

**2002-2003 CATALOG**  
**MOUNTAIN WEST COLLEGE**

MWC 0302

3280 WEST 3500 SOUTH  
WEST VALLEY CITY, UTAH 84119  
(801) 840-4800

Accredited by the Accrediting Council for Independent Colleges and Schools  
to award diplomas and associate degrees and Registered with the Utah State  
Board of Regents.

**2002-2003 CATALOG - MOUNTAIN WEST COLLEGE**  
MWC 0302

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## 2002-2003 MOUNTAIN WEST COLLEGE CATALOG

Publishing Date March 2002

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Effective March 1, 2002 through December 31, 2003

I certify this catalog to be true and correct in content and policy.



STEPHEN M. BACKMAN, PRESIDENT

**IMPORTANT** - The statements set forth in this Catalog are for informational purposes only and should not be construed as the basis of a contract between the student and this institution.

Failure to read this Catalog does not excuse students from the requirements and regulations described herein.

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## WELCOME TO MOUNTAIN WEST COLLEGE

### PRESIDENT'S MESSAGE

Dear Student:

Welcome to Mountain West College. The faculty, staff, and I are pleased that you selected this college to earn your Diploma or Associate Degree. Mountain West College has a unique way of delivering high quality instruction and services. Our approach to education places a high priority on you. Specifically, your total educational experience will involve being a student, a customer, and a guest.

As a student you are expected to meet all the academic requirements in each course as set forth by the instructor. In addition, the better your attendance, the better your grades. You will also discover that education can be fun.

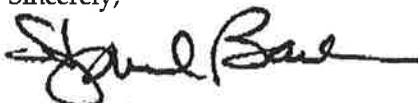
As a customer, we value your opinion not only on what you like about Mountain West College, but also areas in which we can improve. You will have several opportunities to comment about your level of customer satisfaction through survey instruments and informal chats with our professional staff.

As a guest you will be treated with respect and dignity. You will also see a high degree of teamwork and cooperation demonstrated among the staff and faculty.

When you graduate from Mountain West College you will be prepared for a rewarding career and career advancement. Our faculty and staff have a strong commitment to helping you achieve academic success and to making your dreams come true.

You have my best wishes for a great educational experience at Mountain West College.

Sincerely,



STEPHEN M. BACKMAN  
PRESIDENT

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# ABOUT MOUNTAIN WEST COLLEGE

## MISSION AND OBJECTIVES

The mission of the College is to prepare students to enter, prosper in, and meet the needs of the employment community served. To accomplish this purpose the College offers a variety of career-oriented instructional programs and academic counseling services. The College believes that preparing students for participation in the working community is an important mission and a service to society. The College is dedicated to the ideal that all students should have the opportunity to reach their full potential. The College is concerned with developing, in all students, the quest for knowledge and skills necessary for life-long learning in their chosen field. The mission is further defined by:

### Purpose:

- Develop human potential
- Transmit knowledge
- Supply educated talent
- Cultivate responsible citizens
- Encourage life-long learning

### Strategies:

- Open access through diverse population recruitment
- Curriculum and instructional methods diversity
- Continuing evaluation and updates of educational programs and services
- Provision of modern facilities and training equipment

### Outcomes:

- For Students:  
Realization of personal potential  
Employment leading to economic stability
- For Staff:  
Rewarding Careers

## HISTORY

A year-round co-educational institution, Mountain West College produces successful graduates in several business-related disciplines. Mountain West College was founded in 1982 as Mountainwest Computer School. This College was subsequently purchased in 1983 and was then called Mountainwest College of Business and Technology. In November of 1987, candidacy for accreditation for Junior College Status was granted.

In September of 1989, Phillips Colleges, Inc. acquired Mountainwest Junior College. In March 1990, Mountainwest Junior College changed its name to Phillips Junior College. Since its founding in 1982, the College has grown steadily in students and offerings. The College now offers Diploma and Associate Degree programs in several disciplines in both day and evening classes, with the most recent addition in 1993 of Medical Assisting Training.

In October, 1996, the college was acquired by Rhodes Colleges, Inc., and the name of the college was changed to Mountain West College in recognition of the institution's history of excellence in training and education in the Salt Lake City area. The entire Rhodes College system is dedicated to the ideal that students should have the opportunity to reach their full potential. The College staff is concerned with and committed to developing, in all students, the quest for knowledge and the skills necessary for successful, life-long learning in their fields.

## LOCATION

Located near I-215 Beltway Freeway, Valley Fair Mall. Mountain West College serves the growing Salt Lake Valley.

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## **BUILDING AND FACILITIES**

Mountain West College utilizes approximately 24,000 square feet of modern, well-lighted, air conditioned classrooms and supporting facilities. The space utilized is equipped to facilitate use by handicapped persons. The Computer Programming Laboratory houses modern computer systems. The College facilities include classrooms, study areas, computer labs, medical lab, and administrative offices. The campus provides the student a convenient, quiet setting for reading and studying. The College also maintains a Learning Resource Center containing a modern collection of over 4,000 volumes that completely support the various curricula and provide learning resources for our students and faculty.

### **EATING FACILITIES**

The student lounge area in the facility is equipped with food and beverage machines where students may relax and enjoy food they bring in. Many commercial facilities are located in the immediate vicinity.

### **PARKING AND PUBLIC TRANSPORTATION**

Ample parking is provided at the College for students, faculty, and administration at no charge. The facility is conveniently located close to freeways and is easily accessible by public transportation.

### **OFFICE HOURS**

The administrative offices are open Monday through Thursday from 8:00 a.m. to 8:00 p.m., and Friday from 8:00 a.m. to 4:00 p.m. We suggest calling for an appointment before visiting. Appointments after hours may be made by calling in advance.

### **FACILITIES FOR HANDICAPPED STUDENTS**

The building at Mountain West College is fully equipped to accommodate the wheelchair handicapped.

## **STATEMENT OF NON-DISCRIMINATION**

Rhodes College does not discriminate on the basis of sex, age, physical handicap, race, creed or religion 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.

## **ACCREDITATION**

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

Accreditation assures students that the College is recognized as a qualified institution of higher learning that offers approved programs of study meeting recognized academic standards, that it employs a professional staff and has adequate facilities and equipment, and has stability and permanence in the educational community.

### **Accrediting Agencies**

Mountain West College's diploma and associate degree Medical Assistant programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The College does not imply, promise or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.



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## AUTHORIZATIONS, APPROVALS, AND MEMBERSHIPS

Mountain West College is registered with the Utah State Board of Regents, #3 Triad Center, 355 N. West Temple, Salt Lake City, UT 84180, and is licensed by Salt Lake County. Mountain West College is approved by the United States Department of Immigration, the Bureau of Indian Affairs, and Workforce Investment Act.

Associate degree educational programs are approved for Veteran's training by the Utah State Approving Agency. The student who is interested in inquiring about such educational benefits must first check with the Office of the Registrar.

Mountain West College has memberships in the following organizations:

- Better Business Bureau
- Utah State Society of American Medical Technologists
- Data Processing Management Association Student Chapter (DPMA)
- Legal Assistants Association of Utah (LAAU)
- Utah State Society of Medical Assistants (USSMA)
- National Association of Student Financial Aid Administrators
- National Business Education Association
- West Valley Chamber of Commerce
- Utah Association of Financial Aid Administrators
- Utah Business Education Association
- Utah Association of Career Colleges and Schools
- Utah Hotel and Motel Association
- Utah Information Technology Association (UITA)
- Utah Advisory Council on Military Education
- Rock Mountain Association for College Admission Counseling

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## **ADMISSIONS**

Mountain West College provides educational opportunities to people interested in participating in the educational programs offered. The College is interested in providing training in a career matched to its students' interests and abilities.

An applicant should request an appointment for a personal interview with an admissions representative of the College in order to gain a better understanding of the institution and to view its facilities and equipment.

Mountain West College reserves the right to defer admission of potentially eligible candidates to the next quarter if credentials are submitted after established deadlines or enrollment limits have been reached. The College reserves the right to cancel or postpone classes due to low enrollment after notification of those already enrolled.

Following the personal interview, the applicant completes an application for admission, and a college entrance examination is given. The evaluation is designed to further ensure that the applicant has the proper educational background to pursue a college-level program.

### **GENERAL ADMISSION POLICY**

High School graduation or its equivalent (such as the GED) is a prerequisite for admission to the College. Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission. Successful completion of an assessment examination is also a prerequisite for admission. This standardized, nationally normed test is administered by the college, and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program. Applicants who have completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to take the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

### **INTERNATIONAL STUDENT ADMISSION POLICY**

International students wanting to apply for admission to Mountain West College must be a graduate of secondary school (high school) and have adequate English proficiency, demonstrated by one of the following criteria:

1. A score of 450 or higher on the Test of English as a Foreign Language (T.O.E.F.L.) examination.
2. Completion of Level 107 from a designated E.L.S. (English Language School) center.
3. Score of 78 or higher on the Michigan Language Test (MELAB).
4. Successful completion of the college assessment examination.

### **MATRICULATED STATUS**

Most students select a program of study upon their official admission to the College. When the student is officially admitted to the College to pursue a declared major field of study that will lead to the awarding of a degree or diploma, the student is considered matriculated.

### **NON-MATRICULATED STATUS**

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

### **RE-ENTERING STUDENTS**

Re-entering students are those who previously attended this institution at any time in the past and are petitioning to re-enter Mountain West College.

Former students who wish to re-enter must meet all current standards for admission as outlined in this section.

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Re-entry to Mountain West College following dismissal or withdrawal will be at the discretion of the college administration. Students wishing to re-enter must notify the Registrar's Office at least ten (10) days before the desired start date, arrange an appointment with a Student Finance Officer to determine current financial status, and sign a new enrollment agreement. All students approved for re-entry must be in attendance on the first day of the new quarter. No late re-entries will be allowed. All re-entering students will be charged the tuition in effect upon re-entry.

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## **ADMINISTRATIVE POLICIES**

### **STUDENT CODE OF CONDUCT**

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body.

Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

The College reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

#### **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

The College does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees.

Possession of these substances on campus is cause for dismissal.

#### **FOOD AND BEVERAGES**

All food and beverages should be consumed in authorized areas only and not taken into any classroom or laboratory.

#### **SMOKING**

In accordance with the Utah Indoor Clean Air Act, Mountain West College offers its students a smoke-free environment. Smoking is not permitted within 25 feet of an entrance to a building.

#### **TELEPHONE CALLS**

It is not permissible to call a student to the phone/cell phones/pages except in the case of absolute emergency.

#### **DRESS CODE**

Students are expected to dress neatly and be properly groomed. Mountain West College prepares graduates for employment in the community. While on campus, dress appropriate for employment is expected. Clothing with lewd, offensive, objectionable material is not to be worn on campus. Scrubs, lab coats and enclosed shoes are required for medical labs.

#### **PARKING**

Students should obey all parking ordinances. Mountain West College is not responsible for any damage to any vehicle on the premises or in the area before, during, or after school.

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## **GUESTS AND CHILDREN ON CAMPUS**

Guests must register in the college office. Children are not permitted in the classrooms and are not allowed on the campus without constant adult supervision.

## **ACCOMMODATION FOR HANDICAPPED**

It is the policy of Mountain West College to provide accessibility and reasonable accommodations for persons defined as handicapped in section 504 of the Rehabilitation Act of 1973. Specifically, the College provides evaluation of individual needs, advisement, and appropriate support for academic programs of persons identified as handicapped.

Handicapped students have the responsibility of contacting the Academic Office for an intake interview to assess their needs prior to their first quarter of enrollment at Mountain West College. Students are responsible for identifying themselves and their needs to each instructor no later than the first day of class each quarter and notifying the Academic Office as soon as possible, should any problems arise concerning their academic program.

Faculty members have the responsibility of becoming familiar with Section 504 of the Rehabilitation Act and of reasonably accommodating each identified handicapped student in each class on an individual basis.

## **SEXUAL HARASSMENT**

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

Sexual harassment of employees or students at Mountain West College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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

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

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## FINANCIAL INFORMATION

### TUITION AND FEES

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

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

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

#### Tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR	TUITION PER CREDIT HOUR
All Programs except Network Administration	1 through 11	\$235
	12 through 15	\$220
	16 or more	\$205
Network Administration	per credit	\$270

#### Mini-term start tuition per credit hour (Mini-term start quarter only)

All Programs	per credit	\$205
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Tuition will be charged on a quarterly basis.

#### Additional Fees

Registration Fee	\$25 per quarter
Challenge Examination Fee	\$25.00
Late Registration Fee	\$25.00
Library Fine	Cost of Books
Online Learning Fee	\$100.00 per course
Transcript Fee*	\$5.00
Travel Experience Fee (Travel and Tourism Associate Degree Students Only)	\$750.00

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

Additional fees, not included in the above costs, may be assessed. Please see textbook cost sheet for estimated quarterly charges.

#### PAYMENT ARRANGEMENTS

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

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## FINANCIAL ASSISTANCE INFORMATION

It is the goal of Mountain West College to assist every eligible student in procuring financial aid that enables the student to attend college. The college participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Federal Student Financial Aid. This includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS) and Federal Family Educational Loan (FFEL) Program (subsidized and unsubsidized Stafford). The college also offers an alternative financing program provided by outside agencies. Alternate source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the costs of education rests with the individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

### CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, school personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

### FINANCIAL AID ELIGIBILITY

To be eligible for Financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis; with the exception of Pell and FSEOG;
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security number;
- Not owe a refund on a Pell Grant, FSEOG, or state grant previously received from any college;
- Not be in default on a Federal Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if a male born after December 31, 1959;
- Sign an updated Statement of Education Purpose/Certification Statement on refunds and default.

### APPLICATION PROCEDURES

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution EFC, which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if the student changes colleges his/her aid does not automatically go with them. Each student should check with his/her new college to find out the appropriate procedures for reapplying for financial aid.

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## NEED AND COST OF ATTENDANCE

Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other financial aid and resources, a student's aid package may not exceed the cost of attendance.

## SELECTION OF ELIGIBLE APPLICANTS

In accordance with Federal Regulation 668.43(b) (3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

- Set an appointment with the Student Finance Officer for review of these forms and an estimate of the financial aid for which you qualify. Every effort is made to put together a balanced aid 'package' taking into consideration the student's financial need and academic progress.
- Notify the Student Finance Office of any changes that may affect your financial situation.
- While the College does not have a deadline for applying for financial aid, funds are limited in some programs. Students applying early will be given first priority consideration. Later applications will be considered as received until all funds are exhausted. All Title IV Federal Financial Aid Funds are credited to the student's account to cover institutional charges. Financial aid payments will be generally credited at the beginning of each quarter. Financial Aid through the Federal Work Study Program is disbursed by check bi-weekly. Each check is based on the number of hours actually worked by the student.
- Students are responsible for payment of their tuition and fees, even if an application for financial aid has been made.
- Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent Congressional appropriation, actual receipt of the funds by the College, and completion of the necessary forms by the student.
- The Student Finance Office reserves the right to review and cancel or revise the award at any time because of changes in the student's financial or academic status.
- The aid from federal aid programs is not automatically continued from one year to the next; therefore, students must reapply for each award year.
- Once your application for financial aid is complete, your award will be made. This award letter will indicate the amount of financial aid you will receive from the various programs. Financial aid received from federal financial aid programs must be used for educational purposes only.

## VERIFICATION OF APPLICATION INFORMATION

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. Mountain West College verifies all selected applicants (with exception of the PLUS and Unsubsidized Stafford programs). The selected applicant and spouse must submit, at a minimum, U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's tax returns(s).

### Policies and Procedures for Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents with thirty (30) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline he/she will be dismissed from the college. The student may re-enter the college only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the student does not submit the requested documentation within the time period specified by the college.



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8. Students will be informed of their responsibilities regarding the verification of application information, including the college's deadline for completion of any actions required.
  9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
  10. The College will assist the student in correcting erroneous information.
  11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
  12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

### **BORROWER RIGHTS AND RESPONSIBILITIES**

When a student takes on a student loan he/she has certain rights and responsibilities.

The borrower has the right to receive the following information before the first loan disbursement:

- the full amount of the loan;
- the interest rate;
- when the student must start repaying the loan;
- the effect borrowing will have on the student's eligibility for other types of financial aid;
- a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- the yearly and total amounts the student can borrow;
- the maximum repayment periods and the minimum repayment amount;
- an explanation of default and its consequences;
- an explanation of available options for consolidating or refinancing the student loan;
- a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

- the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s),
- a loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- if the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- the fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
- an explanation of available options for consolidating or refinancing the student's loan,;
- a statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- make payments on the student loan even if the student does not receive a bill or repayment notice;
- if the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
- notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number, or transfers to another institution.
- receive entrance counseling before being given the first loan disbursement, and the receive exit counseling before leaving school.

### **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that all students receiving a Federal Family Educational Loan be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

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The student must report to the student finance office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the tentative total loans received while in attendance at the college, refunds that may have been made, and to provide the student with an estimated payment schedule. The corporate office will mail out all official notifications related to exit interview packets to students with detailed information of any refunds that have been made, and provide the student with an estimated payment schedule for all withdrawn and graduated students. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed. Federal Perkins exit interviews will be sent certified mail.

### **BORROWER CONSOLIDATION ELIGIBILITY**

The Amendments have made some changes to Federal Consolidation loan eligibility to provide that a borrower, at the time of application, must:

- be in a grace period or repayment status on all loans being consolidated;
- or if in a delinquent or default status, will reenter repayment through loan consolidation.
- must not have another consolidation loan application pending
- must not have an unpaid balance on other student loans used to determine the borrower's repayment period that exceeds the amount of the consolidation loan.

A borrower may consolidate loans made under the FISL, Federal Stafford, Federal Perkins, Federal PLUS (student), Federal PLUS (parent loans made after October 17, 1986), Federal SLS, and Health Professions Student Loan (HPSL) programs. A loan on which a borrower defaulted is eligible for consolidation only if the borrower has, prior to the time of application, made satisfactory repayment arrangements with the holder of the loan and provides evidence of the arrangements to the consolidating lender.

These changes apply to Federal Consolidation loans for which the application is received by the lender on or after January 1, 1994.

#### **Consolidation of Loans of Married Couples**

A married couple may consolidate their individual loans if they agree to be held jointly and separately liable for repayment without regard to the amount of their individual indebtedness and any future change in their marital status.

For a married couple to be eligible for consolidation, only one spouse needs to meet the eligibility requirements for a Federal Consolidation loan. However, each spouse must certify that he or she does not have another application for a Federal Consolidation loan pending and each must agree to notify the holder of the loan of any change of address.

### **CANCELLATION**

If a borrower dies or becomes totally and permanently disabled, the guarantee agency will pay the borrower's obligations for principle and interest, and the holder of the loan may not collect the loan from an endorser or from the borrower's estate. Certification of permanent disability from a physician is required for loan cancellation. The Department of Education will then reimburse the guarantee agency for the amount of the loan.

The guarantee agency or the Department of Education also will pay for a loan discharged in bankruptcy. A loan discharged in bankruptcy is not considered a defaulted loan.

### **SATISFACTORY 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 College.

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 personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the College catalog.

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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 College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

### **ADDITIONAL INFORMATION**

For more detailed information, please refer to 'The Student Guide Five Federal Financial Aid Programs' Booklet. This Booklet contains the most current information on loan limits - annual and maximum, repayment, deferment, rights and responsibilities, consolidation of loans, and state aid in your home state. It is available through the Student Finance Office of the College.

## **FINANCIAL AID PROGRAMS**

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal College Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

### **FEDERAL PELL GRANT PROGRAM**

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's needs, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant makes it possible to provide a 'foundation' of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the student finance office at the college or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system that will determine the applicants' expected family contribution (EFC).

### **FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT PROGRAM (FSEOG)**

This grant is available to students with exceptional need and gives priority to Federal Pell grant recipients.

In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

### **FEDERAL WORK STUDY (FWS)**

The Federal College work-study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community services organization.

Application for the FWS program may be made through the student finance office and eligibility is based on financial need and the availability of funds. The college will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

1. Attendance at school is a prerequisite for keeping a work-study job.
2. The student must be in good academic standing while employed under the program.
3. The student may not earn more than the authorized amount indicated on the student award letter.
4. The student is expected to dress and conduct him/herself as a mature adult and to deliver a full measure of work for the time he/she is employed.

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The amount of Federal Work Study and the number of students who may receive FWS depends on the availability of funds from the U.S. Department of Education.

### **FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM (FFELP)**

Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal Plus Loans comprise the Federal Family Educational Loan Program (FFELP) and are discussed thoroughly below.

#### **Subsidized Federal Stafford Loans (Formerly GSL)**

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The subsidized Stafford loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford Loan made to any Stafford borrower, regardless of whether that borrower has outstanding FFEL loans will have a variable interest rate not to exceed 8.25% determined on June 1 of each year. The interest rate on these loans may not exceed 8.25%. There is a 3% origination fee deducted by the lender from each disbursement. This must be repaid.

If the student is a dependent undergraduate student he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year;
- \$3,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year;
- \$5,500 a year if he/she has completed two years of study, and the remainder of their program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Ask the Student Finance office for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If a student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan he/she may borrow up to:

- \$6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$7,500 if he/she completed the first year of study and the remainder of their program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 a year if he/she completed two years of study and the remainder of their program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Talk to your Student Finance office for specific details. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be subsidized loans.)

There is a 3 percent origination fee deducted from each disbursement. This must be repaid.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning their loan. Applications can be obtained from lender concerning their loan. Applications can also be obtained from the college's student finance office.

For additional deferment information contact the Student Finance Office.

#### **Unsubsidized Federal Stafford Loans**

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. The term 'unsubsidized' means that interest is not paid for the student during the enrollment period.

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The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

- The Government does not pay interest on the students' behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender or; the student and the lender may agree to capitalization of the accrued interest.
- The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4.0%. The fee will be deducted proportionately from each disbursement and paid to the federal government.

### **Federal PLUS Loans**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1st of each year but has a maximum of 9%.

Repayment begins with 60 days of the final disbursement unless the parent qualified for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time of the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the college's student finance office or from the lender.

For deferment information contact the Student Finance Office.

### **Federal PLUS Loans Co-Payable**

Federal PLUS Loans disbursed on or after October 1, 1992, will be disbursed in a check made co-payable to the parent borrower and the school.

### **Federal PLUS Loan Credit Checks**

Federal PLUS Loans disbursed on or after July 1, 1993, will be made only to parents with no adverse credit history.

### **Coordination of Federal Stafford and Federal SLS Loan Repayment**

Borrowers with loans under both the Federal Stafford and Federal SLS Programs may be allowed to postpone repayment of the principal portion of the Federal SLS Loan to coincide with repayment of the Federal Stafford Loan.

### **ALTERNATIVE FINANCING PROGRAM**

The College offers an alternative financing program as a supplement to Title IV Federal Family Education Loans. These loans are funded by the College and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for the alternative financing program on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The alternative financing program payments range from \$50 to \$200 per month. Monthly payments normally begin the first night of class and may continue beyond graduation until the loan is fully repaid. Students interested in the alternative financing program should see the Student Finance Office for a complete information package (including current interest rates and loan servicer).

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## **FEDERAL ASSISTANCE PROGRAMS**

Mountain West College is eligible to train students under the following programs:

- War Orphans Educational Assistance - This program provides financial aid for the education of sons and daughters of veterans who died during or as a result of active service. Benefits are similar to those of the G.I. Bill. Widows and wives of disabled veterans may also be eligible for these programs.
- Vocational Rehabilitation for Veterans - Veterans disabled during war-time and under certain peace-time service may be eligible for educational benefits and training.
- Other State and Federal programs - Financial assistance may be available through such governmental programs as Social Security (for children of deceased parent), Bureau of Indian Affairs (for American Indian Youth), State Vocational Rehabilitation (for handicapped), Service to the Blind (for visually handicapped), Work Incentive (WIN) program operated through the State Employment Development Department, and the Air Force Society or Army Educational Assistance Program (for children of military personnel).

NOTE: Additional consumer information is available in the Student Finance Office upon request by contacting the Student Finance Director during regular business hours.

## **VETERANS BENEFITS**

Most programs at Mountain West College are approved for Veterans training. For information concerning Veterans benefits and applications, please contact the Registrar's Office. For verification of personal veteran benefits, please contact the Regional Office of Veterans Affairs.

## **SCHOLARSHIP PROGRAMS**

### **HIGH SCHOOL SENIOR SCHOLARSHIP PROGRAM**

Mountain West College offers college scholarships to qualified seniors as follows:

1. Twenty \$1,000 scholarships per year.
2. Must use scholarship to study one of the Mountain West College career courses.
3. Applications available in high school counseling office or Mountain West College Admissions office.
4. Submit application prior to June 1 of each school year.
5. Obtain appropriate high school official's signature.

To qualify for the \$1,000 award applicant must:

1. Complete high school in the year applying.
2. Provide written high school counselor's recommendation.
3. Achieve acceptable score on the Mountain West College entrance examination.

Recipient to be determined by public school officials.

### **IMAGINE AMERICA SCHOLARSHIPS**

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

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

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

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

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## CANCELLATION AND REFUND POLICY

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

### CANCELLATIONS

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date the College becomes aware of the withdrawal.

### REFUNDS

This institution 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.

When a student withdraws, the institution must complete two separate calculations. First, the institution must determine how much federal grant and loan assistance the student has earned under the Return of Title IV Funds Policy, if the student is a Title IV recipient. Then, the institution must determine how much of the tuition and fees it is eligible to retain using either the state or institutional refund 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 institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

Any unpaid balance of tuition and fees that remains after calculating the state or the institutional refund policy 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 institution.

### Withdrawal Process

Any monies due an applicant or student shall be refunded within 30 days of cancellation, the date of determination, or termination. A 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 College are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal. At the time of official notification when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

If the student ceases attendance without providing official notification, the withdrawal date is the mid-point of the quarter. If the student officially rescinds his or her official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process. The institution may always use the last date of attendance at an academically related activity as the withdrawal date.

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

### Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of SFA Program assistance withdraws from the institution during a payment period in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn and those funds must be returned. Up through the 60% point in each payment period, a pro-rata schedule is used to determine how much SFA Program funds the student has earned up to the date of withdrawal. After the 60% point in the payment period, a student has earned 100% of the SFA funds.

The percentage of the payment period completed is the total number of calendar days\* in the payment period for which the SFA assistance is awarded divided into the number of calendar days\* completed in that payment period as of the date of withdrawal.

\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that payment period (numerator).

### 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 multiplied by the percentage of SFA funds that were not earned.

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

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

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

### Return of SFA Funds

If it is determined that SFA program funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program and
10. Other grant or loan assistance authorized by Title IV of the HEA.

### Institutional Refund Policy (For All Students)

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

A Student Who Withdraws or Is Terminated...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
First 7 calendar days of the Period	100%	0
First 10% of the Period	90%	10%
Between 10% and 20% of the Period	50%	50%
Between 20% and 50% of the Period	25%	75%
Beyond the Midpoint of the Period	0	100%



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### **Refunds Under Exceptional Circumstances**

Tuition and fees will be refunded in full for the payment period under the following circumstances:

1. Courses cancelled by the College;
2. Involuntary call to active military duty;
3. Documented death of student or member of his or her immediate family (parent, spouse, child or sibling);
4. Exceptional circumstances, with approval of the President of the College (or designee).

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## ACADEMIC INFORMATION

### MOUNTAIN WEST COLLEGE TERMINOLOGY

NEW STUDENT	A student who has not previously attended courses at Mountain West College.
CONTINUING STUDENT	A student who has attended courses during the preceding quarter.
LESS THAN HALF TIME STUDENT	A student who is registered for less than six (6) credit hours per quarter.
HALF-TIME STUDENT	A student who is registered for a minimum of six (6) credit hours and less than nine (9) credit hours per quarter.
THREE-QUARTER STUDENT	A student who is registered for a minimum of nine (9) credit hours and less than twelve (12) credit hours per quarter.
FULL-TIME STUDENT	A student registered for at least twelve (12) credit hours per quarter.
ACADEMIC YEAR	An academic year is a minimum of 36 credit hours and 30 weeks.
COURSE	A course is a unit of academic study. A prescribed set of courses constitutes a program of study. Courses are listed by number and title under the 'Description of Courses' section of this Catalog.
CREDIT HOUR (Quarter Credit)	Mountain West College operates on the quarter system and uses the quarter credit hour as its unit of credit. A quarter credit equals a minimum of 10 hours of classroom instruction, or 20 hours of laboratory work, or 30 hours of externship.
RESIDENCE CREDIT	Awarded for courses whose requirements are met while enrolled at, or through special examinations administered by Mountain West College. Sixty six percent (66%) of the total program credits must be earned in residence.
TRANSFER CREDIT	Credit hours earned through another institution and transferred to Mountain West College, or credit earned through College Level Examination Program (CLEP) examinations.
DIRECTED STUDIES	See Catalog Description.
EXTERNSHIP	Final phase of curriculum served outside college setting.
FIELD EXPERIENCE COURSES	Courses listed as 'Internship' are considered field experience by the Veterans Administration under VA regulation-14265.
INTERNSHIP	Final phase of curriculum served within college setting.
INTERNATIONAL STUDENT	A student who is a non-immigrant alien.
INTENSIVE ENGLISH	The aim of the EP courses offered at Mountain West College is to advance the language competency to the level necessary for completion of college work leading to an associate degree. These courses are restricted to students whose native language is not English.
LAB POLICY	Additional laboratory time is required for certain courses as identified in the course descriptions. The requirement is one hour of lab time per week for every two credit hours. This lab time is documented on a sign in/out sheet in the lab.
LOWER-DIVISION COURSES	Lower-division courses are those numbered one hundred (100) through two thousand two hundred ninety-nine (2299).

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MAJOR	A major refers to the field of emphasis a student pursues in an Associate Degree program. For example, 'Accounting major,' 'Computer Information Systems major,' etc.
MINI-TERM (MIDTERM)	A five (5) to six (6) week academic quarter during which students take a reduced load on an intensive basis.
NON-DEGREE CREDIT COURSES	Courses numbered below one hundred (100) carry credit that does not apply toward degree requirements of Mountain West College.
PREREQUISITES	Preparatory course that must be successfully completed before a student is eligible to enroll in a subsequent course.
PROBATIONARY STATUS	Conditional status that refers to students who are being monitored for failure to meet academic standards, conduct regulations, attendance, or financial aid requirements.
PROGRAM OF STUDY	A total set of course requirements that must be met to earn a degree.
REGISTERED STUDENT	A student who has been issued a schedule of classes in which space has been reserved for that student.
REGULAR TERM	An academic quarter is ten (10) to twelve (12) weeks in length.
RETURNING STUDENT	A student who has not attended courses at the College during the preceding quarter, but who has attended the College in the past.

### **SCHEDULE**

Mountain West College provides a unique, year-round approach to scheduling. Students attend classes Monday through Saturday.

Day classes are offered between 7:30 a.m. and 4:00 p.m. Evening classes are scheduled from 5:00 p.m. to 10:50 p.m. The College reserves the right to delete or schedule additional courses whenever necessary. To accommodate the changing business environment, the College will alter courses whenever necessary.

At the discretion of the Academic Dean, classes may not be offered due to insufficient enrollment.

### **HOLIDAYS**

Some holidays occur between quarters; therefore, they do not require the interruption of the teaching schedule. Student holidays observed by the College within quarters are shown on the Academic Calendar.

### **REGISTRATION**

Registration for currently enrolled students is held on specified days during the quarter for the following quarter. New students are registered during orientation. No individual may attend a College course in which the student has not been registered.

On-going registration and advising is available Monday through Friday to accommodate current, returning, and new students.

### **REGISTRATION FOR CONTINUING STUDENTS**

Continuing students will be notified of registration dates and are expected to register at that time, unless previous arrangements have been made. Financial obligations must be met before students are eligible to register. Students expecting a course grade of I or F should contact the Registrar as soon as possible for re-scheduling. Students registering after the announced registration period will be charged a \$25 late registration fee.

### **ADD/DROP WEEK**

The first week of each academic term is designated as the add/drop period and is designed to allow for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. This add/drop period is particularly important for those students

who are enrolling at the college for the first time, as there are enrollment procedures and formalities in addition to the scheduling procedures. The College recognizes that the enrollment process, the scheduling process, and the necessary restructuring of the student's personal, family, and work responsibilities may not all be completed prior to the add/drop period. Consequently, the College does adjust its attendance expectations for new students during the add/drop period, as long as attendance begins before the end of the add/drop period. However, after that time, the attendance policy will be fully in effect, and all students must maintain attendance in accordance with the college's attendance policy.

## GRADING SYSTEM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the students file and not counted in the CGPA.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
<b>Course Repeat Codes</b>		
1	Student must Repeat This Class	
R	Student in the Process of Repeating This Class	
2	Course Repeated - Original Grade No Longer Calculated in CGPA	

All grades except "WD" count as credits attempted toward the rate of progress. If a student drops from the College during add/drop week, all of the student's scheduled courses will receive a grade of "W."

### 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

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(credits) X 4.0 (quality points) for a total of 16.0 quality points and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

### **GRADE APPEALS**

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should follow criteria found in the Grievance Policy.

### **CHANGE OF MAJOR PROGRAM**

After entrance into the College, students may change their program of study if they obtain the approval of the Academic Dean and Department Chair. A student may apply to change declared program of study by filling out the proper forms, which are available in the Academic Dean's office.

To assure academic integrity and financial aid compliance, program majors can be changed only at the end of a term through the end of the add/drop week of the next term in which the student is enrolled. Courses can be dropped in anticipation of a program change that will occur at the end of the term, but courses cannot be added during the term (after the add/drop week) in anticipation of a program change.

All schedule changes must be completed by the end of the add/drop period (first week) of an academic term.

### **TRANSFERRING FROM DAY TO NIGHT PROGRAMS**

Students cannot transfer from day to night programs or night to day except between a quarter. A student seeking an exception during the quarter must be passing the course and have written permission to do so from the Academic Dean, Department Chairs, and both instructors.

### **ELECTIVES**

If an elective is available in a program, the choice of a course schedule and the appropriateness of the course for the student's program requirements will be decided by the Academic Dean or Department Chair.

### **DEAN'S AND PRESIDENT'S LISTS**

To be eligible for Dean's Lists and President's List honors, students must complete at least twelve credit hours during the quarter or at least eight credit hours on a Mini-term enrollment. Students who achieve a quarter GPA of 3.5 to 3.9 will be placed on the "Dean's List." Students who achieve a quarter GPA of 4.0 will be placed on the "President's List." In order to be eligible for the Dean's or President's Lists, students must complete at least 12 credits during the quarter, or complete at least eight credits on a mid-term start.

### **GRADUATION PROCEDURE**

Students should contact the Registrar ninety (90) days prior to program completion. The Registrar will review the student's records and notify the student of any uncompleted requirements. Students may not attend graduation until all academic requirements are successfully completed and financial obligations are current.

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

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College 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 College are

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paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education 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 education 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. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

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

Family Policy Compliance Office  
Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

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

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## **TRANSFER CREDITS**

### **ACCEPTANCE OF TRANSFER CREDIT**

Normally, it is the College's policy to accept credit hours earned in courses taken at accredited institutions provided that a grade of 2.0 (C) or above was earned. Transfer credits for computer courses that are more than five years old are generally not accepted. Transfer credits for all other courses that are more than ten years old are generally not accepted. Final decision on transfer credit acceptance will be at the discretion of the Academic Dean in consultation with Registrar and Department Chair. Students are responsible to request official transcripts be sent from any previously attended post-secondary institutions to the Registrar's Office. The College reserves the right to accept or reject any or all credit hours earned at other collegiate institutions. Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at Mountain West College. (Duplicate credit hours cannot be granted in any case.) Official transcripts must be received by the Registrar by the end of the first quarter of enrollment at the College. The residence credit requirements, described under Degree Program Requirements and Diploma Program Requirements in the Programs of Study section of this catalog, limit the number of transfer credits that may be accepted. Transfer credit hours may be applied only to matriculated student records. For more credit transfer information and official credit transfer application, contact the Academic Dean.

### **TRANSFER OF CREDITS TO OTHER INSTITUTIONS**

Transfer of credit hours from Mountain West College to other institutions is regulated by the rules of those institutions and is under their control. Mountain West College is an accredited College, and some schools accept all or part of our offerings. However, others do not. Students intending to transfer credit hours should ensure in advance their situation with regard to other institutions since Mountain West College makes no assurances in this regard. The College does not imply, promise or guarantee transferability of credits earned to any other institution. The degree and diploma programs of the College are terminal in nature and are designed for the graduate's employment upon graduation. Contact your appropriate Department Chair or Dean if you have questions.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) POLICY**

CLEP offers two types of examinations: The General Exams and Subject Matter Exams. Mountain West College will accept up to 20 CLEP credits for performances on these examinations that meet or exceed the criteria suggested by the American Council on Education. CLEP tests are offered during the third week of each month across the nation.

### **CHALLENGE EXAMINATIONS**

Special examinations are administered as an opportunity to demonstrate competence in a particular course. An administrative fee is charged for challenging a course. All challenges must be completed prior to beginning any course. Performance at or above 70% on a special examination will result in a mark of 'PE' being placed in the student's permanent record. Challenge credit hours count toward the fulfillment of residence and graduation requirements, but will not contribute to the calculation of the GPA. Not more than 16 special examination credit hours may be attempted and only one attempt to challenge a particular course is allowed. Not all courses may be challenged. Requests to challenge course should be directed to the Academic Dean's office. A student may not test out of Career Skills and Strategies for Success.

### **ONLINE LEARNING**

The College may choose to offer certain courses through Online Learning. Online Learning courses are offered through the Internet, and interaction between the students and faculty occur using a "virtual classroom." Courses will generally be identical in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online Learning courses will be designated on the class schedule so students may register during the normal registration period.

To maximize student success within the Online program students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.

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- Have Internet access and an established email account.
  - Have a 2.0 GPA to enroll in future Online Learning courses
  - Commence online contact with the course site within the first three days of the term.
  - Understand that student participation and class activities occur weekly throughout the course.
  - Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six week course or three consecutive periods of a twelve week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

## DIRECTED STUDIES

Some courses listed in this catalog may be offered as Directed Studies upon the approval of the Academic Dean. A student must show reasonable need for such a course, be in good academic standing, and, be in last or second to last quarter.

Each course offered as Directed Studies will be overseen by a qualified instructor who will require direct contact with the student for a minimum of one (1) hour each week. Other requirements for a Directed Studies course are:

1. Knowledge of the course material will be demonstrated by (a) skilled handling of questions answered in essay form, (b) a final examination, (c) readings, written assignments or projects, and a term paper (if applicable) on some researched aspect of the subject and (d) in some cases a test on the student's verbal ability to handle the subject material.
2. Each Directed Studies course will begin at the start of the grading period and will end when that grading period is over.

## COLLEGE PREP COURSE

Developmental Studies courses prepare students with essential skills needed for successful completion of collegiate level courses. Depending on the applicant's placement test score, the following courses may be required:

- Basic Studies in Mathematics
- Basic English Studies
- Diagnostic Exam and Results

Any applicant may be required to participate in a basic skills assessment to identify current skill and knowledge levels for proper placement in courses. The assessment process may also include evaluation of previous work experience and past academic performance. Students requiring developmental courses may be scheduled for other collegiate level courses not requiring proficiency in the developmental areas. Developmental courses are not used toward credit hour requirements in the college programs. However, the courses are included on transcripts. Grades are issued on a pass/fail basis.

## WITHDRAWING FROM AND RETAKING CLASSES

**During 'Drop-Add' Period** - When a student withdraws from a class during the 'drop-add' period (first week of quarter), there will be no charge for a later retake or affect on GPA or Rate of Completion.

**After 'Drop-Add' Period, Through Week Nine** - When a student withdraws from a class after the 'drop-add' period, but prior to week ten of the quarter, a mark of 'W' will be placed in the student's permanent record. There will be no affect on CGPA but does affect rate of completion.

**After Week Nine** - When a student withdraws from a class after week nine of the quarter (nine weeks for regular quarter, four weeks for mid-quarter a mark of 'WF' will be placed on the student's permanent record. This affects both CGPA and rate of completion.

**Changing Programs** - If a student changes programs and no longer needs a course in which enrolled, the student must pay for the class if withdrawn after the 'drop-add' period. Please be aware of the policy for changing programs as outlined elsewhere in this catalog.



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**Retake Policy** - Grades for classes retaken will be recorded on the student's transcript and appropriate credit granted. Previous grade(s) from the same courses will not be dropped but will show on the transcript as a part of student's permanent record. However, failing grades will not calculate into the GPA once the class has been successfully completed.

**Retake Charges** - Students will be charged according to the current cost in the tuition section of the catalog. Any additional books required for the retake will be charged to the student.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

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

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

### **CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS**

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

### **RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS**

(Percentage Successfully Completed)

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

### **MAXIMUM TIME IN WHICH TO COMPLETE**

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. Any credits for developmental courses will be in addition to the maximum (1.5 times or 150%) allowable attempted credits. 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 credits are noted in each of the following tables.

### **GRADUATION**

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

### **ACADEMIC PROBATION**

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress are reviewed to determine whether the student is meeting the requirements stated below. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the requirements detailed below. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation

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students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

### **ACADEMIC SUSPENSION**

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the College.

### **READMITTANCE FOLLOWING SUSPENSION**

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

### **ACADEMIC DISMISSAL**

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an academic dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College into the same program they were dismissed from. Students may be readmitted to the College in another program, when mathematically possible.

### **APPEALS PROCEDURES**

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the Campus President or an appeal committee appointed by the campus President. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an academic dismissal, as outlined above.

### **APPLICATION OF GRADES AND CREDITS**

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

Developmental, remedial courses, and other courses that are graded on a pass/fail basis are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the calculation of rate of progress. Any developmental credits will be in addition to the maximum (1.5 times or 150%) allowable attempted credits. For example, the maximum allowable attempted credits for a 90 credit program is 135, but a student enrolled in a 90 credit program who takes 8 credits of developmental courses is allowed to attempt a maximum of 143 credits (135 + 8).

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A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), W (withdrawal), and WF (withdrawal-fail) are counted as hours attempted, but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

### **CONTINUATION AS A NON-REGULAR STUDENT**

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length (2 academic quarters for associate degree programs).
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a non-regular student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

### **REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS:**

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

### **SATISFACTORY 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 College.

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 personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the College 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 College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

### **SATISFACTORY PROGRESS REQUIREMENTS**

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the college.

## SATISFACTORY PROGRESS TABLES

### 98 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 147 (150% of 98).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 147	N/A	2.00	N/A	66%

### 97 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 145 (150% of 97).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 145	N/A	2.00	N/A	66%

### 96 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 144 (150% of 96).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 144	N/A	2.00	N/A	66%

### 90 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 135 (150% of 90).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 89	2.00	1.75	N/A	66%
90 - 135	N/A	2.00	N/A	66%

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**75 Quarter Credit Program**

The total credits that may be attempted (maximum program length) is 112 (150% of 75).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 112	N/A	2.00	N/A	66%

**62 Quarter Credit Program**

The total credits that may be attempted (maximum program length) is 93 (150% of 62).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 93	N/A	2.00	N/A	66%

**60 Quarter Credit Program**

The total credits that may be attempted (maximum program length) is 90 (150% of 60).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 90	N/A	2.00	N/A	66%

**50 Quarter Credit Program**

The total credits that may be attempted (maximum program length) is 75 (150% of 50).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.50	66%	60%
41 - 56	2.00	1.75	66%	65%
57 - 75	N/A	2.00	N/A	66%

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**ATTENDANCE POLICY**

Your education here is designed to prepare you for successful employment in the workplace. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent attendance in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

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Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer assisted instruction
- Completing a course assignment, including research, projects and journalizing
- Participating in a field trip
- Simulations
- Viewing instructional media
- A survey evaluating the course material, text and instructor performance
- Presenting material (oral or written)
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Participating in role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress

Your success relies heavily on consistent and meaningful participation in the above defined class related/academic activities. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

### **ACADEMIC HONESTY**

The College adheres to the tenet that professional attitude begins in the classroom. For that reason, students and faculty of the College are expected to maintain the highest standards of academic honesty. Acts of academic dishonesty will not be tolerated.

Acts of academic dishonesty include falsification of materials submitted for a grade, representation of another's work as one's own, test compromise, or violation of test conditions as designated by the instructor.

When academic dishonesty is proven, the student will receive a failing grade for that particular assignment. The Academic Dean will notify the student immediately of the infraction and of the resulting punitive action.

If the student appeals the action, she/he must do so through the grievance committee. Statements will be taken from the student, the instructor, and from any witness to the suspected act. After review of all statements and evidence, the Grievance Committee will notify the student in writing of its decision to support or rescind the punitive action, or to impose additional academic punitive action. Any student who commits two infractions involving dishonesty may be subject to suspension or dismissal.

### **GRIEVANCES**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

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

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

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## **INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE**

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

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

### **KNOWLEDGE OF RULES AND REGULATIONS**

Students are responsible for knowing all the rules and regulations published in this catalog, posted on bulletin boards, announced by the instructors, or otherwise made known. Failure to know these rules and regulations does not excuse students from requirements and regulations.

### **POLICY AND PROGRAM CHANGES**

The College reserves the right to change any provision or requirements in this catalog at any time without notice. At the discretion of the Academic Dean, classes may not be offered due to insufficient enrollment. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of the Registrar for changes made by the College and in the Academic Dean's Office when changes are made by an academic department. It is especially important to note that it is the individual student's responsibility to keep apprised of current graduation requirements for student's particular program. The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the College President.

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## STUDENT SERVICES AND ACTIVITIES

The following programs and services are included in the Academic Services Office: Student records storage and control, college information, educational planning, veterans, Immigration and Naturalization Service, and community involvement.

### FACULTY

Mountain West College is committed to providing high quality instruction through full-time and part-time faculty with areas of expertise in general education, accounting, computer programming, network administration, travel and tourism industry, business management, legal assistant/paralegal, and medical assisting, supplemented by qualified and experienced adjunct faculty members from the working community. The core faculty at Mountain West College is first and foremost a teaching faculty, selected not only for excellence in their subject matter but also for their desire and ability to convey that knowledge to students. In addition, our students benefit greatly from the fact that some classes are taught by professionals still actively employed in the business and technical work-force of the community.

### ACADEMIC ADVISING

When a student matriculates, assignment is made to a Department Chair. This faculty member assists the student through the entire educational process at Mountain West College.

Students are invited and encouraged to consult with the Academic Dean and the School President to discuss issues affecting student academic welfare and to seek advice and information on any matter of policy.

Mountain West College advising is limited to academic matters. Personal or therapeutic counseling is not provided, and such situations will be referred to appropriate agencies.

Confidentiality of records is maintained under current legal standards.

### LEARNING RESOURCE CENTER

The Learning Resource Center collection includes reference, technical, and general education books, along with periodicals. A generous fiction collection is also available for recreational reading. In addition, videotapes on a wide variety of subjects provide enhanced visual educational opportunities.

The Learning Resource Center uses the Dewey Decimal System to classify materials; a standard check-out and return policy facilitates circulation. Materials are expanded on a continuing basis with faculty members playing a significant role in the selection process. A priority for the Learning Resource Center is meeting the students' educational needs.

A professional librarian, library assistants and student aides are available to assist students in their research needs; they are also available to help students use the Computer Assisted Instruction to increase their math and English skills.

Several computers have been installed in the Learning Resource Center providing students with access to Westlaw research and certification and Internet research.

### HOUSING

Mountain West College maintains no housing accommodations for students. There are a number of apartment buildings in the general vicinity of the Campus. For further housing information, check with the Admissions Office.

### STUDENT NEWSLETTER

The "Mountaineer" is the college newsletter. Contributions are encouraged from the entire student body and faculty. Mountain West College students may obtain the newsletter at no charge. Items featured include student success stories.



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## STUDENT ORIENTATION

All new and re-entering students will be notified by mail of the time and date of the next orientation session. Attendance is required. During orientation, students will become acquainted with the pertinent rules and regulations of Mountain West College familiarized with facilities, introduced to various faculty and staff members, and issued class schedules. College orientation will also enable students to seek any additional counseling from the Admissions, Financial Aid, or Academic Staff before classes start.

### PHOTO IDENTIFICATION

A student can receive a photo identification from the Learning Resource Center on Orientation Day at no charge.

## STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee serves the students, the College, and the community by sponsoring extra-curricular activities throughout the academic year. It is primarily organized for the purpose of allowing student input with regard to the school programs and activities.

## TUTORING

Students may request tutoring through their respective instructors or the Academic Dean. There is no additional charge for tutoring services. Limited tutoring services are available through the library. As there is limited tutoring available, the school cannot guarantee that a tutor is always available.

## JOB PLACEMENT ASSISTANCE AND CAREER PLANNING

For many years, Mountain West College graduates have been viewed as individuals whose skills can be counted on in the market place. Indeed, successful Mountain West College graduates may be found throughout the mainstream of the business community. The College's primary focus is to produce graduates who fulfill the evolving needs of the business sector.

A Career Skills course is offered each quarter to instruct students on current techniques for resume and cover letter writing, interviewing, and contacting employers. The Career Planning and Placement Director also meets on an individual basis with students and graduates for career counseling, providing information about the job market and specific companies. Critiques, resumes, cover letters, and mock interviews are also emphasized. The Career Planning and Placement Director is in contact with local employers and assists in arranging interviews for graduates.

Graduates qualify for career planning assistance when they complete their academic program in good standing, meet current financial obligations, and file an "Application for Placement Services" form with the Placement Office. Graduates of Mountain West College are eligible for career-long placement assistance at any of our campuses located nationwide.

Mountain West College does not guarantee employment.

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## PROGRAMS OF STUDY

In its programs of study, the College attempts to foster an attitude of professionalism, encouraging graduates to continue their pursuit of knowledge through self-study of manuals and publications, memberships in professional organizations, and advanced courses of training as they become available. The College also attempts to provide the student with knowledge and skills of general educational value to more broadly prepare students for understanding and participating in our technical society, vocations, and further academic study.

Not all courses will be taught each quarter, nor will they always be in the order listed in the Catalog.

### DEGREE PROGRAM REQUIREMENTS

The degree programs at Mountain West College are designed to prepare students for successful careers in the mainstream of the modern employment community. The College seeks to provide its graduates with a skilled business foundation upon which they may continue to grow, learn, and respond to a changing world.

The College offers the following Degrees:

Associate of Science Degree with majors in:

- Accounting
- Computer Information Systems
- Medical Assisting

Associate of Arts Degree with majors in:

- Business Administration
- Paralegal/Legal Assistant
- Travel and Tourism

The Associate Degree programs require completion with a cumulative grade point average of 2.0 for all residence credits. Fifty percent (50%) of the total required program credits must be earned in residence at Mountain West College.

### GENERAL EDUCATION REQUIREMENTS

Basic to a college education is a foundation of studies in general education. These foundational requirements introduce the student to ways of understanding the world that are different from the applications emphasized in the College's professional curricula. General education requirements are intended to stimulate curiosity, foster awareness of self and others, and enhance an appreciation of the common human quest for knowledge. General education enriches our understanding of the world in which we live, enlarges the imagination, and sharpens the critical faculties of the mind.

Mountain West College requires that all degree candidates acquire a basic college-level familiarity with general education as follows:

A minimum of 24 credit hours must be earned, distributed as follows:

- |               |                     |   |
|---------------|---------------------|---|
| • PSY2014     | General Psychology  | 4 Credit Hours                                  |
| • MAC2104     | College Algebra     | 4 Credit Hours                                  |
| • ENC1106     | Composition I       | 4 Credit Hours                                  |
| • ENC1107     | Composition II      | 4 Credit Hours                                  |
| • SPC2602     | Oral Communications | 4 Credit Hours                                  |
| • HUM 201     | Humanities          | 4 Credit Hours (For Paralegal only) English 201 |
| • HIS270      | American History    | 4 Credit Hours                                  |
| • English 201 | English Literature  | 4 Credit Hours (For NA only)                    |

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## DIPLOMA PROGRAM REQUIREMENTS

The diploma programs require completion of course requirements as listed in the Programs of Study. A final grade point average (GPA) of at least 2.0 for all course work completed in residence must be attained. Forty (40) credit hours must have been earned in residence at Mountain West College for a Sixty (60) credit program. Thirty-two (32) credit hours must have been earned in residence at Mountain West College for a Fifty (50) credit program. The College offers the following Diplomas:

- Medical Assisting
- Travel and Tourism

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# DIPLOMA PROGRAMS

## MEDICAL ASSISTING

### Diploma

**Credit Hours Required: 75**

**Length of Program: 18 to 21 months**

There is an ever increasing demand for Medical Assistants to free doctors and nurses to perform the work only they are qualified to do. A Medical Assistant will be trained to perform both administrative and clinical tasks. They will be responsible for well-run offices and clinical duties such as sterilizing and setting up equipment, preparing the patient for the examination, and performing various tests. These Assistants are literally the "right hand" of doctors during certain procedures, and patient comfort and well being are part of their responsibility. The program includes applied learning in a medical setting externship, off campus. The college will assist students in finding suitable off campus externship arrangements.

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>GENERAL EDUCATION: 4 Credit Hours</b>		
PSY 2014	General Psychology.....	4
<b>COLLEGE CORE COURSES: 12 Credit Hours</b>		
CGS 2110	Computer Applications.....	4
OFT 1141	Keyboarding.....	2
SLS 1120	Strategies for Success.....	4
SLS 1320	Career Skills.....	2
<b>MAJOR CORE COURSES: 57 Credit Hours</b>		
APB 1120	Anatomy and Pathophysiology I.....	4
APB 1130	Anatomy and Pathophysiology II.....	4
APB 1150	Anatomy and Pathophysiology III.....	4
MEA 1239	Medical Terminology.....	4
MEA 1385	Medical Law and Ethics.....	2
MEA 1210	Basic Clinical Procedures.....	4
MLS 2328	Basic Clinical Procedures Lab.....	2
MEA 1500	Exams and Specialty Procedures.....	4
MLS 2329	Exams and Specialty Procedures Lab.....	2
MEA 2712	Diagnostic Procedures.....	4
MLS 2750	Diagnostic Procedures Lab.....	2
MEA 2244	Pharmacology.....	4
MLS 2700	Pharmacology Lab.....	2
MEA 2350	Medical Office Procedures.....	4
MEA 2602	Medical Finance and Insurance.....	4
MEA 2801	Professional Procedures.....	2
MEA 2802	Medical Assistant Externship.....	5
<b>ELECTIVES: 2 Credit Hours</b>		
Select from the following, according to availability:		
MEA 1695	Therapeutic Communication.....	2
MEA 2285	EKG Interpretation.....	2
MEA 2325	Medical Computer Applications.....	2
MEA 2245	Phlebotomy.....	2
MEA 1105	Domestic Violence.....	2

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## TRAVEL AND TOURISM

### Diploma

**Total Credit Hours: 50**

**Length of Program: 9-12 months**

A variety of travel and airlines career opportunities are available to graduates in this diploma program. This Diploma gives students a general background in business applications as they relate to the travel industry. Graduates are prepared to enter the exciting and fast-paced world of the travel industry.

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
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**REQUIRED COURSES: 40 CREDIT HOURS**

CGS 2110	Computer Applications .....	4
ENC 1106	Composition I.....	4
MAC 2104	College Algebra .....	4
OFT 1141	Keyboarding.....	2
SLS 1130	Strategies for Success .....	4
SLS 1320	Career Skills .....	2
TAT 296	Hotel Front Desk Procedures.....	4
TAT 297	Domestic Travel.....	4
TAT 298	International Travel.....	4
TAT 299	Automated Reservations .....	4
WPR 105	Beginning Word Processing.....	4

**ELECTIVES: \*10 CREDIT HOURS**

Select from the following, according to availability:

KYB 107	Keyboarding II.....	1
PS 205	Geography of Western Hemisphere .....	4
PS 210	Geography of Eastern Hemisphere.....	4
TAT 198	Travel and Tourism.....	4
TAT 200	The Cruise Industry .....	4
TAT 250	Corporate Travel Management and Meeting Planning .....	4

\* Other courses may be selected with the approval of the Department Chair.

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## DEGREE PROGRAMS

### ACCOUNTING

#### Associate of Science

**Total Credit Hours: 96**

**Length of Program: 18-24 months**

This program is designed to provide students with theoretical accounting knowledge necessary to work in a business utilizing personal computers, spreadsheets, and computerized accounting systems. This program prepares students for career opportunities in a variety of positions such as accounting assistants, bookkeepers, junior accountants, and management trainees. Emphasis is placed on computerized accounting application in the business office.

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS</b>		
ENC 1106	Composition I.....	4
ENC 1107	Composition II.....	4
HIS 270	American History.....	4
MAC 2104	College Algebra.....	4
PSY 2014	General Psychology.....	4
SPC 2602	Oral Communications.....	4
<b>COLLEGE CORE REQUIREMENTS: 32 CREDIT HOURS</b>		
BUL 2100	Applied Business Law.....	4
CGS 2110	Computer Applications.....	4
CIS 103	Spreadsheet.....	4
FIN 1103	Introduction to Finance.....	4
MAN 1030	Introduction to Business Enterprise.....	4
OFT 1141	Keyboarding.....	2
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills.....	2
WPR 105	Beginning Word Processing.....	4
<b>MAJOR CORE REQUIREMENTS: 40 CREDIT HOURS</b>		
ACG 2001	Principles of Accounting I.....	4
ACG 2011	Principles of Accounting II.....	4
ACG 2020	Introductory Cost/Managerial Accounting.....	4
ACG 2045	Corporate Accounting.....	4
ACG 2451	Computerized Accounting.....	4
ACG 2542	Financial Statement Analysis.....	4
ACO 1807	Payroll Accounting.....	4
ACG 2246	Externship in Accounting OR	
MAN 2720	Strategic Planning for Business.....	4
MAN 2987	Business Ethics.....	4
TAX 2215	Tax Accounting.....	4

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## BUSINESS ADMINISTRATION

Associate of Arts

**Total Credit Hours: 96**

**Length of Program: 18-24 months**

This program prepares students for various entry-level positions in such business areas as sales, office supervision, and small business management. It is designed to impart an understanding of fundamental business management principles and to develop the diversity of knowledge and skill necessary to attain success in the business management field.

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
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**GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours**

ENC 1106	Composition I.....	4
ENC 1107	Composition II.....	4
HIS 270	American History.....	4
MAC 2104	College Algebra.....	4
PSY 2014	General Psychology.....	4
SPC 2602	Oral Communications.....	4

**COLLEGE CORE REQUIREMENTS: 32 Credit Hours**

ACG 2001	Principles of Accounting I.....	4
ACG 2011	Principles of Accounting II.....	4
ACG 2020	Introduction to Cost/Managerial Accounting OR	
ACG 2045	Corporate Accounting.....	4
BUL 2100	Applied Business Law.....	4
CGS 2110	Computer Applications.....	4
OFT 1141	Keyboarding.....	2
SLS 1120	Strategies for Success.....	4
SLS 1320	Career Skills.....	2
WPR 105	Beginning Word Processing.....	4

**MAJOR CORE REQUIREMENTS: 40 Credit Hours**

CIS 103	Spreadsheet.....	4
COM 180	Business Communications.....	4
FIN 1103	Introduction to Finance.....	4
MAN 1030	Introduction to Business Enterprise.....	4
MAN 2021	Principles of Management.....	4
MAN 2300	Introduction to Human Resources.....	4
MAN 2987	Business Ethics.....	4
MAR 1011	Introduction to Marketing.....	4
MAR 2305	Customer Relations and Servicing.....	4
MGT 110	Professional Selling OR	
MGT 290D	Business Administration Externship.....	4

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# COMPUTER INFORMATION SYSTEMS

Associate of Science

Total Credit Hours: 90

Length of Program: 18-24 months

The Computer Information Systems curriculum includes several programming languages and covers an introduction to accounting, systems analysis and design, and operating systems. This program prepares an individual to enter the data processing industry as an entry-level professional programmer.

**COURSE NO. COURSE TITLE CREDIT HOURS**

**GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours**

ENC 1106	Composition I.....	4
ENC 1107	Composition II.....	4
HIS 270	American History.....	4
MAC 2104	College Algebra.....	4
PSY 2014	General Psychology.....	4
SPC 2602	Oral Communications.....	4

**REQUIRED COURSES: 52 Credit Hours**

ACG 2001	Principles of Accounting I.....	4
CGS 2110	Computer Applications.....	4
CIS 210	Visual Basic Programming.....	4
CIS 220	Operating Systems.....	4
CIS 221	Systems Analysis and Design.....	4
CIS 222	Database Programming.....	4
CIS 225	Problem Solving.....	4
CIS 232	Introduction to Networking.....	4
CIS 240	C++ Programming.....	4
CIS 270	JAVA Programming.....	4
COM 180	Business Communications.....	4
OFT 1141	Keyboarding.....	2
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills.....	2

**ELECTIVES: \*14 Credit Hours**

Select from the following, according to availability:

ACG 2011	Principles of Accounting II.....	4
ATG 110	Ten Key Mastery.....	2
BUL 2100	Applied Business Law.....	4
CIS 103	Spreadsheet.....	4
CIS 260	Advanced C++ Programming.....	4
CIS 281	HTML Coding.....	4
CIS 290A-D	Computer Information Systems Externship.....	1-4
FIN 1103	Introduction to Finance.....	4
MAN 1030	Introduction to Business Enterprise.....	4
WPR 105	Beginning Word Processing.....	4

\* Other electives may be selected with the approval of the Department Chair.



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## MEDICAL ASSISTING

### Associate of Science

**Total Credit Hours: 97**

**Length of Program: 18-24 months**

Because of a continued increase in health issues, there is a demand for qualified graduates with technical medical skills. Those who choose a career as a medical assistant will play an important role as a member of the health care team. The Medical Assisting program prepares graduates for positions in physicians' offices, medical clinics, HMO's, and military clinics where they may apply their clinical and administrative skills. The program includes applied learning in a medical setting externship, off campus. The College will assist students in finding suitable off campus externship arrangements.

COURSE NO.	COURSE TITLE	CREDIT HOURS
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**GENERAL EDUCATION REQUIREMENTS: 24 Credit Hours**

ENC 1106	Composition I.....	4
ENC 1107	Composition II.....	4
MAC 2104	College Algebra.....	4
HIS 270	American History.....	4
PSY 2014	General Psychology.....	4
SPC 2602	Oral Communications.....	4

**COLLEGE CORE REQUIREMENTS: 12 Credit Hours**

CGS 2110	Computer Applications.....	4
OFT 1141	Keyboarding.....	2
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills.....	2

**MAJOR CORE REQUIREMENTS: 57 Credit Hours**

APB 1120	Anatomy and Pathophysiology I *.....	4
APB 1130	Anatomy and Pathophysiology II.....	4
APB 1150	Anatomy and Pathophysiology III.....	4
MEA 1239	Medical Terminology *.....	4
MEA 1385	Medical Law and Ethics.....	2
MEA 1210	Basic Clinical Procedures */**.....	4
MLS 2328	Basic Clinical Procedures (lab) */**.....	2
MEA 1500	Exams and Specialty Procedures **.....	4
MLS 2329	Exams and Specialty Procedures (lab) **.....	2
MEA 2712	Diagnostic Procedures **.....	4
MLS 2750	Diagnostic Procedures (lab) **.....	2
MEA 2244	Pharmacology **.....	4
MLS 2700	Pharmacology (lab) **.....	2
MEA 2350	Medical Office Procedures.....	4
MEA 2602	Medical Finance and Insurance.....	4
MEA 2801	Professional Procedures ***.....	2
MEA 2802	Externship.....	5

**ELECTIVES: 4 Credit Hours**

Select from the following, according to availability:

MEA 1105	Domestic Violence.....	2
MEA 1695	Therapeutic Communication.....	2
MEA 2285	EKG Interpretation.....	2
MEA 2245	Phlebotomy.....	2
MEA 2325	Medical Computer Applications.....	2

\* Prerequisites for Lab classes

\*\* Classes are to be taught as one class

\*\*\* Must be taken in conjunction with externship

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## NETWORK ADMINISTRATION (NA)

### Associate in Science Degree

**Credit Hours Required: 100**

**Length of Program: 24 months**

This program provides comprehensive training in multi-platform local area and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level Systems Engineer or Network Administrator. Upon successful completion of all areas of the 24-month program, students will be awarded an Associate in Science Degree.

COURSE NO.	COURSE TITLE	CREDIT HOURS
<b>GENERAL EDUCATION: 24 Credit Hours</b>		
PSY 2014	General Psychology.....	4
MAC 2104	College Algebra.....	4
ENC 1106	Composition I.....	4
ENC 1107	Composition II.....	4
SPC 2016	Oral Communications.....	4
PHI 2100	Political Science.....	4
<b>MAJOR CORE COURSES: 76 Credit Hours</b>		
SLS 1130	Strategies for Success.....	4
CGS 1270	Introduction to Desktop Computing.....	4
CGS 1275	Computer Operating Systems.....	4
CGS 1280	Computer Hardware Concepts.....	4
CEN 1800	Diagnostics and Troubleshooting.....	2
CGS 1300	Computer Networking Fundamentals.....	2
CEN 1335	UNIX Operating System.....	4
CEN 2100	Linux Operating System.....	4
CEN 1505	Novell Administration I.....	4
CEN 2505	Novell Administration II.....	4
CEN 2530	Cisco Routers I.....	4
CEN 2531	Cisco Routers II.....	4
CGS 2210	Windows 2000 Professional.....	4
CEN 2306	Windows 2000 Server.....	4
CEN 2320	Windows 2000 Network Infrastructure.....	4
CEN 2600	Windows 2000 Directory Services Infrastructure I.....	2
CEN 2650	Windows 2000 Directory Services Infrastructure II.....	4
CEN 2700	Windows 2000 Directory Services Design.....	4
CEN 2711	Implementing and Supporting Microsoft Proxy Server.....	4
CEN 2720	Implementing and Supporting Microsoft Exchange Server.....	4
SLS 1055	Professional Development.....	2

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## PARALEGAL/LEGAL ASSISTANT

### Associate of Arts

**Total Credit Hours: 96**

**Length of Program: 18 - 24 months**

This program is designed to prepare students to enter the legal field as legal assistant or paralegal. The program emphasizes practical civil litigation skills and tasks. We prepare future legal assistants and paralegals to perform tasks such as researching legal issues, drafting legal documents, preparing pleadings, summarizing documents, organizing trial notebooks, and interviewing clients. It is the express goal of this paralegal/legal assistant program to provide students with a practical as well as theoretical education.

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
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**GENERAL EDUCATION REQUIREMENTS: 28 Credit Hours**

ENC 1106	Composition I.....	4
ENC 1107	Composition II.....	4
HIS 270	American History.....	4
HUM 201	Humanities.....	4
MAC 2104	College Algebra.....	4
PSY 2014	General Psychology.....	4
SPC 2602	Oral Communications.....	4

**COLLEGE CORE REQUIREMENTS: 28 Credit Hours**

ACO 1910	Office Accounting.....	4
CGS 2110	Computer Applications.....	4
OFT 1141	Keyboarding.....	2
PLA 1003	Introduction to Legal Assisting.....	4
PLA 1023	Legal Ethics and Social Responsibility.....	4
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills.....	2
WPR 105	Beginning Word Processing.....	4

**MAJOR CORE REQUIREMENTS: 40 Credit Hours**

PLA 1106	Legal Research and Writing I.....	4
PLA 2116	Legal Research and Writing II.....	4
PLA 2121	Bankruptcy.....	4
PLA 2250	Civil Procedure.....	4
PLA 2273	Torts.....	4
PLA 2303	Criminal Procedure.....	4
PLA 2423	Contract Law.....	4
PLA 2426	Business Organizations or	
PLA 2940	Paralegal Externship.....	4
PLA 2607	Wills, Trusts and Probate.....	4
PLA 2803	Family Law.....	4

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## TRAVEL AND TOURISM

### Associate of Arts

**Total Credit Hours: 90**

**Length of Program: 18-24 months**

This program prepares students for various entry-level positions in the travel and tourism industry, including positions with airlines, travel agencies, or other aspects of the tourism industry. Students learn communication skills, geography, the foundation of the travel industry, and microcomputer applications. During the latter part of the program, students research, organize, prepare, and experience a cruise or tour to an exciting destination.

COURSE NO.	COURSE TITLE	CREDIT HOURS
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**GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS**

ENC 1106	Composition I.....	4
ENC 1107	Composition II.....	4
HIS 270	American History.....	4
MAC 2104	College Algebra.....	4
PSY 2014	General Psychology.....	4
SPC 2602	Oral Communications.....	4

**REQUIRED COURSES: 55 CREDIT HOURS**

CGS 2110	Computer Applications.....	4
KYB 107	Keyboarding II.....	1
MAN 1030	Introduction to Business Enterprise.....	4
OFT 1141	Keyboarding.....	2
PS 205	Geography of Western Hemisphere.....	4
PS 210	Geography of Eastern Hemisphere.....	4
SLS 1130	Strategies for Success.....	4
SLS 1320	Career Skills.....	2
TAT 200	The Cruise Industry.....	4
TAT 250	Corporate Travel Management and Meeting Planning.....	4
TAT 280	Travel Experience.....	2
TAT 296	Hotel Front Desk Procedures.....	4
TAT 297	Domestic Travel.....	4
TAT 298	International Travel.....	4
TAT 299	Automated Reservations.....	4
WPR 105	Beginning Word Processing.....	4

**ELECTIVES: \*11 CREDIT HOURS**

Select from the following, according to availability:

ACG 2001	Principles of Accounting I.....	4
CIS 103	Spreadsheet.....	4
COM 180	Business Communications.....	4
MAR 1011	Introduction to Marketing.....	4
TAT 198	Travel and Tourism.....	4
TAT 290A-D	Travel Externship.....	1-4

\* Other electives may be selected with the approval of the Department Chair.

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## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 0000-0099 Preparatory courses
- 0100-2999 Lower division (first and second year) courses

Students enrolled in Diploma and Associate Degree programs take courses in the lower division. Preparatory classes do not apply toward credits needed to graduate in any program. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management, and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

### COURSE DESCRIPTIONS

**ACG 2001 Principles of Accounting I** **4 Quarter Credit Hours**  
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 2011 Principles of Accounting II** **4 Quarter Credit Hours**  
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: ACG 2001. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 2020 Introductory Cost/Managerial Accounting** **4 Quarter Credit Hours**  
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: ACG 2011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 2045 Corporate Accounting** **4 Quarter Credit Hours**  
This course emphasizes a practical understanding of corporate accounting principles, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: ACG 2011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACG 2246 Externship in Accounting** **4 Quarter Credit Hours**  
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisite: The student must be in good standing and in the final quarter. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**ACG 2451 Computerized Accounting** **4 Quarter Credit Hours**  
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: ACG 2011. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**ACG 2542 Financial Statement Analysis** **4 Quarter Credit Hours**  
The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**ACO 1807 Payroll Accounting** **4 Quarter Credit Hours**  
This course provides the student with a working knowledge of payroll laws, principles, practices, methods and systems. The student gains hands-on experience performing the payroll function. Prerequisite: ACG 2001. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**ACO 1910 Office Accounting** **4 Quarter Credit Hours**  
This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**APB 1120 Anatomy and Pathophysiology I** **4 Quarter Credit Hours**  
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, digestive and urinary systems and nutrition and metabolism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- APB 1130 Anatomy and Pathophysiology II** **4 Quarter Credit Hours**  
 This course is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the cardiovascular, lymphatic, respiratory, and reproductive systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- APB 1150 Anatomy and Pathophysiology III** **4 Quarter Credit Hours**  
 This course is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ATG 110 Ten-Key Mastery** **2 Quarter Credit Hours**  
 This course is designed to teach numeric keypad with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations helps the student meet employment standards. One hour additional lab time required per week. The objective of this course is to develop 10-Key entry skill to 12,000+ strokes per hour with 98%+ accuracy to meet industry standards for data entry. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- BUL 2100 Applied Business Law** **4 Quarter Credit Hours**  
 This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CEN 1335 UNIX Operating System** **4 Quarter Credit Hours**  
 This course is designed to give students a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computer environment, UNIX is highly utilized in Internet and networking applications. Students will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 1505 Novell Administration** **4 Quarter Credit Hours**  
 This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 1800 Diagnostics and Troubleshooting** **2 Quarter Credit Hours**  
 This course builds on the material covered in the two prerequisites to give students experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1280 and CGS 1275. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- CEN 2100 Linux Operating System** **4 Quarter Credit Hours**  
 This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for a variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 2306 Windows 2000 Server** **4 Quarter Credit Hours**  
 This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS 1300. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 2320 Windows 2000 Network Infrastructure** **4 Quarter Credit Hours**  
 This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands-on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CGS 2210 and CEN 2306. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 2505 Novell Administration II** **4 Quarter Credit Hours**  
 Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 2530 Cisco Routers I** **4 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 network computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

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- CEN 2531 Cisco Routes II** **4 Quarter Credit Hours**  
This course expands upon the topics covered in Cisco Routers I to enable students to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CEN 2530. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 2600 Windows 2000 Directory Services Infrastructure I** **2 Quarter Credit Hours**  
Microsoft's next-generation directory service – Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN 2320. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- CEN 2650 Windows 2000 Directory Services Infrastructure II** **4 Quarter Credit Hours**  
This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 2700 Windows 2000 Directory Services Design** **4 Quarter Credit Hours**  
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 2711 Implementing and Supporting Microsoft Proxy Server** **4 Quarter Credit Hours**  
This course provides students with an in-depth look at Microsoft Proxy Server 2.0. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Proxy Server 2.0. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for intranet access. Prerequisites: CEN 2306 and CEN 2320. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CEN 2720 Implementing and Supporting Microsoft Exchange Server** **4 Quarter Credit Hours**  
This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN 2306 and CEN 2320. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 1270 Introduction to Desktop Computing** **4 Quarter Credit Hours**  
This course introduces students to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 1275 Computer Operating Systems** **4 Quarter Credit Hours**  
This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 98 and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Corequisite: CGS 1270. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 1280 Computer Hardware Concepts** **4 Quarter Credit Hours**  
This course provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computer. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Other topics to be discussed include related peripherals such as printers, and networking basics. Corequisite: CGS 1270. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 1300 Computer Networking Fundamentals** **2 Quarter Credit Hours**  
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- CGS 2071 Spreadsheets** **4 Quarter Credit Hours**  
From instructor lecture and demonstration using popular spreadsheet software, students, through return demonstration will learn basic and intermediate spreadsheeting skills with hands-on training on the microcomputer. Students will learn menu operations, terminology, and how to computerize standard business forms. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
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- CGS 2110 Computer Applications** **4 Quarter Credit Hours**  
 This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CGS 2210 Windows 2000 Professional** **4 Quarter Credit Hours**  
 This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CGS 1300. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CIS 103 Spreadsheet** **4 Quarter Credit Hours**  
 The basic concepts of the electronic spreadsheet in several business applications are explored. Concepts taught include, but are not limited to, the anatomy of a spreadsheet, labels versus values, development of formulas used in practical business settings, database functions, graphing, printing, and principles and practices of spreadsheet design and documentation. Two hours additional lab time required per week. Prerequisite: CGS 2110. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- CIS 210 Visual Basic Programming** **4 Quarter Credit Hours**  
 This introductory course is aimed at the beginning programmer who is ready to tackle Windows programming. Concepts such as development process, variables, arithmetic formulas and logic and numbering systems are covered. Basic understanding of Windows is highly recommended. Prerequisites: CGS 2110 and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- CIS 220 Operating Systems** **4 Quarter Credit Hours**  
 This course explores the physical and functional characteristics of computer hardware and software. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- CIS 221 Systems Analysis and Design** **4 Quarter Credit Hours**  
 This course exposes the student to the methodologies and techniques utilized by the systems analyst in conducting systems analysis. Requirement definition is also examined. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 222 Database Programming** **4 Quarter Credit Hours**  
 This course introduces the student to principles of database design including network and relational databases. Database management systems (DBMS) are discussed. The student receives experience programming in a database language. Two hours additional lab time required per week. Prerequisites: CGS 2110 and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- CIS 225 Problem Solving** **4 Quarter Credit Hours**  
 This course is a beginning computer problem solving and programming course. A top-down, structured approach is taught. The student is also exposed to flowcharting and various problem-solving techniques. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 232 Introduction to Networking** **4 Quarter Credit Hours**  
 This course introduces the student to various network concepts such as the components of a network, topologies, software, cabling and setup, and troubleshooting. Corequisite: CGS 2110. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CIS 240 C++ Programming** **4 Quarter Credit Hours**  
 This course is an Object Oriented Program (OOP) that starts with the fundamentals of C++ language and utilizes many Windows programming techniques for the programmer who wants to build highly developed Windows programs. Prerequisites: CGS 2110 and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- CIS 260 Advanced C++ Programming** **4 Quarter Credit Hours**  
 This course is a continuation of Visual C++ that explores intermediate programming techniques with further exploration into object-oriented programming, Windows application development, and compiler tools. Prerequisite: CIS 240. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- CIS 270 Java Programming** **4 Quarter Credit Hours**  
 This course introduces the student to the Java programming language while building a strong foundation of computer science fundamentals. The student gains experience in integrating applets into web pages, data types and strings, I/O and exception handling, multithreading and events, animation, and graphical user interfaces. Two hours additional lab hours required per week. Prerequisites: CGS 2110 and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- CIS 281 HTML Coding** **4 Quarter Credit Hours**  
 This course introduces the essential concepts necessary to create web pages for personal and business use. Students achieve an understanding of what HTML coding is so that they can apply the concepts to create personal and business web sites. Students will learn how to select, manipulate, and apply graphics on web pages. Prerequisite: CGS 2110. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000
- CIS 290A Computer Information Systems Externship** **1 Quarter Credit Hour**  
 Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the
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- Department Chairperson. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030
- CIS 290B Computer Information Systems Externship** **2 Quarter Credit Hours**  
 Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Department Chairperson. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060
- CIS 290C Computer Information Systems Externship** **3 Quarter Credit Hours**  
 Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Department Chairperson. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090
- CIS 290D Computer Information Systems Externship** **4 Quarter Credit Hours**  
 Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Department Chairperson. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- CIS 2950 Externship I** **2 Quarter Credit Hours**  
 This course provides the student with on-the-job experience in a business organization practicing network administration skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced network administrator. Emphasis will be on network system administration tasks such as creating and deleting users, adding peripherals to the network, and responding to user network needs. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060
- CIS 2952 Externship II** **2 Quarter Credit Hours**  
 This course provides advanced on-the-job experience in a business organization. Students will be placed in a business organization working under the direction of an experienced network engineer to practice advanced networking tasks such as implementing and monitoring network security, working with multiple networks, and wide area networks. As students configure and troubleshoot networks, they will focus on building appropriate business relationships and communicating with peers and supervisors. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060
- COM 180 Business Communications** **4 Quarter Credit Hours**  
 The objective of this course is to help students develop the ability to communicate effectively through writing business letters, memos, letters of application, agendas, and running meetings. Proper use of basic grammar with correct punctuation and capitalization will be emphasized. In addition, students will learn how to do a 3-5 page research paper using the MLA style. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENC 1106 Composition I** **4 Quarter Credit Hours**  
 This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENC 1107 Composition II** **4 Quarter Credit Hours**  
 This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1106. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- ENG 0011 Basic English Studies** **0 Quarter Credit Hours**  
 A comprehensive review of grammar, spelling, and vocabulary intended to strengthen the student's English background and to prepare the student for more advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- FIN 1103 Introduction to Finance** **4 Quarter Credit Hours**  
 This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HIS 270 American History** **4 Quarter Credit Hours**  
 A survey of the history of the United States from the discovery of the New World to the present. The course is designed to make students aware of the need for self-understanding on the part of the American people in an ever changing world. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- HSC 1444 Diseases of the Human Body** **4 Quarter Credit Hours**  
 This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnoses and treatment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

<b>HSC 1531 Medical Terminology</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide an understanding of the meanings of a variety of medical word element (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>HSC 1561 Medical Law &amp; Ethics</b>	<b>2 Quarter Credit Hours</b>
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>HUM 201 Humanities</b>	<b>4 Quarter Credit Hours</b>
This course is intended to help students develop an appreciation and understanding of literature, music, and the visual arts when placed in their historical and philosophical settings. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>KYB 107 Keyboarding II</b>	<b>1 Quarter Credit Hour</b>
The objective of this course is to develop speed and accuracy skills using the keyboard. Prerequisite: OFT 1141. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000	
<b>MAC 2104 College Algebra</b>	<b>4 Quarter Credit Hours</b>
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 1030 Introduction to Business Enterprise</b>	<b>4 Quarter Credit Hours</b>
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2021 Principles of Management</b>	<b>4 Quarter Credit Hours</b>
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2300 Introduction to Human Resources</b>	<b>4 Quarter Credit Hours</b>
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2720 Strategic Planning for Business</b>	<b>4 Quarter Credit Hours</b>
This course is designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies that integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and ACG 2011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2987 Business Ethics</b>	<b>4 Quarter Credit Hours</b>
This course explores business ethics, including ethical issues and dilemmas in daily business activities. Students are also presented with a framework to help them in the ethical decision-making process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 1011 Introduction to Marketing</b>	<b>4 Quarter Credit Hours</b>
This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 2305 Customer Relations and Servicing</b>	<b>4 Quarter Credit Hours</b>
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAT 0024 Basic Studies in Mathematics</b>	<b>0 Quarter Credit Hours</b>
This course is a comprehensive review of the mathematical skills and concepts required to prepare the student for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MEA 1105 Domestic Violence</b>	<b>2 Quarter Credit Hours</b>
This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>MEA 1210 Basic Clinical Procedures</b>	<b>4 Quarter Credit Hours</b>
This course focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

- MEA 1239 Medical Terminology** **4 Quarter Credit Hours**  
 Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 1385 Medical Law and Ethics** **2 Quarter Credit Hours**  
 This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEA 1500 Exams and Specialty Procedures** **4 Quarter Credit Hours**  
 This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 1695 Therapeutic Communications** **2 Quarter Credit Hours**  
 This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEA 2244 Pharmacology** **4 Quarter Credit Hours**  
 Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: APB 1120, APB 1130, and APB 1150. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 2245L Phlebotomy** **2 Quarter Credit Hours**  
 This course is a review of laboratory and clinical procedures in a medical office. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000
- MEA 2285 EKG Interpretation** **2 Quarter Credit Hours**  
 This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skill learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmia and EKG changes. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEA 2325 Medical Computer Applications** **2 Quarter Credit Hours**  
 This course is designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Lec. Hrs. 010 Lab Hrs. 010 Other Hrs. 000
- MEA 2350 Medical Office Practice** **4 Quarter Credit Hours**  
 This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- MEA 2602 Medical Finance and Insurance** **4 Quarter Credit Hours**  
 This course will train the student in the major medical insurances and claims forms processing, including information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000
- MEA 2712 Diagnostic Procedures** **4 Quarter Credit Hours**  
 This course will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MEA 2801 Professional Procedures** **2 Quarter Credit Hours**  
 This course is designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MEA 2802 Medical Assistant Externship** **5 Quarter Credit Hours**  
 This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160

- MEA 1690 Domestic Violence** **2 Quarter Credit Hours**  
 This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- MGT 110 Professional Selling** **4 Quarter Credit Hours**  
 Provides the student with the knowledge and skills needed for a career in selling. Emphasis is placed on consumer buying motives, telemarketing, need determination, product knowledge, customer service, and closing the sale. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- MGT290A Business Administration Externship** **1 Quarter Credit Hour**  
 Providing supervised, practical experience in an office in the student's chosen field, this course is intended for those students preparing for a career in administrative management. Prerequisites: It is limited to students who have maintained a 3.0 GPA in their major field and have been recommended by the Director of the Business Program. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030
- MGT290B Business Administration Externship** **2 Quarter Credit Hours**  
 Providing supervised, practical experience in an office in the student's chosen field, this course is intended for those students preparing for a career in administrative management. Prerequisites: It is limited to students who have maintained a 3.0 GPA in their major field and have been recommended by the Director of the Business Program. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060
- MGT290C Business Administration Externship** **3 Quarter Credit Hours**  
 Providing supervised, practical experience in an office in the student's chosen field, this course is intended for those students preparing for a career in administrative management. Prerequisites: It is limited to students who have maintained a 3.0 GPA in their major field and have been recommended by the Director of the Business Program. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090
- MGT290D Business Administration Externship** **4 Quarter Credit Hours**  
 Providing supervised, practical experience in an office in the student's chosen field, this course is intended for those students preparing for a career in administrative management. Prerequisites: It is limited to students who have maintained a 3.0 GPA in their major field and have been recommended by the Director of the Business Program. Limited to students in their last two quarters of the Business Administration Program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- MLS 2328 Basic Clinical Procedures Lab** **2 Quarter Credit Hours**  
 This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- MLS 2329 Exams and Specialty Procedures Lab** **2 Quarter Credit Hours**  
 This course is designed for the student to practice and acquire the skills learned in the Exams and Specialty Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- MLS 2700 Pharmacology Lab** **2 Quarter Credit Hours**  
 Various aspects of clinical pharmacology will be discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- MLS 2750 Diagnostic Procedures Lab** **2 Quarter Credit Hours**  
 This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000
- OFT 1141 Keyboarding** **2 Quarter Credit Hours**  
 This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000
- PLA 1003 Introduction to Legal Assisting** **4 Quarter Credit Hours**  
 Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 1023 Legal Ethics and Social Responsibility** **4 Quarter Credit Hours**  
 This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

- PLA 1106 Legal Research and Writing I** **4 Quarter Credit Hours**  
 The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2116 Legal Research and Writing II** **4 Quarter Credit Hours**  
 This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA 1106. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2121 Bankruptcy** **4 Quarter Credit Hours**  
 This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2250 Civil Procedure** **4 Quarter Credit Hours**  
 This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2273 Torts** **4 Quarter Credit Hours**  
 This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2303 Criminal Procedure** **4 Quarter Credit Hours**  
 This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2423 Contract Law** **4 Quarter Credit Hours**  
 The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2426 Business Organizations** **4 Quarter Credit Hours**  
 This course is designed to introduce the student to the basic rules, processes and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2607 Wills, Trusts and Probate** **4 Quarter Credit Hours**  
 This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2803 Family Law** **4 Quarter Credit Hours**  
 In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA2940 Paralegal Externship** **4 Quarter Credit Hours**  
 This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the Department Chairperson. Students below a 3.0 GPA must secure the approval of both the Department Chairperson and the Dean to enroll in the Externship course. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120
- PS 205 Geography of Western Hemisphere** **4 Quarter Credit Hours**  
 Analysis of elements necessary for the development of tourism destinations in the Western Hemisphere. An introduction to major destinations within North and South America, and the interrelationships of their social, economic and physical aspects. Emphasis will be placed on tourist destinations most visited by residents of the United States. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**PS 210 Geography of Eastern Hemisphere****4 Quarter Credit Hours**

Analysis of elements necessary for the development of tourism destination in the Eastern Hemisphere. An introduction to major destinations within Europe, Africa, Asia, and the South Pacific areas, and the interrelationships of their social, economic and physical aspects. Emphasis will be placed on tourist destinations most visited by residents of the United States. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PSY 2014 General Psychology****4 Quarter Credit Hours**

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SLS 1055 Professional Development****2 Credit Hours**

This course is designed to assist the student with personal and professional development for successful employment both in attaining and maintaining employment. Students will practice using written skills and developing a current resume. Course content helps students focus on developing a positive self-image, assessing strengths, learning job search techniques, and the building of appropriate interpersonal business relationships with co-workers, supervisors, and customers. Lec Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**SLS 1130 Strategies for Success****4 Quarter Credit Hours**

This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SLS 1320 Career Skills****2 Quarter Credit Hours**

This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**SPC 2602 Oral Communications****4 Quarter Credit Hours**

This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAT 198 Travel & Tourism****4 Quarter Credit Hours**

An introduction to worldwide tourism and travel, this course explores the historical development of the tourism industry, segments that make up the travel industry, tourists' motivations to travel, social and economic impacts which the tourism industry has on a host country, the role of government as it relates to regulatory and promotional activities, and forecasts for tourism and job opportunities in the travel, tourism, and hospitality industry. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAT 200 The Cruise Industry****4 Quarter Credit Hours**

This course is designed to instruct the student in routings and destinations for cruise ships. The study of schedules and brochures will be integrated with the study of terminology pertinent in both areas. Corequisite: TAT 280. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAT 250 Corporate Travel Management and Meeting Planning****4 Quarter Credit Hours**

The course will provide an introduction and overview to this industry segment and will introduce the student to some of the allied opportunities within the travel industry. A two-part focus will concentrate first on corporate travel management then finish with meeting planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAT 280 Travel Experience****2 Quarter Credit Hours**

A course designed to help the student acquire supervised, practical experience in a travel-related business. Prerequisites: TAT 297 and TAT 298. In addition students must maintain a passing GPA overall and must have been recommended by the Department Chair of Travel and Tourism. Corequisite: TAT 200. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**TAT 290A Travel Externship****1 Quarter Credit Hour**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: Limited to students in their last two quarters of study who have been recommended by the Department Chair of Travel and Tourism. Applicants must have achieved a 3.0 overall GPA. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030

**TAT 290B Travel Externship****2 Quarter Credit Hours**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: Limited to students in their last two quarters of study who have been recommended by the Department Chair of Travel and Tourism. Applicants must have achieved a 3.0 overall GPA. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

**TAT 290C Travel Externship****3 Quarter Credit Hours**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: Limited to students in their last two quarters of study who have been recommended by the Department Chair of Travel and Tourism. Applicants must have achieved a 3.0 overall GPA. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

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**TAT 290D Travel Externship****4 Quarter Credit Hours**

A course to provide the student with supervised, practical travel and tourism experience in a travel environment. Prerequisites: Limited to students in their last two quarters of study who have been recommended by the Department Chair of Travel and Tourism. Applicants must have achieved a 3.0 overall GPA. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120

**TAT 296 Hotel Front Desk Procedures****4 Quarter Credit Hours**

This course introduces the student to all facets of front desk operations including registration, reservations, check out, and front desk accounting. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAT 297 Domestic Travel****4 Quarter Credit Hours**

This course covers domestic airline schedules, manual ticketing, airline passenger tariffs, rules and procedures, and domestic city codes. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAT 298 International Travel****4 Quarter Credit Hours**

This course is designed to be a research oriented class with individual or group projects. Proficiency and skills in the application of manual reservation utilizing the OAG Worldwide Hotel Travel Index, OAG, the International Editions of the Travel Planner, Brochures, Tour Manuals, Car Rental Catalogs, etc., used in preparation of tourism is covered. Also forecast for the future of the travel industry is discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAT 299 Automated Reservations****4 Quarter Credit Hours**

Hands-on training in the use of SABRE Airline Computer training is presented. Students learn to create, retrieve, and modify Passenger Name Records (PNR's) in addition to displaying schedules, checking availability, and pricing itineraries.

Prerequisites: OFT 1141 and TAT 297. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**TAX 2215 Tax Accounting****4 Quarter Credit Hours**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**WPR 105 Beginning Word Processing****4 Quarter Credit Hours**

The student will be introduced to beginning word processing. The student will be taught how to format, create, edit, store, and print text. Additional features include tables, blocks, and special print effects and electronic dictionary. Thirty hours of out-of-class projects required. Prerequisite: OFT 1141. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

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## STAFF LISTING

### ADMINISTRATIVE STAFF

Stephen M. Backman	President	MA, Pepperdine University MS, USAF Air War College BS, Long Island University
Ken Meronek	Academic Dean	MS, Texas A&M University BS, Texas A&M University AS, Weber State University
L. Jemé Deviny	Director, Finance	BA, Eastern Washington University
John Rios	Admissions Director	BS, University of Redlands AA, Riverside Community College
Nancy Roblez	Director, Placement	BS, University of Utah
Darrell D. Walker	Assistant Academic Dean	BA, Utah State University
L-Dene Myers-Samora	Registrar	AA, Mountain West College
Angela Jones	Assistant Registrar	
Gisela Pahl	Librarian/Bookstore Manager	AA, Phillips Junior College
Beth Dorney	Library Assistant	AA, Eastern University
Rachelle Rowan	Senior Financial Aid Officer	AA, Phillips Junior College
Mark Trawick	Financial Aid Officer	BS, Parks College AA, Community College of the Air Force
Enoch Bishop	Financial Aid Officer	AA, Mountain West College
Alice Crutchley	Financial Aid Officer	AA, Mountain West College
Lizzetta Nuttall	Administrative Assistant	BA, Columbia College AA, Mountain West College
Betty Willis	Student Success Coordinator	AA, Mountain West College
<b>Department Chairs</b>		
LeAnn Woldruff	Business	MBA, Westminster College BA, Westminster College
James B. Chase, Jr.	Information Technology	MA, University of Phoenix BS, University of Phoenix
Paula Criman	Medical Assisting	MS, Brigham Young University BS, Brigham Young University AS, Loma Linda University
Gordon Everitt	Paralegal/Legal Assistant	BS, Ohio Christian College
John Romero	Travel and Tourism	BA, University of Utah

### FACULTY

#### FULL-TIME FACULTY

Dina Imeava	General Education	BA, University of Utah BA, Russian State University, Russia
Marcia Miller	Medical Assisting/Paralegal	BA, Columbia College AA, Phillips Junior College
Jason Montoya	General Education	BS, University of Utah, AS, Salt Lake Community College
Rock Oakeson	General Education	MA, North Texas State University
Lori Rager	Medical Assisting	BA, Brigham Young University CMA, Diploma, Medical Institute of Technology



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## ADJUNCT FACULTY

Calvin Andrus	Business	MS, University of Utah
Brent Baum	General Education	BS, Brigham Young University MEd, Western New Mexico University BA, Central Washington University BA, Central Washington University
Vernon Berrie	General Education	MA, Utah State University BS, University of Utah BA, University of Utah
Walter Borschel	Paralegal	BS, Weber State University
Greg Coon	Business/General Education	PhD, University of Utah MBA, University of Utah BA, Brigham Young University
Mary Cranney	General Education	MFA, University of Utah BA, University of Utah
Dale Dansie	Computer Information Systems	Novell Certified Network Engineer OS/2.V2, Faculty and Installation, IBM Token Ring Network Implementation and Management
Lance DuBach	Computer Information Systems	BA, Auburn University at Montgomery
Stephanie Hardman	Medical Assisting	BS, University of Utah
Kristen Hillman	Travel and Tourism	BS, University of Utah
Troy Hooten	Business	MBA, Westminster University BA, University of Utah
Douglas Hoyt	Paralegal	JD, University of Wyoming BA, University of Wyoming
Sudhir Kateel	General Education	BS, Michigan State University
Steven Lawrence	Paralegal	JD, University of Utah BA, University of Utah
Darby Long	Medical Assisting	BS, Northern Michigan University
Bena Martin	General Education	MA, Utah State University BS, Utah State University
Ann Nevers	Paralegal	JD, University of Utah LLM, St. Louis University
John O'Donnell	Medical Assisting	BS, Massachusetts College of Pharmacy and Allied Health
Troy Pierce	Computer Information Systems/ Networking	BA, University of Utah
Dave Rees	Accounting	BS, Boise State University BA, Boise State University
Diane St. Pierre	Medical Assisting	AS, Mountain West College
Paul Stock	General Education	BS, University of Utah
Heather Theut	Medical Assisting	AA, Mountain West College
Mark Trawick	General Education	BS, Parks College AA, Community College of the Air Force
John Turner	General Education	MA, Humbolt State University MA, University of San Francisco BA, University of Utah
Terra Vangerven	Medical Assisting	Medical Assisting Diploma, Bryman School, UT
Sheldon J. Ward	Business/Medical Assisting	MBA, University of Utah BA, University of Utah

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## CURRICULUM ADVISORY BOARDS

### Accounting/Business

Sommer Bolman	Senior Accountant	Boart Longyear
Robb Enger	Staff Accountant	Larsen & Company
Troy Hooton	Manager	Interwest Business Group
Victoria Richardson	Partner	The CPA Network
Clarke Miller	Human Resources Representative	United Parcel Service

### Computer Information Systems

John Anderson	General Manager	Star West, Inc.
Keith Barlow	CIS Manager	Salt Lake City Corporation
Dale Dansie	President and CEO	King Secure
Troy Pierce	Chief Operating Officer	King Secure

### Medical

John O'Donnell, R.N.	Clinical Director	Granger Medical
Diane St. Pierre, C.M.A.		Private Practice
Terra Van Gerven, R.M.A.		Dr. Robert Terashima
Casey Matheson	Employment Specialist	IHC

### Paralegal

Michael Cragun	Commissioner	Davis County
Lisa Lemus	Paralegal	
Walt Novak	Director, Employer and Community Services	D. A. T. C.
Sherri Palmer	Attorney-at-Law	
Loreli Riley	Managing Paralegal	Laherty & Associates
Jeff Robinson	Attorney-at-Law	
Patrick Tan, Esq.	Director of Pro Bono Services	Utah Legal Services

### Travel and Tourism

Traci Cayford	Media Relations Director	State of Utah
Tom Giordano	Assistant Manager, Reservations	Southwest Airlines
Gale McCurdy	Event Manager	South Towne Exhibition Center
Dennis Porter	Director of Sales	West Coast Hotel
Melissa Soper	Recruiter	6 Continents Hotels & Resorts
Traci Wellborn	Manager Reservation Sales and Services	Delta Airlines, Inc.
Kathy Worley	Human Resources Manager	The Mark Travel Corporation

## ACADEMIC CALENDARS

2002 CALENDAR				
EVENT				
Christmas Holidays	From:	12	19	2001
	To:	1	1	2002
Classes Resume		1	2	2002
Fall Term Ends		1	12	2002
<b>Winter Term Starts</b>		<b>1</b>	<b>14</b>	<b>2002</b>
M.L. King Jr. Birthday Holiday		1	21	2002
Presidents' Day		2	18	2002
<b>Mini-Term Starts</b>		<b>2</b>	<b>25</b>	<b>2002</b>
Spring Holiday		3	29	2002
Winter Term Ends		4	6	2002
Spring Vacation*	From:	4	8	2002
	To:	4	13	2002
<b>Spring Term Starts</b>		<b>4</b>	<b>15</b>	<b>2002</b>
Memorial Day Holiday		5	27	2002
<b>Mini-Term Starts</b>		<b>5</b>	<b>28</b>	<b>2002</b>
Independence Day Holiday		7	4	2002
Spring Term Ends		7	6	2002
Summer Vacation	From:	7	8	2002
	To:	7	13	2002
<b>Summer Term Starts</b>		<b>7</b>	<b>15</b>	<b>2002</b>
<b>Mini-Term Starts</b>		<b>8</b>	<b>26</b>	<b>2002</b>
Labor Day Holiday		9	2	2002
Summer Term Ends		10	5	2002
Fall Break	From:	10	7	2002
	To:	10	12	2002
<b>Fall Term Start</b>		<b>10</b>	<b>14</b>	<b>2002</b>
<b>Mini-Term Starts</b>		<b>11</b>	<b>18</b>	<b>2002</b>
Thanksgiving Day Holiday	From:	11	28	2002
	To:	11	30	2002
Christmas Holiday	From:	12	23	2002
	To:	1	1	2003
Classes Resume		1	2	2003
Fall Term Ends		1	11	2003

**2003 CALENDAR**

**EVENT**

Christmas Holidays	From:	12	23	2002
	To:	1	1	2003
Classes Resume		1	2	2003
Fall Term Ends		1	11	2003
<b>Winter Term Starts</b>		<b>1</b>	<b>13</b>	<b>2003</b>
M.L. King Jr. Birthday Holiday		1	20	2003
Presidents' Day		2	17	2003
<b>Mini-Term Starts</b>		<b>2</b>	<b>24</b>	<b>2003</b>
Winter Term Ends		4	5	2003
Spring Vacation*	From:	4	7	2003
	To:	4	12	2003
<b>Spring Term Starts</b>		<b>4</b>	<b>14</b>	<b>2003</b>
Spring Holiday		4	18	2003
Memorial Day Holiday		5	26	2003
<b>Mini-Term Starts</b>		<b>5</b>	<b>27</b>	<b>2003</b>
Independence Day Holiday		7	4	2003
Spring Term Ends		7	5	2003
Summer Vacation	From:	7	7	2003
	To:	7	12	2003
<b>Summer Term Starts</b>		<b>7</b>	<b>14</b>	<b>2003</b>
<b>Mini-Term Starts</b>		<b>8</b>	<b>25</b>	<b>2003</b>
Labor Day Holiday		9	1	2003
Summer Term Ends		10	4	2003
Fall Break	From:	10	6	2003
	To:	10	11	2003
<b>Fall Term Start</b>		<b>10</b>	<b>13</b>	<b>2003</b>
<b>Mini-Term Starts</b>		<b>11</b>	<b>17</b>	<b>2003</b>
Thanksgiving Day Holiday	From:	11	27	2003
	To:	11	29	2003
Christmas Holiday	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	10	2004

**2004 CALENDAR**

EVENT				
Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	11	2004
<b>Winter Term Starts</b>		<b>1</b>	<b>12</b>	<b>2004</b>
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
<b>Mini-Term Starts</b>		<b>2</b>	<b>23</b>	<b>2004</b>
Winter Term Ends		4	3	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
<b>Spring Term Starts</b>		<b>4</b>	<b>12</b>	<b>2004</b>
Memorial Day Holiday		5	31	2004
<b>Mini-Term Starts</b>		<b>6</b>	<b>1</b>	<b>2004</b>
Spring Term Ends		7	3	2004
Independence Day Holiday		7	4	2004
Summer Vacation	From:	7	5	2004
	To:	7	10	2004
<b>Summer Term Starts</b>		<b>7</b>	<b>12</b>	<b>2004</b>
<b>Mini-Term Starts</b>		<b>8</b>	<b>23</b>	<b>2004</b>
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
<b>Fall Term Start</b>		<b>10</b>	<b>11</b>	<b>2004</b>
<b>Mini-Term Starts</b>		<b>11</b>	<b>15</b>	<b>2004</b>
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	27	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	8	2005

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## RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
Duff's Business Institute	Pittsburgh, PA
Florida Metropolitan University - Fort Lauderdale	Fort Lauderdale, FL
Florida Metropolitan University - North Orlando	Orlando, FL
Florida Metropolitan University - South Orlando	Orlando, FL
Florida Metropolitan University - Melbourne	Melbourne, FL
Florida Metropolitan University - Tampa	Tampa, FL
Florida Metropolitan University - Brandon	Tampa, FL
Florida Metropolitan University - Pinellas	Clearwater, FL
Florida Metropolitan University - Lakeland	Lakeland, FL
Florida Metropolitan University - Jacksonville	Jacksonville, FL
Las Vegas College	Las Vegas, NV
Mountain West College	Salt Lake City, UT
Parks College	Arlington, VA
Parks College	Aurora, CO
Parks College	Thornton, CO
Rhodes College	Phoenix, AZ
Rhodes College	Rancho Cucamonga, CA
Rhodes College	Springfield, MO
Rochester Business Institute	Rochester, NY
Western Business College	Portland, OR
Western Business College	Vancouver, WA

### STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly-owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

#### Rhodes Colleges, Inc. - Corinthian Colleges, Inc.

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Paul R. St. Pierre	Executive Vice President, Marketing and Admissions
Dennis L. Devereux	Executive Vice President, Human Resources and Assistant Secretary
Dennis N. Beal	Executive Vice President and Chief Financial Officer and Treasurer
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Nolan Miura	Vice President, Strategic Planning and Assistant Treasurer
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**Mountain West College  
Salt Lake City, Utah  
2002-2003 Catalog Addenda**

◆ **Addendum #1 - Effective March 19, 2002**

*The following course names have been changed:*

Course #	New Name
APB 1120	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition
APB 1130	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems
APB 1150	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems

◆ **Addendum #2 - Effective May 1, 2002**

*The following replaces the section titled "Re-entering Students" on page 4:*

**REENTRY POLICY**

Any student who withdraws from school may apply for reentry. Any student withdrawn may only reenter with the approval of the Academic Dean who will evaluate attendance, academic and financial history. The reentry request may only be submitted after the student has been out of school for a full quarter if the student was withdrawn for failure to meet Satisfactory Academic Progress. Students who reenter the college will sign a new enrollment agreement and will be subject to the tuition rates and program requirements in effect at the time of reentry.

◆ **Addendum #3 - Effective May 1, 2002**

*The following is added to the Satisfactory Academic Progress Tables on pages 30 and 31:*

**100 Quarter Credit Hours**

The total credits that may be attempted (maximum program length) is 150 (150% of 100).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 150	N/A	2.00	N/A	66%

◆ **Addendum #4 - Effective May 20, 2002**

*The following course numbers have been changed:*

OLD Course Number	Course Title	NEW Course Number
SLS 1120	Strategies for Success	SLS 1130
PSY 2014	General Psychology	PSY2015

◆ **Addendum #5 - Effective May 28, 2002**

*The following course numbers have been changed:*

OLD Course Number	Course Title	NEW Course Number
ENC 1106	Composition I	ENC 1108

◆ **Addendum #6 - Effective July 15, 2002**

*The following course numbers have been changed:*

OLD Course Number	Course Title	NEW Course Number
SLS 1055	Professional Development	SLS 1341
PSY 2014	General Psychology	PSY 2015
CEN 2530	Cisco Routers I	CET 1600C

◆ **Addendum #7 - Effective July 1, 2002**

*The following replaces the tuition chart on page 8:*

**Tuition per credit hour per term**

PROGRAM	CREDITS REGISTERED FOR	TUITION PER CREDIT HOUR
All Programs except Network Administration	1 through 11	\$245
	12 through 15	\$230
	16 or more	\$215
Network Administration	per credit	\$285

**Mini-term start tuition per credit hour (Mini-term start quarter only)**

All Programs	per credit	\$215
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