12/07/08	11/22-11/23
12/13/08	01/04/09	

Student Holiday Schedule

Independence Day	July 4, 2007
Labor Day	September 3, 2007
Thanksgiving	Nov 22-23, 2006
Winter Recess	Dec 24, 2006 - Jan 4, 2008
New Years Day	Jan 01, 2008
Martin Luther King Jr.	Jan 21, 2008
President's Day	Feb 18, 2008
Spring Break	March 10-14, 2008
Memorial Day	May 26, 2008
Summer Break	June 10-13, 2008
Independence Day	July 4, 2008
Labor Day	Sept 1, 2008
Thanksgiving	Nov 27-28, 2008
Winter Recess	Dec 22-31, 2008

HOBBY

Medical Assisting, Medical Insurance Billing & Coding, & Pharmacy Technician, Day Schedule - Five Day Week (Monday through Friday) 2008			
Start Dates		End Dates	
Dec 17	Monday	Jan 28, 2008	Monday
Jan 07, 2008	Monday	Feb 04	Monday
Feb 06	Wednesday	Mar 05	Wednesday
Mar 17	Monday	Apr 11	Friday
Apr 14	Monday	May 09	Friday
May 12	Monday	June 09	Monday
June 16	Monday	July 14	Monday
July 16	Wednesday	Aug 12	Tuesday
Aug 18	Monday	Sept 15	Monday
Sept 17	Wednesday	Oct 14	Tuesday
Oct 20	Monday	Nov 14	Friday
Nov 17	Monday	Dec 16	Tuesday

Medical Assisting, Medical Insurance Billing & Coding, & Pharmacy Technician, Evening Schedule I- Four Day Week (Monday through Thursday), 2008			
Start Dates		End Dates	
Dec 17	Monday	Jan 28, 2008	Monday
Jan 07, 2008	Monday	Feb 04	Monday
Feb 06	Wednesday	Mar 05	Wednesday
Mar 17	Monday	Apr 10	Thursday
Apr 14	Monday	May 08	Thursday
May 12	Monday	June 09	Monday
June 16	Monday	July 10	Thursday
July 16	Wednesday	Aug 12	Tuesday
Aug 18	Monday	Sept 15	Monday
Sept 17	Wednesday	Oct 14	Tuesday
Oct 20	Monday	Nov 13	Thursday
Nov 17	Monday	Dec 15	Monday

Hobby Student Holiday Schedule

Independence Day	July 4, 2007
Labor Day	September 3, 2007
Thanksgiving	Nov 22-23, 2006
Winter Recess	Dec 24, 2006 - Jan 4, 2008
New Years Day	Jan 01, 2008
Martin Luther King Jr.	Jan 21, 2008
President's Day	Feb 18, 2008
Spring Break	March 10-14, 2008
Memorial Day	May 26, 2008
Summer Break	June 10-13, 2008
Independence Day	July 4, 2008
Labor Day	Sept 1, 2008
Thanksgiving	Nov 27-28, 2008
Winter Recess	Dec 22-31, 2008

SAN ANTONIO

RHVAC Morning (7:30 – 12:30) , Evening(6:00 – 11:00), And Afternoon (12:30 – 5:30) Monday – Thursday 2008	
Start Dates	End Dates
Jan 7, 2008	Feb 19
Feb 25	Apr 10
Apr 14	May 22
May 27	Jul 14
Jul 16	Aug 26
Sep 2	Oct 13
Oct 15	Nov 25
Dec 1	Jan 26, 2009

RHVAC Weekend Saturday & Sunday 2008	
Start Dates	End Dates
Dec 8	Jan 27, 2008
Feb 2	Mar 9
Mar 22	Apr 27
May 3	Jun 22
Jun 28	Aug 10
Aug 16	Sep 28
Oct 4	Nov 9
Nov 15	Jan 4, 2009

MAA, MIBC, MMA, & PHT Morning, Afternoon, & Evening Monday – Thursday 2008			
Start Dates		End Dates	
Jan 7	Mon	Feb 4	Mon
Feb 6	Wed	Mar 5	Wed
Mar 17	Mon	Apr 10	Thu
Apr 14	Mon	May 8	Thu
May 12	Mon	Jun 9	Mon
Jun 16	Mon	Jul 10	Thu
Jul 16	Wed	Aug 12	Tue
Aug 18	Mon	Sep 15	Mon
Sep 17	Wed	Oct 14	Tue
Oct 20	Mon	Nov 13	Thu
Nov 17	Mon	Dec 15	Mon

MMA Weekend Saturday & Sunday 2008	
Start Dates	End Dates
Dec 8	Jan 13, 2008
Jan 19	Feb 10
Feb 16	Mar 9
Mar 22	Apr 13
Apr 19	May 11
May 17	Jun 22
Jun 28	Jul 27
Aug 2	Aug 24
Sep 6	Sep 28
Oct 4	Oct 26
Nov 1	Nov 23
Dec 6	Jan 4, 2009

2008 Student Holidays	
January 21, 2008	Martin Luther King Day
February 18, 2008	President's Day
March 10 thru 16, 2008	Spring Break
May 24, 25, & 26, 2008	Memorial Day
June 10 thru 15, 2008	Summer Break
July 4, 5, & 6, 2008	Independence Day
August 29,30 & Sept 1, 2008	Labor Day
November 27, 28, 29, & 30, 2008	Thanksgiving
December 22 thru January 3, 2009	Winter Recess

APPENDIX D: OPERATING HOURS

AUSTIN

Office	
7:00AM to 8:00PM	Monday through Thursday
8:00 AM to 5:00PM	Friday
9:00AM to 2:00PM	Saturday

Classes						
MA,PhT M-TH	MA,PhT MAA, DA M-TH	MA,PhT MAA, DA M-TH	MA M-TH	MA, MAA, PhT, DA M-TH	MA, MAA, PhT, DA M-TH	All Programs SAT-SUN (Weekend)
(Early Morning)	(Morning)	(Mid-Morning)	(Afternoon)	(Early-Evening)	(Evening)	8:00 - 8:50
6:00 - 6:50	8:00 - 8:50	9:30 - 10:20	12:00 - 12:50	4:00 - 4:50	6:00 - 6:50	9:00 - 9:50
7:00 - 7:50	9:00 - 9:50	10:30 - 11:20	1:00 - 1:50	5:00 - 5:50	7:00 - 7:50	10:00 - 10:50
8:10 - 9:00	10:10 - 11:00	11:40 - 12:30	2:10 - 3:00	6:10 - 7:00	8:10 - 9:00	11:00-11:50
9:10 - 10:00	11:10 - 12:00	12:40 - 1:30	3:10 - 4:00	7:10 - 8:00	9:10 - 10:00	12:10-1:00
10:10 - 11:00	12:10 - 1:00	1:40 - 2:30	4:10 - 5:00	8:10 - 9:00		1:10 - 2:00
						2:10 - 3:00
						3:10 - 4:00
						4:10 - 5:00
						5:10 - 6:00
Breaks	Breaks	Breaks	Breaks	Breaks	Breaks	Breaks:
6:50 - 7:00	8:50 - 9:00	10:20 - 10:30	12:50 - 1:00	4:50 - 5:00	6:50 - 7:00	8:50-9:00 (10 Minutes)
7:50 - 8:10	9:50 - 10:10	11:20 - 11:40	1:50 - 2:10	5:50 - 6:10	7:50 - 8:10	9:50-10:00 (10 Minutes)
9:00 - 9:10	11:00 - 11:10	12:30 - 12:40	3:00 - 3:10	7:00 - 7:10	9:00 - 9:10	10:50-11:00 (10 Minute)
10:00 - 10:10	12:00 - 12:10	1:30 - 1:40	4:00 - 4:10	8:00 - 8:10	10:50 - 11:00	11:50 - 12:10 (20 minute lunch)
						1:00 - 1:10 (10 Minutes)
						2:00 - 2:10 (10 Minutes)
						3:00-3:10 (10 Minutes)
						4:00-4:10 (10 Minutes)
						5:00-5:10 (10 Minutes)

BISSONNET

Office			Classes		
8:00 AM to	7:30 PM	Monday through Thursday	6:00 a.m. to	11:00 p.m.	Monday through Thursday
8:00 AM to	4:30 PM	Friday	6:00 a.m. to	4:00 p.m.	Friday
9:00 AM to	1:00 PM	Saturday			

MA M-Fri	MA, MIBC, PHT M-Fri	PLUMB, ET, D, RHWAC, NSS M-Th	ECCT M-Th	MA, MIBC, PHT M-Fri	MA M-Fri	MA M-Th	ALL PROGRAMS
Early Morning	Morning	Morning	Morning	Mid-Morning	Afternoon	Mid-Afternoon	Evening
6:00-6:50	8:00-8:50	8:00-8:50	8:00-8:50	10:00-10:50	12:00-12:50	12:30 -1:20	6:00-6:50
7:00-7:50	9:00-9:50	9:00-9:50	9:00-9:50	11:00-11:50	1:00-1:50	1:30 -2:20	7:00-7:50
8:10-9:00	10:10-11:00	10:00-10:50	10:00-10:50	12:10-1:00	2:10-3:00	2:40-3:30	8:10-9:00
9:10-10:00	11:10-12:00	11:10-12:00	11:00-11:50	1:10-2:00	3:10-4:00	3:40-4:30	9:10-10:00
		12:10-1:00	12:10-1:00			4:40-5:30	10:10-11:00
			1:10-2:00				
Breaks:	Breaks:	Breaks:	Breaks:	Breaks:	Breaks:	Breaks:	Breaks:
6:50-7:00	8:50-9:00	8:50-9:00	8:50-9:00	10:50-11:00	12:50-1:00	1:20 -1:30	6:50-7:00
7:50-8:10	9:50-10:10	9:50-10:00	9:50-10:00	11:50-12:10	1:50-2:10	2:20 -2:40	7:50-8:10
9:00-9:10	11:00-11:10	10:50-11:10	10:50-11:00	1:00-1:10	3:00-3:10	3:30-3:40	9:00-9:10
		12:00-12:10	11:50-12:10			4:30-4:40	10:00-10:10
			1:00-1:10				

GREENSPOINT

Office	
7:00AM to 8:00PM	Monday through Thursday
8:00 AM to 5:00PM	Friday
9:00AM to 2:00PM	Saturday

Classes						
MA,PhT M-TH	MA,PhT MAA, DA M-TH	MA,PhT MAA, DA M-TH	MA M-TH	MA, MAA, PhT, DA M-TH	MA, MAA, PhT, DA M-TH	All Programs SAT -SUN (Weekend)
(Early Morning)	(Morning)	(Mid-Morning)	(Afternoon)	(Early-Evening)	(Evening)	8:00 - 8:50
6:00 - 6:50	8:00 - 8:50	9:30 - 10:20	12:00 - 12:50	4:00 - 4:50	6:00 - 6:50	9:00 - 9:50
7:00 - 7:50	9:00 - 9:50	10:30 - 11:20	1:00 - 1:50	5:00 - 5:50	7:00 - 7:50	10:00 - 10:50
8:10 - 9:00	10:10 - 11:00	11:40 - 12:30	2:10 - 3:00	6:10 - 7:00	8:10 - 9:00	11:00-11:50
9:10 - 10:00	11:10 - 12:00	12:40 - 1:30	3:10 - 4:00	7:10 - 8:00	9:10 - 10:00	12:10-1:00
10:10 - 11:00	12:10 - 1:00	1:40 - 2:30	4:10 - 5:00	8:10 - 9:00		1:10 - 2:00
						2:10 - 3:00
						3:10 - 4:00
						4:10 - 5:00
						5:10 - 6:00
Breaks	Breaks	Breaks	Breaks	Breaks	Breaks	Breaks:
6:50 - 7:00	8:50 - 9:00	10:20 - 10:30	12:50 - 1:00	4:50 - 5:00	6:50 - 7:00	8:50-9:00 (10 Minutes)
7:50 - 8:10	9:50 -10:10	11:20 - 11:40	1:50 - 2:10	5:50 - 6:10	7:50 - 8:10	9:50-10:00 (10 Minutes)
9:00 - 9:10	11:00 - 11:10	12:30 - 12:40	3:00 - 3:10	7:00 - 7:10	9:00 - 9:10	10:50-11:00 (10 Minute)
10:00 - 10:10	12:00 - 12:10	1:30 - 1:40	4:00 - 4:10	8:00 - 8:10	10:50 - 11:00	11:50 - 12:10 (20 minute lunch)
						1:00 - 1:10 (10 Minutes)
						2:00 - 2:10 (10 Minutes)
						3:00-3:10 (10 Minutes)
						4:00-4:10 (10 Minutes)
						5:00-5:10 (10 Minutes)

HOBBY

Office	
7:00AM to 8:00PM	Monday through Thursday
8:00 AM to 5:00PM	Friday
9:00AM to 2:00PM	Saturday

Classes						
MA,PhT M-TH	MA,PhT MAA, DA M-TH	MA,PhT MAA, DA M-TH	MA M-TH	MA, MAA, PhT, DA M-TH	MA, MAA, PhT, DA M-TH	All Programs SAT -SUN (Weekend)
(Early Morning)	(Morning)	(Mid-Morning)	(Afternoon)	(Early-Evening)	(Evening)	8:00 - 8:50
6:00 - 6:50	8:00 - 8:50	9:30 - 10:20	12:00 - 12:50	4:00 - 4:50	6:00 - 6:50	9:00 - 9:50
7:00 - 7:50	9:00 - 9:50	10:30 - 11:20	1:00 - 1:50	5:00 - 5:50	7:00 - 7:50	10:00 - 10:50
8:10 - 9:00	10:10 - 11:00	11:40 - 12:30	2:10 - 3:00	6:10 - 7:00	8:10 - 9:00	11:00-11:50
9:10 - 10:00	11:10 - 12:00	12:40 - 1:30	3:10 - 4:00	7:10 - 8:00	9:10 - 10:00	12:10-1:00
10:10 - 11:00	12:10 - 1:00	1:40 - 2:30	4:10 - 5:00	8:10 - 9:00		1:10 - 2:00
						2:10 - 3:00
						3:10 - 4:00
						4:10 - 5:00
						5:10 - 6:00
Breaks	Breaks	Breaks	Breaks	Breaks	Breaks	Breaks:
6:50 - 7:00	8:50 - 9:00	10:20 - 10:30	12:50 - 1:00	4:50 - 5:00	6:50 - 7:00	8:50-9:00 (10 Minutes)
7:50 - 8:10	9:50 -10:10	11:20 - 11:40	1:50 - 2:10	5:50 - 6:10	7:50 - 8:10	9:50-10:00 (10 Minutes)
9:00 - 9:10	11:00 - 11:10	12:30 - 12:40	3:00 - 3:10	7:00 - 7:10	9:00 - 9:10	10:50-11:00 (10 Minute)
10:00 - 10:10	12:00 - 12:10	1:30 - 1:40	4:00 - 4:10	8:00 - 8:10	10:50 - 11:00	11:50 - 12:10 (20 minute lunch)
						1:00 - 1:10 (10 Minutes)
						2:00 - 2:10 (10 Minutes)
						3:00-3:10 (10 Minutes)
						4:00-4:10 (10 Minutes)
						5:00-5:10 (10 Minutes)

SAN ANTONIO

Office	
8:00AM to 8:00PM	Monday through Thursday
8:00 AM to 5:00PM	Friday
9:00AM to 2:00PM	Saturday

RHVAC	MMA, & MIBC	MAAD & PHD	MMA & RHVAC	Medical, Pharm Tech, & RHVAC	Medical Health & RHVAC
(Morning)	Morning	Morning	(Afternoon)	(Evenings)	(Weekend)
7:30 - 8:20	9:00 - 9:50	8:30 - 9:20	12:30 - 1:20	6:00 - 6:50	8:00 - 8:50
8:30 - 9:20	10:00 - 10:50	9:30 - 10:20	1:30 - 2:20	7:00 - 7:50	9:00 - 9:50
9:30 - 10:20	11:00 - 11:50	10:40 - 11:30	2:30 - 3:20	8:10 - 9:00	10:00 - 10:50
10:40 - 11:30	12:10 - 1:00	11:40 - 12:30	3:30 - 4:20	9:10 - 10:00	11:00 - 11:50
11:40 - 12:30	1:10 - 2:00	12:40 - 1:30	4:30 - 5:30	10:10 - 11:00	12:10 - 1:00
					1:10 - 2:00
Breaks:	Breaks:	Breaks:	Breaks:	Breaks:	2:10 - 3:00
8:20 - 8:30	9:50 - 10:00	9:20 - 9:30	1:20 - 1:30	6:50 - 7:00	3:10 - 4:00
9:20 - 9:30	10:50 - 11:00	10:20 - 10:40	2:20 - 2:30	7:50 - 8:10	4:10 - 5:00
10:20 - 10:40	11:50 - 12:10	11:30 - 11:40	3:20 - 3:30	9:00 - 9:10	5:10 - 6:00
11:30 - 11:40	1:00 - 1:10	12:30 - 12:40	4:20 - 4:30	10:00 - 10:10	
					Breaks:
					8:50 - 9:00
					9:50 - 10:00
					10:50 - 11:00
					11:50 - 12:10
					1:00 - 1:10
					2:00 - 2:10
					3:00 - 3:10
					4:00 - 4:10
					5:00 - 5:10

