

Everest

INSTITUTE

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






	
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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, trades 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 30 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, 6550 First Park Ten Blvd., San Antonio, Texas 78213.

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 30,732 square feet on the first and second floors. This air conditioned facility includes computer 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 Assistant 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. The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Accrediting Commission of Career Schools and Colleges (ACCSC) 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 Colleges and Schools of Texas.
- Member of the Pasadena Chamber of Commerce (Houston Hobby).
- Member of the National Association for Health Professionals.
- 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.
- 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).
- Member of the American Academy of Professional Coders (Austin).

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

ADMISSIONS

ADMISSION REQUIREMENTS

- High school diploma or a recognized equivalent such as the GED. Everest does not enroll Ability To Benefit students.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Applicants must achieve a minimum passing score of 120 on the CPAT, or present official scores of at least 15 on the ACT or a combined score on critical reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited post-secondary institution.
- Minimum age for admission is 18 years of age, unless the applicant is a high school graduate.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

Criminal Background Check

- Students enrolling in programs leading to licensure or requiring an externship, including reentry students, may be subjected to a criminal background check at the point of enrollment.
- Clearance for students may not be obtained where the background check identifies a conviction, pending case, or uncompleted deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit clinical site placement and program completion. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background checking agency.

ABILITY TO BENEFIT POLICY (REENTRY STUDENTS ONLY)

Students who previously enrolled under the Ability To Benefit (ATB) provision and withdrew are eligible for re-entry. Students 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. All ATB re-entry students shall receive academic and career advising during their first and third evaluation periods. Thereafter, ATB re-entry students shall receive academic advising at least every other evaluation period unless the student's CGPA is at or below 3.0, or 80%, in diploma programs.

ACADEMIC INFORMATION

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at this institution and for courses in which a grade of C or higher was earned. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar. (See the table of CCI schools in the back of this catalog.) Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements.

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean / Director of Education.

Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. They must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

Military Training

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

Learning Assessment

The institution accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean / Director of Education for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

TRANSFER OF CREDIT

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

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

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

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

Specific Requirements

Accreditation

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

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

Comparability

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

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

Applicability

In order to award transfer credit, the course in question must be relevant to the student's desired program at Everest. For example, a student enrolling in a massage therapy program would not receive transfer credit for an engineering course taken elsewhere.

Required Grades

A letter grade of C (70%) or better is required for transfer credit to be awarded.

Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

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

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

Maximum Transfer Credits Accepted

Students must complete at least 25% of the program in residency at the institution awarding the diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or Prior Learning Assessment.

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

Coursework Completed at Foreign Institutions

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

Military Training

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

EVEREST COLLEGE CONSORTIUM AGREEMENT

The Everest College Consortium Agreement provides greater scheduling flexibility by enabling students to attend a limited number of classes at an Everest College campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest College campus location through the Consortium Agreement. All attendance and grades earned for coursework taken through the Consortium Agreement will be applied to the student's academic record at the home campus. Prior to registering for classes at another Everest College location, students must receive written approval from the Academic Deans / Directors of Education at both campuses. Complete details on the Everest College Consortium Agreement are available in the Academic Dean / Director of Education's office.

GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each academic term and are provided to each student. If mailed, they are sent to the student's home address. The academic term for modular programs is 4 weeks or 6 weeks (NSS program only).

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

Grade	Point Value	Meaning	Percentage Scale
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C*	2.0	Good	79-70*
D**	1.0	Poor	69-60**
F*** or Fail†	0.0	Failing	59-0***
P or Pass†	Not Calculated	Pass (for externship or thesis classes only)	
I	Not Calculated	Incomplete	
IP	Not Calculated	In Progress (for externship or thesis courses only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
EL	Not Calculated	Experiential Learning Credit	
PE	Not Calculated	Pass by Proficiency Exam	
W	Not Calculated	Withdrawal	
WD	Not Calculated	Withdrawal during add/drop period (quarter-based programs only)	
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress	
TR	Not Calculated	Transfer (Modular Programs and Campus Vue)	

** Not used in Allied Health and Trades programs.

*** For all Allied Health and Trades programs, F (failing) is 69-0%.

† CampusVue Grade

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

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

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

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.

GPA AND CGPA CALCULATIONS

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

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

UNIT OF CREDIT - ACADEMIC

A clock hour is 50 minutes of instruction in 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.

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 2.0 (C);
- Meet the grade requirements for the module components, if applicable;
- Complete all program requirements;
- Successfully complete all extern requirements; and
- Be current 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 (C);
- 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.

Accrediting agency 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 that is 150% of total number of credits in the program of study (MTF)

Evaluation Periods for Satisfactory Academic Progress

Satisfactory academic progress is measured at the end of each academic term (grading period), which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. The academic term for modular programs it is 4 weeks or 6 weeks (NSS program only). 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.

The requirements for the cumulative grade point average (CGPA) are to assure that students are progressing at a rate at which they will be able to achieve a 2.0 CGPA at the end of the second academic year or completion of the program, whichever is first. The CGPA requirements are noted in the following tables.

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%). ROP 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:

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

Maximum Time Frame to Complete (MTF)

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

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

SATISFACTORY ACADEMIC PROGRESS TABLES

47 Quarter Credit Hour Modular Program with letter grades. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.7	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

55 Quarter Credit Hour Quarter-Based Program. 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	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-82	N/A	2.0	N/A	66.7%

56 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 84 (150% of 56).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-84	N/A	2.0	N/A	66.7%

59 Quarter Credit Hour Quarter-Based Program. 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	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-88	N/A	2.0	N/A	66.7%

Academic Probation

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

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

Notification of Probation

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

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

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

Academic Suspension

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

Satisfactory Academic Progress (SAP) Appeals

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

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

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

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 Commission.

Reinstatement Following Suspension

Students may return to school under the following conditions:

- The student has waited one progress evaluation period
- 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

- Grades A through D are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (T or TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.
- For calculating rate of progress, F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (Incomplete, In Progress) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

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

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

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

Make-Up Assignments

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

Maximum Time Frame for Veteran Students

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

Veterans Academic Probation

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

Veterans Reinstatement after Successful Appeal of Termination

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

STUDENT ACADEMIC APPEALS POLICY

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

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

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

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

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

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

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

Assignment/Test Grades

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

Final Course Grades

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

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

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, fourteen (14) consecutive calendar days, or 20% of the total clock hours of the program, whichever occurs first 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.

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

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

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

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 is 30.
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

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate.

Establishing Attendance / Verifying Enrollment

In Texas, student attendance is monitored on the basis of the percentage of classes missed as a percentage of the total program hours. The student's minutes of attendance in each class are recorded and retained as part of the student record. Whether a student must be dismissed for an attendance violation depends on whether a refund is due. Should a student's absences exceed 20% of the hours in the program, the student shall be dismissed, unless no refund is due the student.

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

For students in attendance prior to July 1, 2010 the following policy applies:

Whether a student must be dismissed for an attendance violation depends on whether a refund is due as calculated using the Texas Refund Policy Sec. 132.061. Should a student's absences exceed 20% of the hours in the program, the student shall be dismissed, unless the student is in the last quarter of the program and no refund is due according to the Texas Refund Policy.

All students, regardless of attendance prior to or after July 1, 2010 will be subject to the refund policies contained in this catalog.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule").

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

Consecutive Absence Rule (All Programs)

When a student's absences from any course or module exceed ten consecutive (10) *scheduled school days* or fourteen (14) consecutive *calendar days* excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session.
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.

Percentage Absence Rule (Modular Programs)

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

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

Re-entry

For students who *have* been dismissed for violating the attendance policy, the following rule shall apply:

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

Note: For linear programs, the consecutive absence rule is applied to days missed in the term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

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.

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. The student can repeat these courses when the courses are next offered in the normal sequence of the student's program. 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 will return to class is normally scheduled at 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 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.

Attendance Records

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

Note: A student whose enrollment is terminated for violating the attendance policy may not reenroll before the start of the next evaluation period following a successful academic appeal. When a student reenters a program after a withdrawal/dismissal, the student shall be dismissed if their absences exceed 20% of the remaining hours in the program.

ADMINISTRATIVE POLICIES

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.

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 Trade programs will be issued shirts that identify their program.

STUDENT CONDUCT CODE

Background

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

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

Applicability

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

Generally

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

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

Conduct Affecting the Safety of the Campus Community

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

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

Other Prohibited Conduct

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

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:

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

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

Violations of Local, State, Provincial, or Federal Law

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

Limitations on Students with Pending Disciplinary Matters

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

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

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

Inquiry by the School President

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

Conduct Which Does Not Warrant a Suspension or Dismissal

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

Conduct Which Warrants a Suspension or Dismissal

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

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

Sanctions

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

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

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

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

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

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

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

Academic Dishonesty

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school

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

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

Appeal Process

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

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

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

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

The Student Conduct Committee shall:

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

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

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

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

Record of Disciplinary Matter

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

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA) and PIPEDA. Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

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.

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

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

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

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;

- Any use that violates local, state/provincial, or federal law and regulation;
 - Disruption or unauthorized monitoring of electronic communications;
 - Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
 - Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
 - Violations of licensing agreements;
 - Accessing another person's account without permission;
 - Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
 - The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
 - Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission;
 - Downloading or storing company or student private information on portable computers or mobile storage devices;
 - Making computing resources available to any person or entity not affiliated with the school;
 - Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
 - Academic dishonesty as defined in the Student Code of Conduct;
 - Use of CCI logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

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.

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.

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.

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. Additional transcripts may be requested as described above. 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.

Directory Information

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

- Name
- Address
- Telephone numbers
- Major and/or minor fields of study
- Diploma/Degree sought
- Expected date of program completion
- Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

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

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

SEXUAL HARASSMENT POLICY

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

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

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

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

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

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest 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.fbi.gov/hq/cid/cac/registry.htm>.

Statistical Information

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

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% 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 Colleges, 101 East 15th Street, Austin, TX 78778-0001.

Schools accredited by the Accrediting Commission of Career Schools and Colleges 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
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 the 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 Colleges, Everest 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.

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.

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.

In all cases, the refund will meet or exceed the requirements of TX Educ. Code, §132.061. A refund worksheet using both policies will be included in each student's file to demonstrate that the pro-rata refund policy is more advantageous 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 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Federal Return of Title IV Funds Policy

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

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

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

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

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

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

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

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

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

Refunds are allocated in the following order:

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

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, 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.)

Pro Rata Refund Calculation

The School will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. Under a pro rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps.

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

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 there from 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.

TEXAS 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.

INSTITUTIONAL POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students

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

Continuing Students

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

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

Continuing Modular Diploma Students

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

Students called to active military service will be given the larger of the Texas and Institutional refund.

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 LOAN PROGRAMS

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

- There are alternative loans provided by private lenders.

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

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

SCHOLARSHIPS

DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

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

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

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

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

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

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

Imagine America Scholarships (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.

EVEREST CARE PROGRAM

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

STUDENT 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/DIRECTOR

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 Assistant	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Electrical Technician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Heating Ventilation and Air Conditioning Technician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Medical Administrative Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Assistant	<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"/>
Network Internet Security Specialist		<input checked="" type="checkbox"/>			
Network Systems Support		<input checked="" type="checkbox"/>			
Plumbing Technology		<input checked="" type="checkbox"/>			

PROGRAM OUTLINES



Carpentry

Diploma Program

Bissonnet campus

9 months – 720 hours – 55 credit units

V 1

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 found in residential new construction settings as well as residential remodeling.

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

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

<p>CON 1010 Basic Construction Core 7 Credit Hours This course introduces students to the construction field. The student will learn 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.</p>
<p>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 student will learn various aspects of the construction industry, building codes, estimating and scheduling and construction safety and health. The student will also learn how to use the hand and power tools used in the industry. The student will also learn about various building materials including lumber, engineered lumber and paneling. Prerequisite: CON 1010 Basic Construction Core. Lecture hours: 40. Lab hours: 40. Other hours: 0.</p>
<p>CAR 1100 Reading Plans and Site Layout 6 Credit Hours This course covers blueprint reading and interpretation. The student will learn information and techniques relevant to the carpentry trade for reading construction drawings and specifications. The student will also learn 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.</p>
<p>CAR 1150 Framing Floors and Walls 6 Credit Hours The student will learn techniques used in framing a house including floors, walls and ceilings. The student will also learn 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.</p>
<p>CAR 1200 Framing Roof and Roof Coverings 6 Credit Hours The student will learn techniques used in framing roofs including layout and construction of rafters. The student will also learn techniques for covering roofs, including shingles. Prerequisites: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.</p>
<p>CAR 2000 Windows, and Doors and Exterior Finishes 6 Credit Hours The student will learn techniques and materials used in the installation of interior and exterior doors, windows. The student will also learn techniques used in finish work for exterior surfaces. Prerequisite: CON 1010 Basic Construction Core. Lecture Hours: 40. Lab Hours: 40. Other hours: 0.</p>
<p>CAR 2050 Stairs, Interior Walls and Ceilings 6 Credit Hours The student will learn materials and techniques used in the construction of stairs. The student will also learn 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.</p>
<p>CAR 2100 Cabinets and Countertops 6 Credit Hours The student will learn 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.</p>

CAR 2150 Flooring and Interior Finishes**6 Credit Hours**

The student will learn about materials and techniques used in the installation of flooring, including vinyl sheet, hardwood, and ceramic tile. The student will also learn 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 Assistant

Diploma Program

Austin, Greenspoint, and Hobby campuses

8 months – 720 hours – 47 credit units

V 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 Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical, 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, operator dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

Completion of the Dental Assistant 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	CONTACT HOURS (Lec/Lab/Ext)	QUARTER CREDIT UNITS
MODULE A	Dental Office Emergencies and Compliance	40/40/00	6.0
MODULE B	Dental Radiography	40/40/00	6.0
MODULE C	Dental Specialties	40/40/00	6.0
MODULE D	Operatory Dentistry	40/40/00	6.0
MODULE E	Laboratory Procedures	40/40/00	6.0
MODULE F	Dental Anatomy and Orthodontics	40/40/00	6.0
MODULE G	Dental Health	40/40/00	6.0
MODULE X	Dental Assistant Externship	00/00/160	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.

Module C – Dental Specialties	6.0 Quarter Credit Hours
In this module, students 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.	
Module D – Operatory Dentistry	6.0 Quarter Credit Hours
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.	
Module E – Laboratory Procedures	6.0 Quarter Credit Hours
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.	
Module F – Dental Anatomy and Orthodontics	6.0 Quarter Credit Hours
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.	
Module G – Dental Health	6.0 Quarter Credit Hours
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.	
Module X – Dental Assistant Externship	5.0 Quarter Credit Hours
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.	



Electrical Technician
Diploma Program
 Austin and Bissonnet campuses
 9 months – 720 hours – 59 credit units

V 1

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

<p>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.</p>
<p>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 learn 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.</p>
<p>EEV1174 Residential/Commercial and NEC Requirements 6 Quarter Credit Hours Students will learn 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.</p>
<p>EEV1271 Transformer Principles and Test Equipment 6 Quarter Credit Hours Students will learn about 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.</p>

EEL 1208 Hazardous Locations and Power Distribution	7 Quarter Credit Hours
Students will learn about 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
Students will learn about 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
Students will learn 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
Students will learn 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
Students will learn 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.	



Heating Ventilation and Air Conditioning (HVAC)

Diploma Program

Austin, Bissonnet, and San Antonio campuses
9 months – 720 hours – 55 credit units

V 3

The Heating, Ventilation and Air Conditioning (HVAC) program provides students the skills required to specialize in the field of 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 HVAC program consists of nine 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 heating, ventilation and air conditioning field, including Sheet Metal Fabrication, Furnace Installation and Repair, Furnace Cleaner, A/C Mechanic, and A/C Installation/Service. 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)	Credit Hours
Module 1 CON 1010	Basic Construction	60/20/00	7.0
Module 2 ACR 1010	Basic Electricity	40/40/00	6.0
Module 3 ACR 1060	Air Conditioning	40/40/00	6.0
Module 4 ACR 1110	Fuel Heating Systems	40/40/00	6.0
Module 5 ACR 1160	Air Distribution	40/40/00	6.0
Module 6 ACR 2010	Systems Controls	40/40/00	6.0
Module 7 ACR 2060	Heat Pumps	40/40/00	6.0
Module 8 ACR 2110	System Application and Design	40/40/00	6.0
Module 9 ACR 2160	HVAC Diagnostics	40/40/00	6.0
Total		380/340/00 720	55.0

CON 1010 Basic..... 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.

ACR 1010 Basic Electricity..... 6 Credit Hours

This course of instruction will cover basic job safety concepts, history of electricity, electrical theory, electrical power, electrical measuring, applications and electrical components. 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 manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 1060 Air Conditioning..... 6 Credit Hours

This course of instruction will cover basic laws of physics and cooling theory, terms, definitions, air conditioning cycles, component operations, mechanical and electrical diagrams, standard and high efficiency air conditioning systems. Pressure/temperature charts, refrigerant piping specifications and installation will also be covered. Usages of various tools are covered. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 1110 Fuel Heating Systems.....6 Credit Hours

This course of instruction will cover combustion and various hydrocarbon fuels. Appliance heaters and warm air furnaces will be covered. Operation of controls, testing and servicing equipment, installation and operation is also covered. Fuel heating system diagnosis and wiring diagrams are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40. Lab hours: 40.

ACR 1160 Air Distribution..... 6 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. Prerequisite: CON 1010. Lecture hours: 40. Lab hours: 40.

ACR 2010 Systems Controls6 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 manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisites: CON 1010 and ACR 1010. Lecture hours: 40. Lab hours: 40.

ACR 2060 Heat Pumps 6 Credit Hours

Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting are discussed and reinforced with structured lab exercises. Prerequisites: CON 1010, ACR 1010 and ACR 1060. Lecture hours: 40. Lab hours: 40.

ACR 2110 System Application and Design..... 6 Credit Hours

This course introduces students to various HVAC system applications. Various HVAC designs, joining and sizing of various types of piping and tubing, system charging, load calculations, wiring, safety and proper diagnostics procedures, EPA Section 608, refrigerant handling and containment (recovery, recycling and reclaiming) and certification requirements are discussed in this course. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Prerequisites: CON 1010, ACR 1010 and ACR 1060. Lecture hours: 40. Lab hours: 40.

ACR 2160 HVAC Diagnostics 6 Credit Hours

This course introduces students to HVAC diagnostic fundamentals. Emphasis is placed on testing equipment, gas identifiers, wiring diagrams, refrigerant schematics, systems testing, load distribution and controls operation. Mechanical components, gas pipe sizing, wiring, safety and proper diagnostic procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of HVAC systems. Prerequisite: CON 1010, ACR 1010, ACR 1060, ACR 1110 and ACR 1160. Lecture hours: 40. Lab hours: 40.



Medical Administrative Assistant

Diploma Program

Austin, Bissonnet, Greenspoint, Hobby, and San Antonio campuses

8 months – 720 hours – 47 credit units

V 1

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

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

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

Module	Module Title	Clock Hours (Lec/Lab/Ext)	Total Quarter Credits
Module A	Office Finance	40/40/00	6.0
Module B	Patient Processing and Assisting	40/40/00	6.0
Module C	Medical Insurance	40/40/00	6.0
Module D	Insurance Plans and Collections	40/40/00	6.0
Module E	Office Procedures	40/40/00	6.0
Module F	Patient Care and Computerized Practice Management	40/40/00	6.0
Module G	Dental Administrative Procedures	40/40/00	6.0
Module X	Medical Administrative Assistant Externship	00/00/160	5.0
	TOTAL	280/280/160 720	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 learn 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. Students will be able to define 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 to take a patient's vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students learn 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 learn essential medical terminology, build on keyboarding and word processing skills, and know about 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
<p>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 learn essential medical terminology, build on keyboarding and word processing skills, and know about 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</p>	
Module E: Office Procedures	6.0 Quarter Credit Hours
<p>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 learn essential medical terminology, build on keyboarding and word processing skills, and know about 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</p>	
Module F: Patient Care and Computerized Practice Management	6.0 Quarter Credit Hours
<p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assistant Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students learn essential medical terminology, build on keyboarding and word processing skills, and know about 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</p>	
Module G: Dental Administrative Procedures	6.0 Quarter Credit Hours
<p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, know about essential dental terminology, and know about 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</p>	
Module X – Medical Administrative Assistant Externship	5.0 Quarter Credit Hours
<p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160</p>	



Medical Assistant

Diploma Program

Austin, Bissonnet, Greenspoint, Hobby, and San Antonio campuses
8 months – 720 hours – 47 credit units

V o

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 Assistant 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 Assistant program is acknowledged by the awarding of a diploma.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
Module A			
CL100	Clinical Laboratory	00/30/00	1.5
MA100	Patient Care and Communication	40/00/00	4.0
MA101	Computer/Keyboarding 1	00/10/00	0.5
	Total	80	6.0
Module B			
CL110	Clinical Laboratory	00/30/00	1.5
MA110	Clinical Assisting and Pharmacology	40/00/00	4.0
MA102	Computer/Keyboarding 2	00/10/00	0.5
	Total	80	6.0
Module C			
CL120	Clinical Laboratory	00/30/00	1.5
MA120	Medical Insurance, Bookkeeping and Health Sciences	40/00/00	4.0
MA103	Computer/Keyboarding 3	00/10/00	0.5
	Total	80	6.0
Module D			
CL130	Clinical Laboratory	00/30/00	1.5
MA130	Cardiopulmonary and Electrocardiography	40/00/00	4.0
MA104	Computer/Keyboarding 4	00/10/00	0.5
	Total	80	6.0
Module E			
CL140	Clinical Laboratory	00/30/00	1.5
MA140	Laboratory Procedures	40/00/00	4.0
MA105	Computer/Keyboarding 5	00/10/00	0.5
	Total	80	6.0
Module F			
CL150	Clinical Laboratory	00/30/00	1.5
MA150	Endocrinology and Reproduction	40/00/00	4.0
MA106	Computer/Keyboarding 6	00/10/00	0.5
	Total	80	6.0
Module G			
CL154	Clinical Laboratory	00/30/00	1.5
MA154	Medical Law, Ethics, and Psychology	40/00/00	4.0
MA107	Computer/Keyboarding 7	00/10/00	0.5
	Total	80	6.0
Module X			
MA160	Externship	00/00/160	5.0
	Total	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 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	1.5 Quarter Credit Hours
CL110 Clinical Laboratory 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	1.5 Quarter Credit Hours
CL120 Clinical Laboratory 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	1.5 Quarter Credit Hours
CL130 Clinical Laboratory 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	1.5 Quarter Credit Hours
CL140 Clinical Laboratory 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	1.5 Quarter Credit Hours
CL150 Clinical Laboratory 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	1.5 Quarter Credit Hours
CL154 Clinical Laboratory 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	1.5 Quarter Credit Hours
MA100 Patient Care and Communications 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	4.0 Quarter Credit Hours
MA101 Computer/Keyboarding 1 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	0.5 Quarter Credit Hours
MA102 Computer/Keyboarding 2 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	0.5 Quarter Credit Hours
MA103 Computer/Keyboarding 3 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	0.5 Quarter Credit Hours
MA104 Computer/Keyboarding 4 Continued practice and further development of speed and accuracy and word processing skills. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 010, Other Hrs: 000	0.5 Quarter Credit Hours
MA105 Computer/Keyboarding 5 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	0.5 Quarter Credit Hours

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 Assistant 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

Diploma Program

Austin, Bissonnet, Hobby, and San Antonio campuses

8 months – 720 hours – 47 credit units

V 2

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

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

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	40/40/00	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40/40/00	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	40/40/00	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40/40/00	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40/40/00	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40/40/00	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40/40/00	6.0
MIBP	Practicum –OR–	00/00/60	5.0
MIBE	Externship		
PROGRAM TOTAL		720	47.0

Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing, 6.0 Quarter Credit Hours

Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Students will learn legal aspects of office procedures 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 6.0 Quarter Credit Hours Coding of the Cardiovascular and Lymphatic Systems

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 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. Students will learn 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. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. 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 6.0 Quarter Credit Hours Coding of the Genitourinary System

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to build this skill set to 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 6.0 Quarter Credit Hours Coding of the Integumentary and Endocrine Systems, and Pathology

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to 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. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. 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 6.0 Quarter Credit Hours Coding of the Musculoskeletal System

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing is presented in an ongoing approach to 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. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. 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 Procedural6.0 Quarter Credit Hours Coding of the Respiratory and Gastrointestinal Systems

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to 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. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. 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 Procedural6.0 Quarter Credit Hours Coding of the Sensory and Nervous Systems, and Psychology

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to 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. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. 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



Network Systems Support
 Diploma Program
 Bissonnet campus
 9 months – 720 hours – 55 credit units

V 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 (Lec/Lab/Ext)	Credit Units
CT01	Introduction to Computer Technology	60/60/00	9.0
CT02	Computer Hardware and Operating Systems	60/60/00	9.0
NC01	Networking Concepts	80/40/00	10.0
NC02	Network Routing	60/60/00	9.0
NS01	Network Operating Systems	60/60/00	9.0
NS02	Network Management	60/60/00	9.0
	Program Total	380/340/00 720	55.0

<p>CT01 Introduction to Computer Technology 9 Quarter Credit Hours This course introduces the student to the personal computer and the Windows desktop environment. The student will learn software applications and accessories that are incorporated into the Windows operating system, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. The student will acquire basic computer system architecture and end-user Internet skills. 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.</p>
<p>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. Students will learn 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. Students will also develop skills in installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CT01. Lecture hours: 60. Lab hours: 60.</p>
<p>NC01 Networking Concepts 10 Quarter Credit Hours This course provides an overview of the field of local area networking and internetworking. Students will learn the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None. Lecture hours: 80. Lab hours: 40.</p>
<p>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 in addition to Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: NC01. Lecture hours: 60. Lab hours: 60.</p>
<p>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.</p>
<p>NS02 Network Management 9 Quarter Credit Hours Students will learn 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.</p>



Plumbing Technology
Diploma Program
 Bissonnet campus
 9 months – 720 hours – 56 credit units

V 1

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. Students will explore plumbing history, uniform plumbing code, plumbing piping systems, blueprint reading, and heating systems. Laboratory experiences are an integral part of the program. Graduates are qualified for entry level positions as plumbers and plumbing service technicians.

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, and entry level medical gas system installers found in construction and local plumbing companies.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext)	Quarter Credit Hours
Module 1: Construction Core	CON 1000 Introduction to Basic Construction	80/00/00	8.0
Module 2: Plumbing I	PLU 1000 Introduction to Plumbing I	60/20/00	7.0
Module 3: Plumbing II	PLU 1050 Introduction to Plumbing II	60/20/00	7.0
Module 4: Plumbing III	PLU 1100 Installing Drain, Waste, Vent, and Water Supply Systems	20/60/00	5.0
Module 5: Plumbing IV	PLU 1150 Installing Valves, Fixtures and Water Heaters	20/60/00	5.0
Module 6: Plumbing V	PLU 2000 Servicing Vent and Waste Systems	40/40/00	6.0
Module 7: Plumbing VI	PLU 2050 Sizing Water Supply Systems and Backflow Prevention	40/40/00	6.0
Module 8: Plumbing VII	PLU 2100 Servicing Piping Systems, Valves, Fixtures & Appliances I	40/40/00	6.0
Module 9: Plumbing VIII	PLU 2150 Servicing Piping Systems, Valves, Fixtures & Appliances I	40/40/00	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. Students will learn 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. Students will learn 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.	
PLU 1050 Introduction to Plumbing II	7 Quarter Credit Hours
This course expands on the knowledge gained in Plumbing I. Students will learn 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.	
PLU 1100 Installing Drain, Waste, Vent and Water Supply Systems	5 Quarter Credit Hours
This module expands on the knowledge gained in Plumbing II. Students will learn 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.	
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.	
PLU 2000 Servicing Vent and Waste Systems	6 Quarter Credit Hours
This course expands on the knowledge gained in Plumbing IV. Students will learn 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.	
PLU 2050 Sizing Water Supply Systems and Backflow Prevention	6 Quarter Credit Hours
This course expands on the knowledge gained in Plumbing V. Students will learn 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.	
PLU 2100 Servicing Piping Systems, Valves, Fixtures and Appliances I	6 Quarter Credit Hours
This course expands on the knowledge gained in Plumbing VI. Students will learn 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.

PLU 2150 Servicing Piping Systems, Valves, Fixtures and Appliances II

6 Quarter Credit Hours

This course expands on the knowledge gained in Plumbing VII. Students will learn 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.

CORINTHIAN COLLEGES, INC.

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

<p>Everest College Alhambra, CA (main campus) Anaheim, CA (main campus) Arlington, TX (branch of Everest Institute, Rochester, NY) Arlington, VA (branch of Everest College, Thornton, CO) Aurora, CO (branch of Everest College, Thornton, CO) Bremerton, WA (main campus) Burr Ridge, IL (branch of Everest College, Skokie, IL) Chesapeake, VA (branch of Everest College, Newport News, VA) Chicago, IL (branch of Everest College, San Francisco, CA) City of Industry, CA (branch of WyoTech, Long Beach, CA) Colorado Springs, CO (main campus) Dallas, TX (branch of Everest College, Portland, OR) Everett, WA (branch of Everest College, Bremerton, WA) Fife, WA (branch of Everest College, Seattle, WA) Fort Worth, TX (branch of Everest College, Salt Lake City, UT) Fort Worth, TX (branch of Everest College, Colorado Springs, CO) Gardena, CA (main campus) Hayward, CA (main campus) Henderson, NV (main campus) Los Angeles (Wilshire), CA (main campus) McLean, VA (branch of Everest College, Colorado Springs, CO) Merrillville, IN (branch of Everest Institute, Grand Rapids, MI) Merrionette Park, IL (branch of Everest University, Pompano Beach, FL) Milwaukee, WI (branch of Everest University, Tampa, FL) Newport News, VA (main campus) North Aurora, IL (branch of Everest Institute, Brighton, MA) Ontario, CA (main campus) Ontario (Metro), CA (branch of Everest College, Springfield, MO) Portland, OR (main campus) Renton, WA (main campus) Reseda, CA (main campus) Salt Lake City, UT (main campus) San Bernardino, CA (main campus) San Francisco, CA (main campus) San Jose, CA (main campus) Santa Ana, CA (branch of Everest College, Colorado Springs, CO) Seattle, WA (main campus) Skokie, IL (main campus) Springfield, MO (main campus) St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA) Tacoma, WA (branch of Everest College, Bremerton, WA) Thornton, CO (main campus) Torrance, CA (main campus) Vancouver, WA (branch of Everest College, Portland, OR) Vancouver, WA (branch of Everest College, Seattle, WA) West Los Angeles, CA (main campus)</p> <p>Everest College Phoenix Phoenix, AZ (main campus) Mesa, AZ (branch of Everest College, Phoenix, AZ)</p> <p>Everest Institute Austin, TX (branch of Everest Institute, Southfield, MI) Brighton, MA (main campus) Chelsea, MA (branch of Everest College, Alhambra, CA) Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI) Decatur, GA (branch of Everest Institute, Cross Lanes, WV)</p>	<p>Detroit, MI (branch of Everest Institute, Southfield, MI) Eagan, MN (branch of Everest Institute, Cross Lanes, WV) Fort Lauderdale, FL (branch of Everest Institute, Kendall, FL) Gahanna, OH (branch of Everest College, Ontario, CA) Grand Rapids, MI (main campus) Hialeah, FL (branch of Everest Institute, Miami, FL) Houston (Bissonnet), TX (branch of Everest College, Renton, WA) Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX) Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX) Jonesboro, GA (branch of Everest College, Ontario, CA) Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI) Marietta, GA (branch of Everest College, Reseda, CA) Miami (Kendall), FL (main campus) Miami, FL (main campus) Norcross, GA (branch of Everest College, Gardena, CA) Pittsburgh, PA (main campus) Portland (Tigard), OR (branch of Everest College, Seattle, WA) Rochester, NY (main campus) San Antonio, TX (main campus) Southfield, MI (main campus) South Plainfield, NJ (branch of Everest Institute, Southfield, MI) Silver Spring, MD (branch of Everest College, Portland, OR)</p> <p>Everest University Tampa (Brandon), FL (branch of Everest University Tampa, FL) Jacksonville, FL (branch of Everest University, Clearwater (Largo), FL) Lakeland, FL (branch of Everest University, Clearwater (Largo), FL) Largo, FL (main campus) Melbourne, FL (branch of Everest University, Orlando, FL) North Orlando, FL (main campus) Orange Park, FL (branch of Everest University, Tampa, FL) Pompano Beach, FL (main campus) South Orlando, FL (branch of Everest University, North Orlando, FL) Tampa, FL (main campus)</p> <p>WyoTech Blairsville, PA (branch of WyoTech, Laramie, WY) Daytona Beach, FL (main campus) Fremont, CA (main campus) Laramie, WY (main campus) Long Beach, CA (main campus) Sacramento, CA (branch of WyoTech, Laramie, WY)</p> <p>Heald College Concord, CA (main campus) Fresno, CA (main campus) Hayward, CA (main campus) Honolulu, HI (branch of Heald College, San Francisco) Portland, OR (branch of Heald College, San Francisco) Rancho Cordova, CA (main campus) Roseville, CA (main campus) Salinas, CA (main campus) San Francisco, CA (main campus) San Jose, CA (Milpitas) (main campus) Stockton, CA (main campus)</p>
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The following schools in the Canada are owned by Corinthian Colleges, Inc.:

Everest College of Business, Technology, and Healthcare

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

- Barrie, Ontario
- Brampton, Ontario
- Hamilton City Centre, Ontario
- Hamilton Mountain, Ontario
- Kitchener, Ontario
- London, Ontario
- Mississauga, Ontario

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

STATEMENT OF OWNERSHIP

This campus is owned and operated by 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
Jack D. Massimino	Jack D. Massimino	Chairman of the Board
Peter Waller	Peter Waller	Chief Executive Officer and Director
Terry Hartshorn	Matthew Ouimet	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Linda Arey	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Skladany	William Buchanan	Executive Vice President, Marketing
Hank Adler	Beth Wilson	Executive Vice President
Alice T. Kane	David Poldoian	Chief Business Development Officer
Robert Lee	Steve Quattrociocchi	Division President, CCI Online
Tim Sullivan	Janis Schoonmaker	Division President, FMU Division
John Dionisio	Mike Benvenuti	Division President, Everest Central
	Bob Bosis	Division President, Everest West
	Dave Whiteford	Division President, Everest South
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Senior Vice President, Chief Accounting Officer
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Rick Simpson	Senior Vice President and Chief Academic Officer
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
CORINTHIAN SCHOOLS, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	Chairman of the Board
Peter Waller	Peter Waller	Chief Executive Officer and Director
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Senior Vice President, Chief Accounting Officer

APPENDIX A: ADMINISTRATION AND FACULTY

AUSTIN

ADMINISTRATION		
Kimberly Oppermann	President	BS, Texas State University; MA, Prairie View A&M University
Lisa Ruszczyk	Vice President	BS, Texas State University
Roxanne Cooksey	Education Director	BA, Angelo State University
Madellaine Bart	Associate Director of Education	MA Diploma, Chabot College; CMA, American Associate of Medical Assistants, BS, Everest On-Line
Clover Walker	Finance Director	HS Diploma, Perry Traditional Academy
Janna Graham	Finance Manager	BA, University of Kansas
Nobel Craig	Student Accounts Director	BABS, University of Texas
Michelle Clark	Admissions Director	BS, Texas Tech. University
Open	Admissions Manager	
Open	Career Services Director	
Nick Harris	Career Services Manager	BA, Texas State University
Rachel Mc Cown	Student Services Director	BA, Texas State University
John Romanowski	Evening & Weekend Manager	HS Diploma, Sidney Lanier High School
DEPARTMENT CHAIRS		
Jimmi Montgomery	Medical Assistant	AS, Concordia University
Steven King	Dental Assistant	DA, Naval School of DA & Technology
Cindy Aleman	Medical Administrative Assistant & Medical Insurance Billing and Coding	MA Certification, Allied Health Careers; NRCCS, National Association for Health Professionals Coding Specialist, National Allied Health Test Registry
Larry Oglesby	Heating, Ventilation and Air-Conditioning; Electrical Technician	Universal Technician
HEATING, VENTILATION & AIR CONDITIONING INSTRUCTORS		
Alan Green	Diploma, Electrical & Electronic Engineering, Harrow College of Technology & Art	
David Shaw	Occupationally Qualified	
Gary Jansen	EPA Certified	
Ted Watkins	Certified PM Tech, Mainstream Engineering Corporation; Certified R-410A & Indoor Air Quality, Mainstream	
Jeffery Flick	Occupationally Qualified	
Brandon Robinson	RHVAC Technical Course and Direct Expansion Advance Course, Sheppard AFB, United States Air Force	
Gilbert Machuca Jr.	Occupationally Qualified	
Erin Mercer	Occupationally Qualified	
MEDICAL ASSISTANT INSTRUCTORS		
Jennifer Peshorn	BS, San Jose State University	
Berkeley Aycok	Practical Nursing, Cadd-Bossier Vocational Tech.	
Geo-Vanna Bickman	Certified Medical Assistant, Bryman College (National Education Center)	
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	Occupationally Qualified	
Kimberly Turman	Certified Medical Assistant, American Association of Medical Assistants	
J. Oliver	MA Certificate, Education America	
Kay Bailey	Occupationally Qualified	
Beth Killingsworth	Occupationally Qualified	
Jennifer Duran	MA Certificate, Southern Careers Institute	
Heather Garrison	Occupationally Qualified	
Judith Harris	BSBA, St Joseph's University; RN, Texas Board of Nursing	
Katherine DeSantos	AS, El Paso Community College; RN, Texas Board of Nursing	
MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS		
Rachel Teniente	Occupationally Qualified	
Gypsy Ibanez	Occupationally Qualified	
LaVita Kerley	Occupationally Qualified	
DENTAL INSTRUCTORS		
Hamid Dinari	BS, Houston Tillotson University; Radiology Certified by TSBDE	
Venita Shaw	DA Diploma, Career Advancement Center; Radiology Certification TSBDE, TX Registered Dental Assistant	

Andres Lopez	DA Diploma, Allied Health Careers; Radiology Certified by TSBDE; RDA, TSBDE
Rosalinda Sepeda	DA Diploma, Allied Health Careers
Mariko Taylor	DA Diploma, Allied Health Careers
MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS	
Donna Houghteling	AS, Polk Community College; BS, LeTourneau University; Coding Specialist, National Allied Health Test Registry
Paula Hutchins	Coding Specialist, National Allied Health Test Registry
Mary Ann Hammell	Occupationally Qualified
Candy Jones	BS & MA, University of Tulsa; Coding Specialist, National Allied Health Test Registry
Clarissa Ganne	MA, University of Texas, RN
Ava Smith	Occupationally Qualified
ELECTRICAL TECHNICIAN INSTRUCTORS	
Jimmie Ancira	AS, ITT Technical Institute; Journeyman Electrician, TX Dept of Licensing and Regulation
Chris Collins	Journeyman Technician
Mike Jenkins	Journeyman Technician
Scott Kaiser	Journeyman Technician
Ryan Sinner	Journeyman Technician
Glen Gielestra	Journeyman Technician
Rene Ruiz	Journeyman Technician

HOUSTON BISSONNET

ADMINISTRATION		
Bobby Wilmore	President	BS, Paul Quinn College
Laide Richards	Vice President	MBA, Everest University, Tampa, FL
Ashia Kayzer	Director of Admissions	BS, University of Bombay, India
Tena Johnson	Director of Career Services	MBA, Intercontinental University
Michael Visser	Director of Education	BS, Everest University, Tampa, FL
Raul Carrillo	Director of Student Finance	Occupational Qualifications
Thomas Cathey	Director of Student Accounts	BA, University of Texas, Austin, TX
Patrick Rose	Director of Student Services	BS, Texas Southern University, Houston, TX
James Gordon	Associate Director of Education	MBA, University of Phoenix, Houston, TX
James Wehrly	Associate Director of Education	MBA, Sam Houston State University, Huntsville, TX
Larry Washington	Manager of Student Finance	Occupational Qualifications
Cheryl Davis	Manager of Career Services	Occupational Qualifications
Michelle Field	Manager of Admissions	Occupational Qualifications
Tommy Shaw	Evening Manager	Certified Pharmacy Technician, State of Texas
DEPARTMENT CHAIRS		
Dr. Jimmy Goco	Medical Assistant Department Chairperson	MD, Bicol Christian College of Medicine, Manila, Philippines & MIBC Certificate, Professional Career Institute, Houston, TX
Lenda McClendon	Lead Medical Instructor	Medical Assistant Certification, DHCI, Baton Rouge, LA
Dr. Bartolome Gaitmatan	MIBC/MAA Department Chairperson	University of Santo Tomas, Manila Philippines
Sokhwa Yun	Pharmacy Department Chairperson	BS, University of Kansas, Lawrence, KA
Victor Quiroz	IT Department Chairperson	MS, University of Phoenix, Houston, TX
Charles Jewell	Electrical and Plumbing Department Chairperson	Occupational Qualifications
Gary Stiles	HVAC and Carpentry Department Chairperson	BA, Sam Houston State University Huntsville, TX
MEDICAL ASSISTANT		
Jenny Aghatise	MD, University of Benin, Benin City, Nigeria	
Maxine Anderson	Medical Assistant Certification, Professional Career Institute, Houston, TX	
Michael Augustus	DC, Alternative Medicines Research Institute, Vancouver, British Columbia, Canada	
Tanya Lopez Nguyen	DC, Parker College of Chiropractic, Dallas, TX	
Ethel Manipula	MD, University of the East, Manila, Philippines	
Asghar Mortaji	DC, Texas Chiropractic College, Pasadena, TX	
Wendy Snow	Medical Assistant Certification, Bryman College, Houston, TX	
Angela Vences	Medical Assistant Certification, Polytechnic Institute, Houston, TX	
MEDICAL INSURANCE, BILLING AND CODING		
Lori Hudson	DC, Texas Chiropractic College Pasadena, TX	
Joyce Pugh	Occupational Qualifications	
Nell Wells	Occupational Qualifications	
Sheletta Sanders	Occupational Qualifications	
Michael Williams	Occupational Qualifications	

PHARMACY TECHNICIAN	
Tommy Shaw	Certified Pharmacy Technician, State of Texas
Shelonia Washington	Certified Pharmacy Technician, State of Texas
NETWORK SYSTEMS SUPPORT	
Yasser Emara	Computer Programming Certification, Chubb Institute, New York, NY
Gilles Frederick	CSTI, MTI College, Houston, TX
Ahmed Maksoud	BS, Old Westbury University, New York, NY
Darrell Springer	Occupational Qualifications
ELECTRICAL TECHNICIAN	
German Amaya	Occupational Qualifications
Kenneth W. Aucoin II	ASS, ITT, Houston, TX
Al Barnes	Medical Equipment Technology, Community College of the Airforce
Marie Gallagher	Occupational Qualifications
Charles Harrison	AAS, Angelina Jr. College, Lufkin, TX
Michael Klekar	Occupational Qualifications
Gurnell Rose	BS, Texas Southern University, Houston, TX
HVAC	
Daniel Brock	Occupational Qualifications
Carl Larsen	Occupational Qualifications
James McDaniel	Occupational Qualifications
Carl Roy	RHVAC Certificate, Sowela Technical College, Lake Charles, LA
William Yaw	Air Conditioning Refrigeration Technology, UTI Houston, TX
PLUMBING TECHNICIAN	
Kenneth Thompson	Occupational Qualifications
James Whitelock	Occupational Qualifications
CARPENTRY	
Gary Chevis	Occupational Qualifications
Eddy Allen	Occupational Qualifications

HOUSTON GREENSPPOINT

ADMINISTRATION		
Anthonie D. Rich	Campus President	B.S. Wayland Baptist University
Sheila Grover	Vice President	B.Ed. Queens University, Belfast, Northern Ireland
Lori Minor	Director of Admissions	M.B.A. American InterContinental University
Torri Fears	Director of Career Services	B.A. American InterContinental University
Gloria Smith	Director of Education	M.E.D. University of Illinois
Patrick Francis	Director Student of Finance	B.A. Baylor University
Sharon Irving	Director of Student Accounts	M.B.A. University of Phoenix
Filecha Lucas	Director of Student Services	B.S. Sam Houston State University
Tad McDowell	Associate Director of Education	B.A. Prairie View University
Robert Banks	Admissions Manager	B.A. University of Notre Dame
Robin Martinelli	Medical Assisting Diploma	Diploma National Education Center
Chanda Washington	Dental Assisting Diploma	Bryman College
Connie Payte	Medical Administrative Assisting Diploma	Texas School of Business
MEDICAL ASSISTANT		
Asha Abdirahman	Medical Assistant Diploma, Remington College	
Janina Beyan	Medical Assisting Diploma, National Education Center	
Linda Boyd	Medical Assisting Diploma, National Education Center	
Rhonda Broussard	Medical Assisting Diploma, N.W. Educational Center	
Marilyn Campbell	Medical Assisting Diploma, Polytechnic Institute	
Glenda Castillo	Medical Assisting Diploma, Southern California Regional Occupational Center	
Yolanda Deason	Medical Assisting Diploma, National Education Center	
Arkesha Fields	Medical Assisting Diploma, Texas School of Business	
Vivian Greeno	Medical Assisting Diploma, Bryman College	
Natasha Golden	Medical Assisting Diploma, Everest College	
Leslie Martin	Medical Assisting Diploma, Texas School of Business	
Richard Rodriguez	Medical Assisting Diploma, Texas School of Business	
Spencer Sanford	Medical Assisting US Army, NCCT	
Rita Perez	MA Diploma, Polytechnic Institute	
Dawn Longhorn	Occupationally Qualified	
DENTAL ASSISTANT		
Tennille Anderson	Dental Assisting Diploma, Astrodome Dental	

Nicole Davis	Dental Assisting Diploma, Eastern College
Keith Faulkner	Dental Assisting Diploma, Bryman College
Monique Jahi	Dental Assisting Diploma, Alvin Community College
Inetha Parks	Dental Assisting Diploma, Astrodome Dental
Gertrude Roland	Dental Assisting Diploma, Astrodome Dental
Crecetha Williams	Dental Assisting Diploma, Astrodome Dental
Cynthia Rowland	Dental Assisting Diploma, National Education Center
MEDICAL ADMINISTRATIVE ASSISTANT	
Laura Canter	Medical Assisting, B. S., University of Houston College of Education
Melissa Hammontree	Medical Billing Diploma, Penn State Online
Michelle Leonardo	Medical Assisting Diploma, Texas College of Medical and Dental Career
Tina Long	Medical Billing Diploma, Everest Institute
Darla Walters	Medical Assisting Diploma,, Lonestar Community College

HOUSTON HOBBY

ADMINISTRATION		
Adebola Hamed	Vice President	MBA; Indiana State University
Marilyn Edwards	Director of Admissions	BA; LeTourance University
Shortel Brent	Director of Career Services	MBA; University of Phoenix
Sandra Green	Director of Education	MBA/EB; University of Phoenix
Bruce Ware	Director of Finance	BBA; Texas Southern University
Kevin Hodge	Director of Student Accounts	BS; Coker College
Schandra Lewis	Associate Director of Education	BA; University of Texas El Paso
Sheila Walker-Ammons	Admissions Manager	BA; Concordia University
Charles Coleman Jr.	Evening & Weekend Manager	MBA; University of Phoenix
DEPARTMENT CHAIRS		
Stacey Foreman	Medical Assisting	Certified Medical Assistant
Dawn Dunn	Dental Assisting	Occupational Qualification
Melinda G. Garcia	Medical Insurance Billing and Coding	Occupational Qualification
MEDICAL ASSISTANT		
Alfreda Hargard	Occupational Qualification	
Carol Irving- Jones	Occupational Qualification	
Shemeka White-Walker	Occupational Qualification	
Laura Rivera	Medical Assistant Diploma, Bradford School	
Anna Bennett	Occupational Qualification, Bs. University of Houston	
Tineshia Hayes	Occupational Qualification, Bs. University of Phoenix	
Jane Scott	Occupational Qualification, Associates in Applied Science	
Prerana Patel	Occupational Qualification	
Adriana Salazar	Occupational Qualification	
Vanessa Clay	Medical Assistant Diploma, Texas School of Business	
Kabir Adejumobi	B.S. Texas Southern University	
Latonya Scott	Occupational Qualification	
MEDICAL INSURANCE, BILLING AND CODING		
Valarie Martinez	Occupational Qualification	
Kimberly Whiting	BS. Consumer Science	
Lillie Polk	Occupational Qualification	
Teleatha Franklin	Occupational Qualification	
Deborah Ponder	Bs. Health Info Mgt.	
Alandria Butler	Occupational Qualification	
Janean Bacon	Bs. Prairie View A & M University	
LaShonda Walker	Occupational Qualification	
Jimasha Shorter	Occupational Qualification	
MEDICAL ADMINSTRATIVE ASSISTANT		
Iris Harrell	Associates in Nursing	
Emma Chamberlain	Occupational Qualification	

SAN ANTONIO

ADMINISTRATION		
Almas Yusuf	President	M.B.A., American InterContinental University
Sandra E. Holt	Vice President	M.P.A., St. Mary's University
Derk Wallace	Director of Admissions	Occupational Qualifications
Michael Vidaurri	Director of Careers Services	B. S., Massachusetts Institute of Technology
Margot Madrigal	Director of Education	B.A., University of Southern Colorado-Pueblo
Open	Director of Finance	Open
Dr. John Ridlon	Director of Student Accounts	PhD, Kennedy-Western University
David Mathews	Associate Director of Education	B.A., Everest University
Sandra Cooper	Director of Student Services	Occupational Qualifications
James Holguin	Admissions Manager	Occupational Qualifications
Angela Romero	Finance Manager	Occupational Qualifications
DEPARTMENT CHAIRS		
Cindy Cillo	Medical Business Department Chair	AAPC - Occupational Qualifications
Stephanie Moreno	Medical Assisting Department Chairperson	Occupational Qualifications
Open	RHVAC Department Chairperson	Open
HEATING, VENTILATION & AIR CONDITIONING INSTRUCTORS		
Isaiah Alicea	A.A.S., Indiana Technical-Vocational College	
Henry Gibbons	Occupational Qualifications	
John Barclay	Occupational Qualifications	
Gilberto Martinez	A.A.S., St. Phillip's College	
Steve Daubenmire	Occupational Qualifications	
Isabel Alejos	A.A.S., St. Phillip's College	
John Cano	A.A.S., St. Phillip's College	
Steven Lorch	Occupational Qualifications	
Fred Schmitt	A.A.S., Wayland College	
Jose Farias	Occupational Qualifications	
Jack Overman	Occupational Qualifications	
Eduardo Montalvo	Occupational Qualifications	
Kenneth Roesser	Occupational Qualifications	
Christopher Williams	Occupational Qualifications	
MEDICAL ASSISTING INSTRUCTORS		
Clarence Buchanan	Occupational Qualifications	
Dion Holmes	B.S., University of Texas San Antonio	
Danette Rhoads	Occupational Qualifications	
Sebastian Gilder	Occupational Qualifications	
Michael Sano	Occupational Qualifications	
Maria Garcia	Occupational Qualifications	
Stephanie Vazquez	Occupational Qualifications	
Georgina Siller	A.A.S., Hallmark College	
Lawrence Ramsey	Occupational Qualifications	
Christopher Trevino	B.S., University of Texas	
Sandra Walsh	A.A.S., Kennesaw State University	
Sonia Montez	Occupational Qualifications	
Susan Morin	Occupational Qualifications	
MEDICAL ADMINISTRATIVE ASSISTANT & MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS		
Herlinda Saldivar	Occupational Qualifications	
Sonia Vara	Occupational Qualifications	
Tamara Hanson	Occupational Qualifications	
Penny Coopeirder	Occupational Qualifications	
Fernando Medellin	Occupational Qualifications	
Angel Moreno	Occupational Qualifications	
Patricia Whitecotton	Occupational Qualifications	
Lana Gonzales	Occupational Qualifications	
Diana Pena	Occupational Qualifications	

APPENDIX B: TUITION AND FEES

AUSTIN

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	8 Months	47	\$16,386	\$865	\$17,251
Medical Administrative Assistant	8 Months	47	\$14,599	\$1395	\$15,994
Medical Assistant	8 Months	47	\$14,810	\$1042	\$15,852
Medical Insurance Billing and Coding	8 Months	47	\$14,460	\$1860	\$16,320
Heating, Ventilation and Air Conditioning	9 Months	55	\$15,590	\$1926	\$17,516
Electrical Technician	9 Months	59	\$15,590	\$2165	\$17,755
Effective for students starting July 1, 2010 or later					

BISSONNET

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Carpentry	9 Months	55	\$15,599	\$1356	\$16,955
Electrical Technician	9 Months	59	\$15,584	\$2341	\$17,925
Medical Administrative Assistant	8 Months	47	\$15,180	\$1415	\$16,595
Medical Assistant	8 Months	47	\$15,475	\$1278	\$16,753
Medical Insurance Billing and Coding	8 Months	47	\$15,085	\$1860	\$16,945
Network Systems Support	9 Months	55	\$16,288	\$2041	\$18,329
Plumbing Technology	9 Months	56	\$15,600	\$1990	\$17,590
Heating, Ventilation and Air Conditioning	9 Months	55	\$15,600	\$2007	\$17,607
Effective for students starting July 1, 2010 or later					

GREENSPPOINT

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	8 Months	47	\$15,933	\$884	\$16,817
Medical Assistant	8 Months	47	\$15,475	\$1278	\$16,753
Medical Administrative Assistant	8 Months	47	\$15,180	\$1415	\$16,595
Effective for students starting July 1, 2010 or later					

HOBBY

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Dental Assistant	8 Months	47	\$15,933	\$882	\$16,815
Medical Assistant	8 Months	47	\$15,475	\$1215	\$16,690
Medical Insurance Billing and Coding	8 Months	47	\$15,085	\$1860	\$16,945
Medical Administrative Assistant	8 Months	47	\$15,180	\$1342	\$16,522
Effective for students starting July 1, 2010 or later					

SAN ANTONIO

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Administrative Assistant	8 Months	47	\$14,754	\$1341	\$16,095
Medical Assistant	8 Months	47	\$14,810	\$1214	\$16,024
Medical Insurance Billing and Coding	8 Months	47	\$14,476	\$1858	\$16,334
Heating, Ventilation, & Air Conditioning	9 Months	55	\$15,738	\$1924	\$17,662
Effective for students starting July 1, 2010 or later					

APPENDIX C: CALENDARS

AUSTIN

Medical Assistant, Medical Administrative Assistant, Dental Assistant, Medical Insurance Billing and Coding Weekday Schedule 2010 - 2011	
Start Dates	End Dates
01/11/10	02/08/10
02/11/10	03/11/10
03/22/10	04/16/10
04/19/10	05/14/10
05/17/10	06/14/10
06/16/10	07/14/10
07/19/10	08/13/10
10/18/10	11/12/10
11/15/10	12/14/10
12/15/10	01/21/11
01/24/11	02/18/11
04/25/11	05/20/11
05/23/11	06/20/11
06/22/11	07/20/11

HVAC/Electrical Technician Weekday Schedule 2010 - 2011	
Start Dates	End Dates
01/19/10	02/16/10
02/22/10	03/25/10
03/29/10	04/22/10
04/26/10	05/20/10
05/24/10	06/21/10
06/23/10	07/21/10
07/26/10	08/19/10
08/23/10	09/20/10
09/22/10	10/19/10
10/25/10	11/18/10
11/22/10	12/20/10
01/05/11	02/02/11
01/07/11	03/07/11
02/07/11	03/07/11
03/09/11	04/11/11
04/13/11	05/10/11
05/16/11	06/13/11
06/15/11	07/14/11

Medical Assistant, Medical Administrative Assistant, Dental Assistant, Medical Insurance Billing and Coding, HVAC, Electrical Technician Weekend Schedule 2009 - 2010	
Start Dates	End Dates
12/12/09	01/17/10
01/23/10	02/14/10
02/20/10	03/14/10
03/20/10	04/18/10
04/24/10	05/16/10
05/22/10	06/20/10
06/26/10	07/25/10
07/31/10	08/22/10
08/28/10	09/26/10
10/02/10	10/24/10
11/06/10	12/05/10
12/11/10	01/16/11
01/22/11	02/13/11
02/19/11	03/13/11
03/19/11	04/10/11
04/24/11	05/16/11
05/22/11	06/20/11
06/26/11	07/25/11

Student Breaks	
Independence Day	July 3-5, 2010
Labor Day	September 4-6, 2010
Fall Holiday	October 30-31, 2010
Thanksgiving	November 25-28, 2010
Winter Recess	December 24, 2010 – January 3, 2011
Martin Luther King Day	January 17, 2011
President's Day	February 21, 2011
Spring Break	March 15-17, 2011
Easter Weekend	April 23-24, 2011
Memorial Day	May 30, 2011

BISSONNET

Network Systems Support 2010 - 2011	
Start Dates	End Dates
1/19/10	3/2/10
3/4/10	4/22/10
4/26/10	6/7/10
6/8/10	7/26/10
7/29/10	9/9/10
9/13/10	10/21/10
10/25/10	12/6/10
12/8/10	1/31/11
2/2/11	3/23/11
3/28/11	5/5/11
5/9/11	6/20/11
6/22/11	8/9/11

Medical Administrative Assistant 2010 - 2011	
Start Dates	End Dates
1/27/10	2/24/10
3/3/10	4/6/10
4/8/10	5/5/10
5/6/10	6/3/10
6/7/10	7/1/10
	8/6/10
7/12/10	4 day8/5/10
	9/3/10
8/9/10	4 day 9/2/10
9/7/10	10/4/10
10/5/10	11/1/10
11/3/10	12/1/10
12/2/10	1/10/11
1/13/11	2/10/11
2/14/11	3/21/11
3/23/11	4/19/11
4/21/11	5/18/11
5/19/11	6/16/11
6/20/11	7/22/11

Carpentry, Medical Insurance Billing & Coding, Plumbing Technology, Electrical Technician, Medical Assisting, Residential Heating Ventilation and Air-Conditioning 2010 - 2011	
Start Dates	End Dates
1/11/10	2/8/10
2/11/10	3/11/10
3/22/10	4/15/10
3/22/10	4/16/10
4/19/10	5/13/10
4/19/10	5/14/10
5/17/10	6/14/10
6/21/10	7/19/10
7/20/10	8/16/10
8/17/10	9/14/10
9/15/10	10/12/10
10/13/10	11/9/10
11/10/10	12/9/10
	1/20/11
12/13/10	1/19/11 4 day
1/24/11	2/17/11
1/24/11	2/18/11
2/22/11	3/28/11
3/29/11	4/26/11
4/27/11	5/24/11
5/25/11	6/22/11
6/23/11	7/27/11

Electrical Technician, Medical Assisting, Medical Administrative Assistant, MIBC, RHVAC Weekend Schedule 2010 - 2011	
Start Dates	End Dates
2/27/10	3/28/10
4/3/10	4/25/10
5/1/10	5/23/10
5/29/10	6/20/10
6/26/10	7/25/10
7/31/10	8/22/10
8/28/10	9/19/10
9/25/10	10/18/10
10/23/10	11/14/10
11/20/10	12/19/10
1/8/11	1/30/11
2/5/11	2/27/11
3/5/11	3/27/11
4/2/11	4/24/11
4/30/11	5/22/11
5/28/11	6/19/11

Student Breaks 2010-2011	
President's Day	February 13-15, 2010
Spring Break	March 15 - 19, 2010
Weekend Spring Break	March 20 - 21, 2010
Memorial Day	May 29-31, 2010
Summer Break	June 15-18, 2010
Independence Day	July 3 - 5, 2010
Labor Day	September 6, 2010
Thanksgiving	November 25 - 28, 2010
Winter Break	Dec. 22-Jan 2, 2011
MLK	Jan 17, 2011
Presidents Day	Feb. 21, 2011
Spring Break	March 14-18, 2011
Summer Break	July 4-8 2011
Labor Day	Sept. 5, 2011
Thanksgiving	Nov 24-28, 2011

GREENSPPOINT

Medical Assistant, Medical Administrative Assistant, Dental Assistant Weekday Schedule 2010 - 2011	
Start Dates	End Dates
12/28/09	2/05/10
01/11/10	02/08/10
02/11/10	03/11/10
03/22/10	04/15/10
04/19/10	05/13/10
05/17/10	06/14/10
06/16/10	07/15/10
07/19/10	08/12/10
08/16/10	09/13/10
09/15/10	10/12/10
10/18/10	11/11/10
11/15/10	12/13/10
12/15/10	01/25/11
01/25/11	02/23/11
02/24/11	03/30/11
03/28/11	04/21/11
04/26/11	05/25/11
05/25/11	06/24/11
06/27/11	07/25/11
07/27/11	08/23/11
08/25/11	09/22/11
09/26/11	10/21/11
10/24/11	11/18/11
11/21/11	12/20/11
12/21/11	01/26/12

Medical Assistant, Medical Administrative Assistant, Dental Assistant Weekend Schedule 2010 - 2011	
Start Dates	End Dates
12/12/09	01/17/10
01/23/10	02/14/10
02/20/10	03/14/10
03/27/10	04/18/10
04/24/10	05/16/10
05/22/10	06/20/10
06/26/10	07/25/10
07/31/10	08/22/10
08/28/10	09/19/10
09/25/10	10/17/10
10/23/10	11/14/10
11/20/10	12/19/10
01/08/11	01/30/11
02/05/11	02/27/11
03/05/11	03/27/11
04/02/11	05/01/11
05/07/11	06/05/11
06/11/11	07/10/11
07/16/11	08/07/11
08/13/11	09/11/11
09/17/11	10/09/11
10/15/11	11/06/11
11/12/11	12/11/11
12/17/11	01/29/12

GREENSPPOINT

Student Breaks Weekday 2010-2011	
New Years Day	01/01/10-01/03/10
MLK Day	01/18/10
President's Day	02/15/10
Spring Break	03/15/10-03/19/10
Memorial Day	05/29/10-05/31/10
Break between mod	06/15/10
Independence Day	07/03/10-07/05/10
Labor Day	09/06/10
Thanksgiving Break	11/25/10-11/28/10
Winter Recess	12/22/10 -01/02/11
MLK Day	01/17/11
President's Day	02/21/11
Spring Break	03/14/11-03/18/11
Memorial Day	05/28/11-06/5/11
Independence Day	07/02/11-07/05/11
Labor Day	09/05/11
Thanksgiving Break	11/24/11-11/27/11
Winter Break	12/23/11-01/01/12

Student Breaks Weekend 2010-2011	
New Years Day	01/02/10-01/08/10
Spring Break	03/15/10-03/19/10
Easter Break	03/29/10-04/09/10
Memorial Day	05/24/10-06/04/10
Independence Day	06/28/10-07/09/10
Thanksgiving	11/22/10-12/03/10
Winter Recess	12/20/10-01/07/11
Spring Break	03/14/11-03/18/11
Easter Break	04/18/11-04/29/11
Memorial Day	05/24/11-06/04/11
Independence Day	06/28/11-07/08/11
Thanksgiving	11/21/11-12/02/11
Winter Recess	12/19/11-01/06/12

HOBBY

Medical Assisting, Medical Administrative Assistant, and Medical Insurance Billing and Coding Weekday Schedule 2010	
Start Dates	End Dates
1/11/10	2/8/10
2/11/10	3/11/10
3/22/10	4/15/10
4/19/10	5/13/10
5/17/10	6/14/10
6/16/10	7/15/10
7/19/10	8/12/10
8/16/10	9/13/10
9/15/10	10/12/10
10/13/10	11/9/10
11/11/10	12/9/10 4 day 12/10/10
12/13/10	1/19/11 4 day 1/20/11
1/24/11	2/17/11
1/24/11	2/18/11
2/22/11	3/28/11
3/29/11	4/26/11
4/27/11	5/24/11
5/25/11	6/22/11
6/23/11	7/27/11

Dental Assisting, Medical Assisting, Medical Administrative Assistant, and Medical Insurance Billing and Coding Weekend Schedule 2010	
Start Dates	End Dates
02/20/10	03/14/10
03/20/10	04/18/10
04/24/10	05/16/10
05/22/10	06/20/10
06/26/10	07/25/10
07/31/10	08/22/10
08/28/10	09/26/10
10/02/10	10/24/10
11/06/10	12/05/10
12/11/10	01/16/11
01/22/11	02/13/11
02/19/11	03/13/11
03/19/11	04/10/11
4/16/11	5/15/11
5/21/11	6/19/11
6/25/11	7/24/11

Dental Assisting Weekday Schedule 2010	
Start Dates	End Dates
04/26/10	05/21/10
05/24/10	06/21/10
06/22/10	07/20/10
07/21/10	08/17/10
08/18/2010	09/15/2010
9/16/2010	10/13/2010
10/14/2010	11/10/2010
11/11/10	12/10/10
12/13/10	1/20/11
1/24/11	2/17/11
1/24/11	2/18/11
2/22/11	3/28/11
3/29/11	4/26/11
4/27/11	5/24/11
5/25/11	6/22/11
6/23/11	7/27/11

Student Breaks	
Spring Break	March 15 – 19, 2010
Easter	April 4, 2010
Memorial Day	May 31, 2010
Independence Day	July 4, 2010
Labor Day	September 6, 2010
Thanksgiving	November 25 – 26, 2010
Christmas	December 25, 2010
Weekday Mod Breaks	03/12/10 – 03/21/10 05/29/10 – 05/31/10 (Memorial Day) 06/15/2010 07/03/10 – 07/05/10 07/15/10 – 07/16/10 09/04/10 -09/07/10 09/14/2010 11/10/2010 11/25/10 – 11/29/10 12/22/10 – 01/02/11 01/20/11 -- 01/23/11 02/19/11 – 02/21/11 03/12/11 – 03/20/11 (Spring Break)
Dental Week Day Off-Cycle Breaks	05/29/10 – 05/31/10 07/03/10 – 07/05/10 (4 th of July) 09/04/10 -09/07/10 (Labor Day)
Weekend Mod Breaks	04/03/10 – 04/09/10 05/24/10 – 06/04/10 06/28/10 – 07/09/10 08/30/10 – 09/10/10 11/22/10 – 12/03/10 12/20/10 – 01/07/11 02/14/11-02/18/11 03/14/11-03/18/11 04/11/11-04/15/11 05/16/11-05/20/11 06/20/11 – 06/24/11

SAN ANTONIO

Medical Assistant, Medical Administrative Assistant, Medical Insurance Billing and Coding, HVAC Weekday Schedule 2010	
Start Dates	End Dates
01/11/10	02/08/10
02/11/10	03/11/10
03/22/10	04/16/10
04/19/10	05/14/10
05/17/10	06/14/10
06/16/10	07/14/10
07/19/10	08/13/10
08/16/10	09/13/10
09/15/10	10/12/10
10/18/10	11/12/10
11/15/10	12/14/10
12/15/10	01/24/11

Medical Assistant, MIBC, HVAC Weekend Schedule 2010	
Start Dates	End Dates
01/23/10	02/14/10
02/20/10	03/14/10
03/27/10	04/18/10
04/24/10	05/16/10
05/22/10	06/20/10
06/26/10	07/25/10
07/31/10	08/22/10
08/28/10	09/19/10
09/25/10	10/17/10
10/23/10	11/14/10
11/20/10	12/19/10

Student Breaks 2010	
Independence Day	7/3/2010 – 7/5/10
Labor Day	9/6/10
Thanksgiving	11/25/10 – 11/28/10
Winter Break	12/22/10 – 1/2/11

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 M-TH	MA MAA, DA M-TH	MA MAA, DA M-TH	MA M-TH	MA, MAA, DA M-TH	MA, MAA, 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	10:00 - 10:50
7:00 - 7:50	9:00 - 9:50	10:30 - 11:20	1:00 - 1:50	5:00 - 5:50	7:00 - 7:50	11:00-11:50
8:10 - 9:00	10:10 - 11:00	11:40 - 12:30	2:10 - 3:00	6:10 - 7:00	8:10 - 9:00	12:10-1:00
9:10 - 10:00	11:10 - 12:00	12:40 - 1:30	3:10 - 4:00	7:10 - 8:00	9:10 - 10:00	1:10 - 2:00
10:10 - 11:00	12:10 - 1:00	1:40 - 2:30	4:10 - 5:00	8:10 - 9:00		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	5:00 PM	Friday	6:00 a.m. to	10:00 p.m.	Monday through Friday
9:00 AM to	1:00 PM	Saturday	8:00 a.m. to	6:00 p.m.	Saturday through Sunday

MA, MIBC, HVAC, ETD, MAA M-Fri	MA, MIBC, PHT, MAA M-Fri	PLUMB, ETD, RHVAC, NSS, CARP, PLU M-Th	MA, MIBC, PHT, MAA, ETD, HVAC, NSS, PLU, CARP M-Fri	MA M-Th	ALL PROGRAMS M-TH	MA, MIBC, MAA, HVAC, ETD, PLU, CARP, NSS M-F	ALL PROGRAMS M-F	MA, MIBC, RHVAC, ETD SAT -SUN (Weekend)
Early Morning	Morning	Morning	Mid-Morning	Mid-Afternoon	Evening	Late Afternoon	Evening	
6:00-6:50	8:00-8:50	8:00-8:50	10:00-10:50	12:30 -1:20	6:00-6:50	2:00-2:50	6:00-6:50	
7:00-7:50	9:00-9:50	9:00-9:50	11:00-11:50	1:30 -2:20	7:00-7:50	3:00-3:50	7:00-7:50	8:00 - 8:50
8:10-9:00	10:10-11:00	10:00-10:50	12:10-1:00	2:40-3:30	8:10-9:00	4:00-4:50	8:10-9:00	9:00 - 9:50
9:10-10:00	11:10-12:00	11:10-12:00	1:10-2:00	3:40-4:30	9:10-10:00	5:00-5:50	9:10-10:00	10:00 - 10:50
		12:10-1:00		4:40-5:30	10:10-11:00			11:00-11:50
								12:10-1:00
Breaks:	Breaks:	Breaks:	Breaks:	Breaks:	Breaks:	Break	Breaks:	1:10 - 2:00
6:50-7:00	8:50-9:00	8:50-9:00	10:50-11:00	1:20 -1:30	6:50-7:00	2:50-3:00	6:50-7:00	2:10 - 3:00
7:50-8:10	9:50-10:10	9:50-10:00	11:50-12:10	2:20 -2:40	7:50-8:10	3:50-4:00	7:50-8:10	3:10 - 4:00
9:00-9:10	11:00-11:10	10:50-11:10	1:00-1:10	3:30-3:40	9:00-9:10	4:50-5:00	9:00-9:10	4:10 - 5:00
		12:00-12:10		4:30-4:40	10:00-10:10	5:50-6:00		5:10 - 6:00

								Breaks:
								8:50-9:00 (10 Minutes)
								9:50-10:00 (10 Minutes)
								10:50-11:00 (10 Minute)
								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)

GREENSPPOINT

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

Classes						
MA M-TH	MA, MAA, DA M-TH	MA, MAA, DA M-TH	MA M-TH	MA, MAA, DA M-TH	MA, MAA, 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	
7:30AM to 8:00PM	Monday through Thursday
7:30AM to 5:00PM	Friday
9:00AM to 1:00PM	Saturday

Classes				
All Programs M-F	All Programs M-F	All Programs M-F	All Programs M-F	All Programs SAT-SUN (Weekend)
Early Morning	Morning	Afternoon	Evening	8:00 - 8:50
6:00 - 6:50	10:00-10:50	2:00-2:50	6:00-6:50	9:00 - 9:50
7:00 - 7:50	11:00-11:50	3:00-3:50	7:00-7:50	10:00 - 10:50
8:10 - 9:00	12:10-1:00	4:10-5:00	8:10-9:00	11:00-11:50
9:10 - 10:00	1:10-2:00	5:10-6:00	9:10-10:00	12:10-1:00
				1:10 - 2:00
				2:10 - 3:00
				3:10 - 4:00
				4:10 - 5:00
Breaks	Breaks:	Breaks	Breaks	5:10 - 6:00
6:50 - 7:00	10:50-11:00	2:50-3:00	6:50-7:00	Breaks:
7:50 - 8:10	11:50-12:10	3:50-4:10	7:50-8:10	8:50-9:00 (10 Minutes)
9:00 - 9:10	1:00-1:10	5:00-5:10	9:00-9:10	9:50-10:00 (10 Minutes)
				10:50-11:00 (10 Minute)
				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 1:00PM	Saturday

Schedule A

HVAC	MA, & MIBC	MAA	MA & HVAC	Medical & HVAC	Medical Health & HVAC
(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

Schedule B

All Programs	All Programs	All Programs	All Programs	Medical Health & HVAC
(Early Morning)	(Morning)	(Afternoon)	(Evenings)	(Weekend)
6:00 - 6:50	10:00 - 10:50	2:00 - 2:50	6:00 - 6:50	8:00 - 8:50
7:00 - 7:50	11:00 - 11:50	3:00 - 3:50	7:00 - 7:50	9:00 - 9:50
8:00 - 8:50	12:00 - 12:50	4:00 - 4:50	8:00 - 8:50	10:00 - 10:50
9:00 - 9:50	1:00 - 1:50	5:00 - 5:50	9:00 - 9:50	11:00 - 11:50
				12:10 - 1:00
Breaks:	Breaks:	Breaks:	Breaks:	1:10 - 2:00
6:50 - 7:00	10:50 - 11:00	2:50 - 3:00	6:50 - 7:00	2:10 - 3:00
7:50 - 8:00	11:50 - 12:00	3:50 - 4:00	7:50 - 8:00	3:10 - 4:00
8:50 - 9:00	12:50 - 1:00	4:50 - 5:00	8:50 - 9:00	4:10 - 5:00
9:50 - 10:00	1:50 - 2:00	5:50 - 6:00	9:50 - 10:00	5:10 - 6:00
				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

