



&

Computer Career Center

A Division of Vista College*

School Catalog

Diploma/Certificate/Degree
Academic Year
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6101 Montana Avenue—Main Campus
El Paso, Texas 79925
(915) 779-8031

Las Cruces Branch Campus*
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Las Cruces, New Mexico 88001
(575) 556-1080

Extension Campus
7731 North Loop
El Paso, Texas 79915
(915) 599-9010

Branch Campus
5919 Brook Hollow
El Paso, Texas 79925
(915) 599-9010

Amarillo Branch Campus
3440 Bell Street, Ste. 100
Amarillo, Texas 79109
(806) 372-3700

Lubbock Branch Campus
4620 50th Street, Ste. 14
Lubbock, Texas 79414
(806) 785-2100

Branch Campus
4801 Frankford Avenue
Lubbock, TX 79424
(806) 785-2100

Beaumont Branch Campus
3871 Stagg Drive, Ste. 194
Beaumont, TX 77701
(409) 291-4900

Longview Branch Campus
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Longview, TX 75604
(903) 704-0544

Killeen Branch Campus
1001 S. Fort Hood Street
Killeen, TX 76541
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Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

Accredited by the Council on Occupational Education
7840 Roswell Rd, Bldg. 300, Ste. 325
Atlanta Georgia 30350
www.council.org

*Approved and Regulated by the State of New Mexico Higher Education Department, Santa Fe, New Mexico.

Welcome from the Chief Executive Officer

Vista College has just completed its twenty-eighth year of operation, and it gives me a chance to reflect on our success. Success doesn't just happen. Success is the result of a plan that is made and followed. Unfortunately, too many students have been led to believe that all they need for a successful and happy future is a diploma. This belief has resulted in disappointment for hundreds of capable graduates. Today it is important that every person be self-reliant. Our personal and national economies demand it. How then should people plan to assure themselves the greatest possibilities for happy and successful futures? There are three simple but vitally related factors which are essential but too frequently ignored: *interest, demand and potential growth.*

The most important item to remember in planning your future is that you must start with your interests. If you are interested in something, you will enjoy learning about it today and doing it tomorrow. Once you've spent your time and money on education it is important there be a demand for the services in which you were trained. Finally, explore the growth potential in the field you select and be sure the field will meet your expectations. Ambitious men and women properly trained do not want to stagnate; they want to progress and grow.

We are primarily a nation of business. The whole structure of our busy world depends largely upon properly trained office and medical personnel for successful operation. By recognizing the need to continue your education you have taken the first step in becoming a marketable individual. You have recognized the need to possess certain necessary skills if you are to compete in the rapidly changing job market. Business and industry thrives because of motivated people like you who want to contribute to the growth of our nation.

Vista College provides students with the opportunity to learn traditional concepts in the areas of medicine, business and industry. I personally challenge you to be the best that you can be. Not only while attending Vista College, but also once you have entered the job market as a graduate.

At Vista College students are in a unique community. Our philosophy is that each student is an integral part in the success of our school. Every student has individual needs and wants. We will treat you with the respect and dignity you deserve. Our goal is to make every student proud to be a part of Vista College. Our rewards will come from your accomplishments and successes obtained from your education. We want to be your educational family. Remember, you are the school!

If you consider yourself a motivated individual who sees the world as exciting and challenging, I invite you to explore this catalog and consider Vista College as your means to become an integral part of our ever changing and competitive world.



Jim Tolbert
Chief Executive Officer

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Vista College and its subsidiaries are owned by Education Futures Management, LLC Mr. Jim Tolbert, Mr. Louis Kenter, and Mr. Maneesh Chawla constitute Vista College L.P.'s Board of Directors.

BOARD OF DIRECTORS

Mr. Jim Tolbert
Chief Executive Officer

Mr. Louis Kenter
Vice President

Mr. Maneesh Chawla
Vice President and Secretary

Mr. Antonio Rico
Campus Director-El Paso (Main Campus)

Mr. Scott Deprefontaine
Campus Director-Lubbock Campus

Ms. Susan Nottingham
Campus Director-Amarillo Branch Campus

Ms. Lorena Castillo
Campus Director-Las Cruces Branch
Campus

COLLEGE OFFICERS

Mr. Jim Tolbert
Chief Executive Officer


Mr. Thomas Kiel
Chief Financial Officer

Ms. Terri Lowery
Campus Director-Beaumont Branch
Campus

Mr. Timothy Armstrong
Campus Director-Longview Branch Campus

Mr. Shawn Washington
Campus Director-Killeen Branch Campus

ALL INFORMATION CONTAINED IN THIS STUDENT CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Jim Tolbert
Chief Executive Officer – Vista College

This catalog is current as of the time of printing. Vista College reserves the right to make changes in course content, equipment, materials, organizations, policy, and curriculum as circumstances dictate, subsequent to publication. The school expects its students to have knowledge of the information present in this catalog and in other official publications.

Vista College is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending), the Age Discrimination Act and the Americans with Disabilities Act.

SCHOOL AFFILIATIONS

STATE APPROVING BODIES

Texas:

Texas Workforce Commission, Career Schools and Colleges
Texas Higher Education Coordinating Board
Texas Board of Nursing
Texas Department of State Health Services
Texas Department of Licensing and Regulation
Texas Department of Assistive and Rehabilitative Services
Texas Department of Aging and Disability Services

New Mexico:

State of New Mexico Higher Education Department
New Mexico Regulation and Licensing Department, Board of Barbers and Cosmetologists
New Mexico Board of Nursing
New Mexico Department of Health

ACCREDITING BODIES

Commission of the Council on Occupational Education
American Veterinary Medical Association

SCHOOL MEMBERSHIPS

Association of Private Sector Colleges and Universities (APSCU)
Career Colleges and Schools of Texas (CCST)
Chamber of Commerce (Amarillo, Beaumont, El Paso, Las Cruces, Longview, Lubbock)
Credit Bureau of El Paso
Better Business Bureau (Amarillo, Beaumont, El Paso, Las Cruces, Longview, Lubbock)
Greater El Paso and Hispanic Chamber of Commerce
National Center for Competency Testing

HISTORY OF THE SCHOOL

Computer Career Center was established in El Paso, Texas, on October 14, 1985. The school was first located at the El Paso Community College, Rio Grande Campus, and provided training to JTPA (Job Training Partnership Act) students through a joint effort with the El Paso Community College and the Upper Rio Grande Private Industry Council (URGPIC). The school moved to a new location at 8201 Lockheed, El Paso, Texas 79925 on June 20, 1986. L & W Chayes Enterprises, Inc., d/b/a/ Computer Career Center, purchased Control Data Multiskill Center, El Paso branch, on November 1, 1987. Computer Career Center became the successor of interest to existing contracts from Control Data Multiskill Center in El Paso.

On April 1, 1993, Computer Career Center's main campus relocated to its present location at 6101 Montana, El Paso, Texas 79925. The main campus provides occupational education to west Texas and southern New Mexico. The main campus is located at 6101 Montana Avenue in El Paso, Texas and shares over 34,000 square feet between two buildings. The facilities consist of multiple lecture rooms, medical and dental laboratories, computer labs, media center/library, administrative offices and conference rooms.

Computer Career Center opened an extension campus at 7731 North Loop Drive, El Paso, Texas 79915 on March 7, 2005. The Computer Career Center Extension campus teaches programs in allied health. An extension campus, located at 7731 North Loop Drive, opened in March, 2005 and consists of approximately 10,000 square feet of space. The facilities consist of administrative offices, classrooms, library, and medical and computer labs.

Computer Career Center, LP, purchased Computer Career Center on June 1, 2006. Computer Career Center, LP, is part of Education Futures Group, LLC, a Prospect Partners LLC portfolio company.

Computer Career Center opened a New Mexico campus at 850 N. Telshor, Suite F&G, Las Cruces, New Mexico, 88011 in the spring of 2007. This facility occupies 36,902 square feet of space and consists of multiple lecture rooms, medical and dental laboratories, computer labs, media center/library, administrative offices and conference rooms. The rooms are modern, well-equipped and provide adequate space for the approved programs.

Computer Career Center, LP purchased Texas Computer Training Institute (TCTI) on August, 2007. In 2008, the school officially changed the name TCTI to Computer Career Center— Amarillo campus and Lubbock campus. In January 2010, the Amarillo branch campus moved to the present location at 3440 Bell Street. The school occupies three suites: #100; #206; and #212; and has a total of 35,509 square feet. The current facility has spacious classrooms, labs, library/media center, and administrative area. An additional extension is planned in Suite 204.

The Lubbock campus, located at 4620 50th Street, Lubbock, Texas is housed at two locations with a combined 38,699 square feet of space. Students have access to computer labs, medical labs, classrooms, skills labs, and adequate work space for cosmetology and skilled trades programs. Administrative offices and testing rooms are also available.

During 2009, Computer Career Center changed its name to Computer Career Center, a Division of Vista College.

Computer Career Center opened an extension campus at 5919 Brook Hollow, El Paso, Texas, 79925 in February 2010. The Computer Career Center Extension campus teaches programs in allied health and business. With over 35,000 square feet of space, the Brook Hollow location offers multiple classrooms, computer labs, medical and dental labs, media center/library, administrative offices, as well as houses the skilled trades programs. The total square footage of all facilities in El Paso is approximately 73,550.

Computer Career Center opened a Beaumont, TX campus in December of 2010. The facility, located at 3871 Stagg Drive, occupies 38,750 square feet of space and consists of administrative offices, multiple classrooms, medical labs, computer labs, and designated areas for the massage rooms.

Computer Career Center, a Division of Vista College changed its name to Vista College in 2011.

Vista College opened a Longview, TX campus in September of 2011. The Longview, Texas branch campus

occupies 35,900 square feet of space. The facility utilizes current industry equipment found in medical and dental labs, computer labs, as well as multiple classrooms, media/library, and administrative offices. Space is also available for expansion and additional programs.

A campus in Killeen, Texas opened January, 2013. The newest branch campus, located at 1001 S. Fort Hood Street in Killeen, Texas, began offering classes in January, 2013. Occupying approximately 15,000 square feet of space, the facility consists of administrative offices, multiple classrooms, medical labs, computer labs, media/library, and adequate space for the cosmetology program. Space is also available for additional programs and future expansion plans.

The schools offer specialized vocational training and occupational education. Program graduates are awarded certificates, diplomas, or Associate degrees. Curricula are reviewed and developed through a Governing Board and Advisory Board whose members represent business, industry, and education. A Financial Aid Department, a Placement Department, and an Admissions Department supplement the Academic Department to help students achieve their career goals.

Vista College is chartered by the State of Texas as a private education corporation and approved by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Austin, Texas 78778-0001 (512) 936-3100 and the State of New Mexico Higher Education Department, 1068 Cerrillos Road, Santa Fe, NM, 87505-1650, (505) 476-6548. The Associate of Applied Science Degrees are approved and regulated by the Texas Higher Education Coordinating Board, 1200 East Anderson Lane, Austin, TX 78752, (512) 427-6101 and the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898.

Vista College is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898.

The Vocational Nurse Program began in October 2004, in El Paso, Texas and is regulated by the Texas Board of Nursing, William P. Hobby Building, Ste. 3-460, 333 Guadalupe Street, Austin, TX 78701. The Practical Nurse program began in September, 2008 in Las Cruces, New Mexico and is regulated by the New Mexico Board of Nursing, 6301 Indian School Road, NE, Suite 710, Albuquerque, NM 87110, (505)841-8340, www.bon@state.nm.us. The Massage Therapy Program began in 2010, in Beaumont, Texas and is regulated by the Texas Department of State Health Services, Massage Therapy Licensing Program, PO Box 149347 MC1982, Austin, Texas 78714-9347, (512) 834-6616. The Cosmetology programs began in Las Cruces, MN and Lubbock, TX in May 2011 and are regulated by New Mexico Regulation and Licensing Department, Board of Barbers and Cosmetologists, Toney Anaya Bldg., 2550 Cerrillos Road, Santa Fe, NM, 87505, Phone-505-476-4690, Fax-505-476-4665 and Texas Department of Licensing and Regulation, PO Box 12157 Austin, TX 78711, 800-803-9202, www.license.state.tx.us. The Veterinary Technology program is accredited by the AVMA as a program for educating veterinary technicians. The American Veterinary Medical Association (AVMA) is located at 1931 N. Meachem Road, Suite 100, Schaumburg, IL 60173, 800-248-2862.

MISSION AND OBJECTIVES

The mission of Vista College is to provide high quality, specialized career preparation or enhancement to meet and cope with technological changes resulting in employment and career success.

Vista College recognizes this is an era of accelerated changes and accepts the responsibility to aid its students in preparation for these changes by providing quality education and career guidance relative to the demands of an automated work place.

Consistent with its mission, Vista College has established the following objectives:

- To enroll students who demonstrate the aptitude and attitude to successfully pursue programs offered
- To teach classes utilizing instructor and computer-assisted learning techniques
- To cooperate with community employers and educational institutions to develop and revise curricula which include competency-based vocational skills training and traditional occupational classroom experiences for students
- To provide programs designed to meet the needs of allied health, business and industry while maintaining an awareness of individual student requirements
- To acquire and maintain data from graduates, employers, publications, and professional conferences which is organized and shared with faculty, staff and advisory board members to ensure that courses and program content are relevant and timely
- To assist displaced workers in training and re-training of marketable skills
- To assist graduates in securing training-related careers
- To be an active member of the community by demonstrating concern for students who have special needs such as basic skills deficiencies, high school drop-outs, homeless, runaway or foster children, pregnant or parenting, offenders and disabilities which include learning or no work history and which can be addressed through skills training
- To maintain a professional positive integrity that serves as a role model for enrolled students

NON-DISCRIMINATION POLICY AFFIRMATIVE ACTION STATEMENT

The school requires all admission and hiring practices be structured and applied equally without regard to factors that are non-job related. These factors include but are not limited to race, sex, creed, color, religion, national origin, age, source of income, marital status, sexual preferences, and physical or mental disabilities when the individual is otherwise qualified, or status as disabled or Vietnam-era veterans. This policy commits Vista College to provide equal admission and hiring opportunities to all phases or aspects of student or employee recruitment, including but not limited to selection, placement, transfer, training, development, termination and all conditions or privileges of admission or hire.

Vista College complies with Section 504 policies (non-discrimination against handicapped persons) and does not discriminate against hiring or enrolling handicapped persons on the basis of the handicap.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT – PUBLIC LAW 101-226

The Drug Free Schools and Communities Act Amendment of 1989 requires as a condition of receiving funds or any form of financial assistance under any Federal Program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

This program will be an ongoing prevention project that at a minimum will provide an annual distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit regardless of the length of the student's program of study, to include:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of
- Illicit drugs and alcohol by students and employees on its property or as part of any of its activities
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession

- or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment, or rehabilitation program that is available

Vista College will impose disciplinary action on students and employees up to and including expulsion or termination of education or employment and referral for prosecution for the violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

SUMMARY: All employees and students must certify that, as a condition of enrollment, employment or receiving any financial aid, they will not engage in the unlawful manufacture, distribution, dispensing or use of a controlled substance during the period covered by employment or the period during which federal financial assistance is used for education.

RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment, Vista College gives notice that the following types of directory information will be released to the general public and agencies without the written consent of the student:

- Student name
- Dates of attendance
- Major field of study and awards, degree received

Students currently enrolled may request all or part of their directory information be withheld from the public by filing a written request with the Office of the Registrar. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing.

Students must authorize release of any additional information pertaining to student records in writing, except as authorized under the law. Such exceptions include, but are not limited to agencies duly conducting authorized audits of school records, compliance with legally authorized court orders, and cooperation with law enforcement officials in official investigations. Students, parents of students considered “minors”, and guardians of “tax dependent” students have a right to inspect, review, request copies of, and challenge the contents of their educational records, but are responsible for the cost of such requested copies (\$1.00 per page not to exceed \$25 per request).

The staff will supply students with information related to their records and refer those students requiring additional assistance to appropriate school officials.

CAMPUS SECURITY ACT

The purpose of the Campus Security Act of 1990 is to have Vista College collect and report statistics concerning occurrences involving security violations on campus during the most recent school year, and during the two preceding school years for which data is available. Data is collected for the following criminal offenses and reported to campus security authorities, the U.S. Department of Education and/or local police agencies: 1) murder, 2) rape, 3) robbery, 4) aggravated assault, 5) burglary, 6) motor vehicle theft, and 7) hate crimes. In addition, the institution must also monitor off-campus organizations they recognize. Vista College does not recognize any off-campus student organizations, therefore, will not report occurrences concerning criminal activity in this category. Also, the institution must keep statistics concerning the number of arrests for the following crimes on campus: 1) liquor law violations, 2) drug abuse violations, and 3) weapons possessions. The act also requires that each school prepare, publish and distribute this information to all current students and employees, and to any applicant for enrollment or employees upon request.

It is the responsibility of employees and students of Vista College to report any type of wrong doing they witness on campus to a school official or Police Department (dial 911). “On campus” includes any building or property owned or controlled by Vista College in direct support of, or related to, its educational purposes, including any property where Vista College has entered into contractual agreement for its use.

The school official will fill out an incident report, which should include the following basic information: 1) date and time of report, 2) date and time of incident, 3) name, address, date of birth and other pertinent information about the victims, complainants, suspects, etc., 4) location of incident, 5) type of incident, 6) description (property, weapons, witness, vehicles, etc.), 7) a narrative of what occurred, 8) name of institution. Copies of police reports are filed by type of offense (murder, rape, burglary, etc.) with copies forwarded to the Campus Director.

After the incident report has been filed, the administration will take appropriate action. During the day, the faculty and staff shall act as the security staff to secure entrances to the classrooms and administrative office areas. Each common area has a receptionist; one during the day and one in the evening to guard against breach in any security. In the evening, a staff person is available to walk students and employees to their cars. Each building has a minimum of two emergency exits with security bar locks and lit exit signs. During student orientation, new students will be informed about the campus security procedures.

CAMPUS SEX CRIMES PREVENTION ACT

A. Sex Offender Registration Notification

Vista College recognizes the danger sex offenders pose to student safety. Therefore to protect students while they travel to and from school, attend school, or participate in school-related activities, the Campus Director shall post the Texas Department of Public Safety and New Mexico Department of Public Safety website on sex offenders to inform students how to obtain information and request notification about registered sex offenders in accordance with the procedure established by the state of Texas. The information shall be used to screen current or prospective employees or otherwise for the protection of the student body. The Director shall distribute regulations designed to ensure that this information is provided to the appropriate employees and is used only in accordance with the law.

B. Annual Notification

At the beginning of each fiscal year the Director shall notify students of the provisions of this policy and the acceptable use of information obtained pursuant to this policy.

C. Dissemination of Sex Offender Registry Information

Vista College recognizes that it is the responsibility of local law enforcement officials to notify the community of potential public danger. Therefore, the Director shall not disseminate sex offender registry information to students. However, the Director shall work closely with local law enforcement officials to determine when and under what circumstances local law enforcement officials will notify the community about the presence of a registered sex offender.

D. Unauthorized Use of Sex Offender Registry Information

Sex offender registry information may be used for: (1) the administration of criminal justice, (2) for the screening of current or prospective employees or volunteers or (3) otherwise for the protection of the public in general and children in particular. Unauthorized use of sex offender registry information with the intent to harass or intimidate another is a Class 1 misdemeanor and may subject the person using such information to criminal prosecution. Any employee using sex offender registry information in an unauthorized manner will be subject to discipline up to and including termination.

Students, faculty and personnel may request information from the Department of Public Safety regarding convicted sex crime offenders. The website is located at <http://records.txdps.state.tx.us/> (Texas) or www.nmsexoffender.dps.state.nm.us (New Mexico): The official Internet source of public record information for:

- Criminal Convictions
- Deferred Adjudications
- Sex Offender Registrations

Notice: Pursuant to Chapter 62 (Art 62.045 and Art 62.0451) of the Texas Code of Criminal procedure, the crime records service of the Texas Department of Public Safety is furnishing additional public notice - in the form of a postcard - for certain sex offenders.

UNLAWFUL HARASSMENT

Vista College is committed to ensuring all members of the Vista College community (students, faculty and staff) have the right to be free from sexual harassment by any member of the community. Should a student feel that s/he has been sexually harassed, the student should immediately inform the Campus Director or Director of Education. In the event the student is uncomfortable discussing the situation with a member of the campus community, the student may also call 1-877-241-0084. This is a confidential, toll-free number for students to use to report any unethical or questionable behavior.

Sexual harassment refers to sexual conduct that is unwelcome, offensive, or undesirable to the recipient including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Vista College has a zero tolerance for sexual harassment.

APPLYING FOR ADMISSION

The admissions procedure is based upon a free exchange of information between the applicant and the school. In cases where the applicant is applying to the school directly from high school, the applicant's high school counselor may be consulted. Education representatives conduct a personal interview with each applicant before any decision is made regarding enrollment. During the interview, the representative will discuss the school's programs and the applicant's career goals.

The Campus Director will review each applicant file for indication of high school graduation, high school diploma, or General Educational Development (GED) for acceptance. If the applicant is not accepted for a desired program, an alternative program may be suggested. Any applicant rejected for admission will be notified within seven working days. Any fees paid with the application will be fully refunded.

The following requirements and procedures are established by Vista College for admission:

- Visit the school
- Complete the entrance interview with the Admission's department
- Sign the enrollment agreement
- Complete the financial arrangements prior to the class start
- Sign a statement of general health if enrolling in a medical program
- Complete the Admission process

Note: All applicants enrolling in a diploma or degree-granting program are admitted as regular students.

Comprehensive Massage Therapy/Massage Therapy Program: Space permitting, enrollment will be allowed if no more than 10% of the program has been completed.

Cosmetology Program: Enrollment will be allowed if no more than 27% of the program has been completed.

ACCEPTANCE (requirements also apply to Distance Education courses)

To qualify for acceptance each applicant must meet the following requirements:

- Prospective students must request copies of their official high school transcripts sent to Computer Career Center, a Division of Vista College. High schools must be recognized by Computer Career Center, a Division of Vista College to be eligible for enrollment. Transcripts from accredited post-secondary institutions and DD214s will NOT be accepted as proof of graduation. Prospective students may also provide copies of their passing GED test scores.
- In addition to possessing a high school diploma or GED, those wishing to enroll in Computer Career Center, a Division of Vista College must complete the Wonderlic Scholastic Level Exam (SLE) entrance assessment* and pass with a minimum score of 11. Students wishing to enroll in the Practical Nurse/Vocational Nurse program must pass with a minimum score of 14.

- Applicants for the **Practical Nurse/Vocational Nurse Program** must also take and pass the TEAS assessment with a minimum score of **41.3%**. Practical Nurse/Vocational Nurse applicants must have a clear criminal background and negative drug screening; must complete physical examination; obtain immunizations: Tuberculosis (TB), Tetanus/Diphtheria (TD), Hepatitis B, Measles, Mumps, Rubella (MMR), Varicella, Current Flu; and obtain CPR card as required by state law. Admission slots may be limited. Admissions into competitive slots will be determined by highest scores on the TEAS test.
- Must be at least 17 years of age or older. Students under 18 must have a parent/legal guardian signature on the Enrollment Agreement.
- Prospective students can attempt the Wonderlic SLE test twice on their first visit. If the prospective student does not pass the test, they must wait 24 hours to re-test. If the prospective student fails to meet the required score at this time, they must wait one full year to retest.

*Vista College and Computer Career Center, a Division of Vista College, diploma graduates are not required to complete the Wonderlic SLE entrance assessment if they are enrolling into an associate degree program.

***Comprehensive Massage Therapy/Massage Therapy:** students must be at least 18 years old before graduation and state licensure. A student is not eligible for licensure as a massage therapist in Texas if s/he has been convicted of, pled guilty or not contended to, or received deferred adjudication for crimes or offenses involving prostitution or another sexual offense until the fifth anniversary of the date of conviction of a misdemeanor of moral turpitude or a felony; or until the fifth anniversary of the date of conviction of a violation of the Massage Therapy Act.

***Cosmetology:** students must be at least 18 years old to become eligible for state licensure. Every individual who applies for a license with the Texas Department of Licensing and Regulation (“the Department”) is subject to a criminal background check to determine his or her suitability for the license. There is no specific crime which will result in the automatic denial of a license. However, certain crimes are more likely to result in the Department recommending the denial of a license. There are two general categories of crimes that the Department must seriously evaluate and consider before a decision can be made.

- Crimes which relate to the occupation and have a victim of some type. For example, someone was hurt in some manner or had something stolen from them. This is in keeping with one of the Department’s main goals when issuing licenses: protecting the citizens of Texas.
- The Department must seriously evaluate any crime which is a felony or state jail felony and could result, or has resulted, in you being incarcerated. This is because Chapter 53 of the Texas Occupations Code states that no one who is incarcerated in a felony penal institution may hold a license.

Although the majority of crimes which would result in a denial fall into these two main categories, the Department can deny for **any** conviction, deferred adjudication or other information that indicates a lack of honesty, trustworthiness, or integrity to hold a license.

SEMINAR COURSES ADMISSION REQUIREMENTS

Seminar Course	Admission Requirements
Carbon Monoxide Analysis Certification Training	Must currently be a Registered HVAC Technician
Cisco Networking	Individuals entering this seminar must document they have a minimum of a high school diploma or a GED and have graduated from a nationally Network Administrator program OR be able to provide sufficient documentation they have been working in the IT industry
Combustion Analysis and Fuel Efficiency Seminar	Must currently be a Registered HVAC Technician
EKG Technician	Proof of graduation from a high school recognized by Vista College or passing GED scores; graduated from a national or regionally accredited Allied Health program (i.e. Medical Assistant); or provide sufficient employment documentation in a medical environment
Electrical Metallic Conduit Bending and Fabrication	Must hold a current apprentice electrician license and have basic skills in mathematics
Electronic Medical Record Technician	Proof of graduation from a high school recognized by Vista College or passing GED scores; graduated from a national or regionally accredited Allied Health program (i.e. Medical Assistant); or provide sufficient employment documentation in a medical environment
Health Unit Coordinator	Proof of graduation from a high school recognized by Vista College or passing GED scores; graduated from a national or regionally accredited Allied Health program (i.e. Medical Assistant); or provide sufficient employment documentation in a medical environment
Heat Pump Technician Certification Training	Must currently be a Registered HVAC Technician
HVAC Duct & Envelope Tightness Testing Certification Training	Must be employed in the HVAC industry as an installer, technician, or contractor
ICD-10-CM Online Training	Must have previous training in ICD-9 CM
NEPA 70E Standard for Electrical Safety in the Workplace	Must have current Electrician/ Technician credentials
Nurse Aide Training Program	Applicants with a high school diploma or a GED are preferred for this program. Students of the Nurse Aide Training Program cannot be listed as unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006
Phlebotomy for Healthcare Professionals	Proof of graduation from a high school recognized by Vista College or passing GED scores; graduated from a national or regionally accredited Allied Health program (i.e. Medical Assistant); or provide sufficient employment documentation in a medical environment
Texas Residential Appliance Installer's Electrical License Exam Preparatory	Experience appliance installer or have received specific training in installing equipment with electrical connections

NURSING ADMISSION ACCEPTANCE POLICY AND PROCEDURE

First Appointment

1. Appointment with Admission Representative and conduct interview. If Nursing is program of choice, complete the Criminal Background Check (CBC) screening questionnaire.
2. Set up for Wonderlic and candidate scores a 14 minimum.
3. Based on Wonderlic score and CBC screening questionnaire, candidate can choose a different program to enroll or allowed to proceed in Nursing Entrance process by scheduling a return appointment.
4. Provide student Financial Aid info packet.
5. Provide "Remember to bring" envelope/ folder with return Appointment date and time.

Second Appointment

6. Student should provide proof of high school graduation or passing GED test scores for campus to make official copy.
7. Pay \$35.00 TEAS Evaluation fee with Business Office. Complete TEAS evaluation and must score at least 41.3 for Vocational Nurse Program.
8. If TEAS Test score meets qualification, candidate may pay non-refundable \$40.00 CBC fee and complete the CBC online process.
9. Student sets appointment to return after a 72 hour business day allowance to get CBC results back.
10. 3 days after CBC completed, Registrar or test proctor will pull results and give to Director of Admission (DOA).
11. Admission Representative will contact candidate and confirm appointment to return and complete the Enrollment Application paperwork or to meet with the Program Director of Nursing (PD).
12. ANY Issue on the background check must be reviewed by the Program Director with the student immediately by appointment. This will require additional disclosure signed or may halt the process all together.
13. Return appointment to pay \$25.00 Application fee, complete Enrollment Application and meet with Financial Aid.
14. Once packaging complete, all fees paid, proof of graduation (POG) received, and CBC returned and approved, if TEAS Score 50 or higher, Vocational Nurse candidate may receive acceptance immediately into the Vocational Nurse Program when they reach complete status.
15. Candidates who are complete, but have scored between 49.9 and 41.3 will be placed on "Completed Candidate List" and will be ranked by TEAS score.
16. 2 weeks prior to start date, the top candidates will be notified of acceptance to fill remaining available open seats.
17. Candidates are eligible to pay a repeat \$35.00 non-refundable testing fee and retest for the TEAS if they wish to try and improve their score. However, the TEAS test can only be taken twice in a six month period. A third attempt has to be at least 6 months from the first attempt.

Follow up activity required

18. Candidate is required to call Admission Representative weekly to "check in". Failure to do so will result in Admission Representative trying to reach candidate.
19. Failure to "Check in" weekly with Admission Representative may result in candidate's application being cancelled.
20. Two weeks prior to start, the remaining open seats will be awarded to candidates who scored the highest from the "Completed Candidate List" with TEAS scores between 49.9 and 41.3. Candidates will be notified by phone and letter of acceptance with invitation to new student orientation. Candidate must confirm their attendance for orientation or forfeit their secured seat to an alternate candidate.

Orientation

21. All new students MUST attend new student orientation. Students who cannot attend due to emergency situations must have approval from the Nursing Program Director and schedule a one on one meeting with Nursing PD to go over orientation materials.
22. Students who "no show" new student orientation without calling prior for an approval / appointment with the Nursing PD will forfeit their secured seat to an alternate candidate.
23. Orientation will include general campus orientation, program specific orientation with critical elements and peer to peer meet and greet.

24. Nursing Program Director will have opportunity to answer any and all questions and be available for individual appointments if needed. Any Nursing Program Director concerns regarding individual candidate issues will be provided back to Director of Admission to resolve appropriately.

25. Students can inquire ahead, but if space is available, spouses or significant others are welcome to attend the orientation to learn of the expectations and success plans we have for each student. No children please.

RE-ENTERS

Students who wish to re-enter Vista College after having voluntarily or involuntarily withdrawn for any reason from their program of study may restart upon review and approval. Students may not be allowed to re-enter until one full grading period has elapsed. Students whose enrollments are terminated for violation of the attendance policy may not reenroll before the start of the next progress evaluation period. Tuition will be assessed proportionally based on previous credit(s) earned. Re-entry students will be responsible for any additional tuition resulting from a tuition increase whether such increase was announced prior to or after the withdrawal date. Satisfactory Academic Progress, prior balances, fees, and/or financial obligations to the school *must* be reviewed before the student will be permitted to re-enter.

Students who have previously attended but did not graduate and are returning to the same program of study are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry with the exception of the application fee, registration fee and Wonderlic exam. Students who have previously attended but did not graduate and are returning to a different program of study are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry with the exception of the application fee and registration fee.

WITHDRAWAL FROM COURSES

Officially enrolled students, who decide to cease attending any or all courses, are responsible for initiating withdrawal action through the Office of the Registrar.

The official withdrawal form should be completed in person, if possible. If unable to withdraw in person a student may submit a written request to the Office of the Registrar. Such withdrawals will be effective as of the date the written request is postmarked. A third party, other than a designated school official, may not request a student withdrawal without the expressed written authorization of the student.

WITHDRAWAL FROM DISTANCE EDUCATION COURSES

Officially enrolled students who decide to cease attending any or all courses are responsible for initiating withdrawal action through the Director of Education. The official withdrawal form should be submitted in writing to the Director of Education, which can be obtained from the Registrar. Student should contact the Registrar's office for details. Such withdrawals will be effective as of the date the written request is date stamped on the email. A third party, other than a designated school official, may not request a student withdrawal without the expressed written authorization of the student.

SPECIAL STATUS STUDENTS

Applicants accepted or enrolled in other accredited institutions of higher education or applicants who wish to enroll in individual class(es) may register for individual courses and are admitted as special status.

Additionally, students enrolled in seminars are considered special status students. Seminars vary in length. Seminars are taught by request for employers and/or when specific needs are identified in the community. Seminar students do not have to meet the acceptance requirements of regular students and are not counted in the overall student population. Seminar attendees are not eligible for financial assistance.

TRANSFER OF CREDIT BETWEEN PROGRAMS WITHIN THE INSTITUTION

Students at Vista College may transfer to different programs within their institution by completing a Request for Program Transfer form. The Director of Education, Business Manager, and a representative from the Financial Aid office will review each request and they must sign this form prior to it being approved.

If applicable, credits will be evaluated by the Campus Director and applied toward the new program. For a class to be eligible for transfer credit, a student must have successfully completed the class with a minimum grade of "D".

Students will only be allowed to make *one* transfer into another program during the course of enrollment. If a student has completed or withdrawn from Vista College and wishes to enroll into a new program, the student will be treated as a new enrollment.

TRANSFER OF CREDIT FROM ANOTHER INSTITUTION

Students may transfer from other accredited post-secondary public or private institutions accredited by an accrediting agency recognized by the US Department of Education. **Students may transfer up to 75% of their program.** Admission and transfer of credit(s) will be based on an evaluation of the academic transcript by the Director of Education or Campus Director.

Credit for courses with a final grade of "C" or better from accredited post-secondary institutions may be accepted under the following conditions:

- Credit(s) must have been awarded within (7) years
- Course work must be comparable in nature, content and level of credit earned to the course and program
- Offered by Vista College
- Official Transcripts must be received prior to a student sitting in class

An official transcript must be furnished prior to request for evaluation. To ensure an adequate and fair assessment, students may be required to provide Vista College with a course catalog from the previous institution. A course competency examination may be required. Graduates from Vista College and Computer Career Center, a division of Vista College, diploma program enrolling into a degree program will have all passing classes/credits transferred into their degree program.

A massage therapy educational program may not require a student to take subjects the student has already successfully completed and which meet the requirements for licensure. If a student wishes to receive credit for previous Massage Therapy training they have completed, they must submit an official transcript to the Texas Department of State Health Services (DSHS) for evaluation. Contact DSHS at (512) 834-6616. Upon written confirmation from the State of approval for course work, the written confirmation will be placed in the student's file. If course work is approved, this may result in the program length being shortened and the cost being reduced. All course work to be used for credit must be submitted to the school at least two weeks in advance of the proposed starting date of the program.

***Cosmetology Program:** Transfer hours (up to 27%) only accepted from approved Pivot Point and Milady schools. Credits from other institutions are not accepted.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Policies regarding the acceptance of transfer credits vary from institution to institution. The acceptance of such credits is left to the discretion of the institution to which an individual transfers.

Students planning to transfer are urged to contact the school they wish to attend. Some institutions may accept Vista College courses for credit, while other institutions may not accept the credits.

PROFICIENCY CREDIT

A student may request credit for some courses in the curriculum based on the student's prior work or educational experience. All requests must be submitted no later than three weeks prior to the course start date and be completed before the course begins. Students must demonstrate above average "retained knowledge" of the course material. Academic credit for the course will only be received if the student passes the course final exam with a minimum 85% grade. The final exam must be administered by the Program Director or Director of Education. Due to the large amount of hands-on competency, proficiency credit is not available for all courses. Please see chart below for eligible courses. Proficiency credit may be accepted for some CLEP courses as well. A student cannot

receive proficiency credit if he or she has received a prior failing grade in the course equivalent. If the student demonstrates proficiency, the letter grade of “PE” will appear on the student’s transcript. Proficiency credit will not be used to determine satisfactory academic progress, but will be used to determine completion of graduation requirements. A fee of \$200 will be charged to all students taking the exam to request proficiency credit. Payment must be made in certified funds.

A student cannot receive Federal Title IV financial assistance for proficiency credit. All tests and supporting documentation for proficiency credit will be retained in the student’s academic file.

COURSES ELIGIBLE FOR PROFICIENCY CREDIT

Course Number	Course Name/Title	Course Number	Course Name/Title
AC208	Advanced Accounting	EX104	Introduction to Office Management
AC209	Financial Accounting	EX105	Word Processing
AC210	Taxation	EX106	Presentation Graphics/Desktop Publishing
BA100	Business I	EX107	Career Development
BA100DE	Business I Distance Education	EX208	Project Management
BA101	Management	EX209	Database Management
BA101DE	Management Distance Education	EX210	Contracts
BA102	Accounting	GE201	Introduction to College Mathematics
BA102DE	Accounting Distance Education	GE201DE	Introduction to College Mathematics Distance Education
BA103	Business Law	GE202	Introduction to Computer Science
BA103DE	Business Law Distance Education	GE202DE	Introduction to Computer Science Distance Education
BA104	Business II	GE203	Introductions to Psychology
BA104DE	Business II Distance Education	GE203DE	Introductions to Psychology Distance Education
BA106	Economics	GE204	English Composition I
BA106DE	Economics Distance Education	GE203DE	English Composition I Distance Education
BA107	Business Computer Information Systems	HP100	Medical Terminology
BA107DE	Business Computer Information Systems Distance Education	HP101	Anatomy and Physiology
BA208DE	Human Resources Management Distance Education	HP104	Pharmacology
BA208	Human Resources Management	HR208	Human Resources Management
BA209DE	Production and Operations Management Distance Education	HR209	Compensation and Benefits
BA209	Production and Operations Management	HR210	Labor Relations
BA210DE	Strategic Management and Implementation Distance Education	MA100	Medical Terminology
BA210	Strategic Management and Implementation	MA101	Anatomy and Physiology
BO208	Business Operations	MA104	Pharmacology for MA
CJ100	Introduction to Criminal Justice	MB100	Medical Terminology
CJ101	Fundamentals of Criminal Law	MB101	Anatomy and Physiology
CJ102	Courts and Criminal Procedures	MB107	Pathophysiology
CJ103	Corrections	MI100	Medical Terminology
CJ104	Ethics	MI101	Anatomy and Physiology
CJ105	Victimology	ML102	Math for the Medical Lab Technician
CJ106	Organized Crime	NA101	Anatomy and Physiology
CJ107	Police System and Practices	NA102	Medical Terminology
CJ208	Crime and Criminals	PL100	Introduction to Law and Paralegal Studies

CJ209	Criminal Investigation	PL101	Office Procedures and Practices
CJ210	Criminal Behavior	PL102	Probate Administration and Estate Planning
CM210	Communications	PL103	Tort Law
EX100	Keyboarding	PL104	Family Law
EX101	Customer Service and Communication	PL105	Real Estate
EX102	Records Management	PL106	Criminal Law
EX103	Administrative Office Procedures		

COURSES ELIGIBLE FOR CLEP CREDIT

Course Number	Course Name/Title	CLEP Subject Examination	Required Score
GE201	Introduction to College Mathematics	College Algebra <u>or</u> College Mathematics	50
GE203	Introduction to Psychology	Psychology, Introduction	50
GE204	English Composition I	College Composition	50
GE205	English Composition II	College Composition <u>or</u> College Composition Modular	50
AC209	Financial Accounting	Financial Accounting	50
BA106	Economics	Microeconomics, Principles of <u>or</u> Macroeconomics, Principles of	50
BA101	Management	Principles of Management	50
GE202	Introduction to Computer Science	Information Systems and Computer Applications	50
BA103	Business Law	Introductory Business Law	50

RECORD RETENTION AND MAINTENANCE

Admissions material submitted to the school should be original documents. Upon receipt by the admissions office, the documents submitted become property of the school. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admission file will be considered complete if the material required for enrollment has been received. In accordance with school policy, admissions applications and supporting documentation for students who applied but did not start will be retained for a period of one year. Transcripts are kept indefinitely.

In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, third party access to records or copies of the documents therein, will not be permitted without written consent of the student. Validation of written consent will be required prior to release of information in the record. A reasonable period (not to exceed 5 business days) may take place before records are available. Subsequently, upon presentation of acceptable identification to the Campus Director, a student or other authorized party will be permitted supervised access to copies of the documents. The student or third party will be responsible for upfront payment of copying costs (\$1.00 per page not to exceed \$25 per request). Payment must be made in certified funds.

FINANCIAL AID

Students enrolled in a diploma or degree-granting course at Vista College are encouraged to apply for financial aid. The amount of financial aid an individual student may receive is dependent upon many factors, including current legislation, the amount of funds allocated to Vista College and student need according to a nationally accepted formula applied uniformly to all individuals.

Vista College has various financial aid programs available to assist qualified high school graduates, recipients of a GED.

The college participates in the following Federal Student Aid programs:

- Federal Pell Grant
- Iraq and Afghanistan Service Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study
- William D Ford Direct Loan Program

Federal Grant Programs available to students who qualify are the Federal Pell Grant, Iraq and Afghanistan Service Grants, and the Federal Supplemental Educational Opportunity Grant (FSEOG). Grant aid is free money that does not have to be repaid.

The Federal Direct Loan Program (FDLP) is available to assist students who qualify in meeting the cost of attaining an education at Vista College. A loan is money you borrow and must repay with interest.

Additional information regarding federal student aid programs is available on the www.studentaid.gov website.

Vista College's academic year is defined as thirty (30) weeks of instructional time in which a full-time student is expected to complete 36 quarter-credit hours.

Students enrolled in the Associate degree-granting programs must enroll for a minimum of 12 quarter-credits per quarter to be considered full-time students. Quarters are defined as 10 weeks. Students are advised to seek an appointment with a representative of the Office of Financial Aid as early as possible. A Financial Aid Officer will provide information regarding all financial aid programs in which the school participates.

TUITION AND FEES

Vista College reserves the right to modify tuition and other charges upon sufficient notice to students. Tuition and fees can be found as an addendum for this catalog. Refer to the catalog supplement.

Announced tuition changes will not apply to students who maintain continuous attendance or return to the institution within 180 days from their last day of attendance in a program of study.

- Registration Fee - The registration fee is assessed upon acceptance and attendance of class unless the student is not accepted for enrollment or meets the conditions of cancellation as outlined in the refund policy.
- Tuition - Tuition charges are assessed and payable as arranged when the student enrolls. The charges for each program are detailed in the tuition section located at the back of this catalog.
- Application Fee- Assessed to each student applying for enrollment to Vista College.
- Proficiency/Test Out Fee- Assessed to all students wishing to earn credit based on the student's prior work or educational experience.
- Transcript -Students are provided one transcript at no charge. Once all financial obligations to Vista College or Computer Career Center, a Division of Vista College, are satisfied transcripts will be released. Additional official transcripts are \$5 each. Payment must be made in certified funds.
- Certificate/Diploma- Students are provided one certificate of completion or diploma at no charge. Once all financial obligations to Vista College or Computer Career Center, a Division of Vista College, are current certificate/diploma will be released. Additional diplomas are \$10. Payment must be made in certified funds.

CANCELLATION POLICY

A full refund will be made to any student who cancels an enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment agreement is signed and a tour of the facilities and equipment is made by the prospective student. Cancellation must be in writing and otherwise in accordance with the terms of the enrollment agreement.

REFUND POLICY (All Campuses)

The refund computations for students enrolled in campuses located in Texas will be based on the Texas Workforce Commission, Career Schools and Colleges refund policy guidelines and are based on scheduled clock hours of attendance through the last date of attendance. Both the Institutional and Council on Occupational Education refund policy are calculated for students enrolled in the New Mexico campus. The determination of refunds will be calculated based on the most advantageous refund to the student.

Texas Workforce Commission, Career Schools and Colleges (TWC) and Institutional Refund Policy

CANCELLATION POLICY: A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student or within the student's first three scheduled class days (does not apply to Seminars).

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and College holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the College;
 - (b) The date of receipt of written notice from the student; or
 - (c) Eight school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter College, not more than \$100 in nonrefundable administrative fees shall be retained by the College for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the College may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours

in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the College;
 - (b) If the course of instruction is discontinued by the College and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the College, or representations by the owner or representatives of the College.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

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

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Council on Occupational Education Refund Policy

The Council on Occupational Education (COE) refund policy for students attending non-public institutions who

incur a financial obligation for a period of 12 months or less shall be as follows:

- (i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition
- (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition
- (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Students will be held responsible for any monies still owing to Vista College and will be billed accordingly. The effective date of termination is stated above.

If tuition is collected in advance of entrance and if after expiration of the 72-hours cancellation privilege the student does not begin class, not more than \$100 shall be retained by the school.

The student will be issued instructional supplies, books or materials at the time these materials are required by the program. However, if a student does not qualify for any tuition assistance, enrolls in individual courses and/or withdraws from the institution before payment has been made books will be billed accordingly to the student. Once these materials have been issued "used" no refund will be granted.

A refund of tuition and fees is due and refundable in each of the following cases:

- An applicant is not accepted for enrollment.
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representative of the school.
- The program of study is discontinued by the College or school and this prevents the student from completing the program

Refunds will be totally consummated within 45 days after the effective date of termination for students who withdraw or who are terminated by the school. Upon request by a student or any state or federal department the institution shall provide an accounting for such amounts retained within five workdays. Refunds for graduates and completed students will be consummated within 60 days.

Seminar Refund Policy

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school;
 - (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

INSTITUTIONAL SCHOLARSHIPS

Vista College offers a variety of institutional scholarships to students enrolling for the first time and for students who have graduated from a diploma program enrolling into a corresponding degree program. Scholarships are also available to veterans and their spouse and dependents.

- **VISTA MILITARY SCHOLARSHIP PROGRAM**

Tuition scholarships are available to veterans, their spouse, and dependents. Active Duty, Reserve, and National Guard recipients are eligible for a 45% tuition scholarship; veterans may receive a 25% tuition scholarship. Spouses and dependents may receive a 17% tuition scholarship. To apply, veterans, spouses and dependents must complete the scholarship application. Students may not receive other institutional scholarships in addition to the military scholarship. For detailed information regarding eligibility; students should contact the Office of Financial Aid.

- **VISTA ONLINE SUCCESS SCHOLARSHIP PROGRAM**

The Vista Online Success Scholarship is intended to assist the full-time student enrolled in the online program at the El Paso campus. The Online Success Scholarship provides up to \$2,100 in tuition assistance for the diploma program and up to \$1,050 for the associates program. To be eligible for the scholarship, students must be in good financial standing with Vista College, complete the Graduate Application/Exit Interview form from the Office of the Registrar and successfully complete their online program. Interested students must contact the Office of Financial Aid for an application.

MATCHING SCHOLARSHIP PROGRAM

Matching funds are available to full-time students who receive scholarships from any non-profit agencies, service clubs, or similar private organizations. Vista College will match the amount up to a maximum of \$1,000. Vista College may award up to \$50,000 per year in aggregate for this program. Students are required to provide proof of the outside scholarship award to the Office of Financial Aid. Acceptance will be noted on the Financial Aid Award Notice. All scholarship checks must be made payable to Vista College, LP.

Matching funds are available to students receiving tuition assistance from the WIA (Workforce Investment Act), the TAA (Trade Adjustment Act), and the BIA (Bureau of Indian Affairs). Vista College will match the agency award up to a maximum amount. For detailed information regarding eligibility; students should contact their Financial Aid Officer.

ALLIED HEALTH PROGRAM REQUIREMENTS

Vista College does not provide student health services. Students enrolled in allied health programs must complete and sign general good health statement form and invasive procedures consent form prior to enrollment. Nurse Aide Training Program, Practical Nurse and Vocational Nurse students must meet all clinical facility requirements including physical exam, drug test, CBC, and vaccinations before beginning externship/clinical training. Costs incurred from this requirement are **not** part of the published tuition or fee charges for programs outside of Nursing. Allied health students without complete health records will not be able to begin externship training.

SOCIAL SECURITY BENEFITS

Certain full-time students may receive Social Security benefits if a parent or the legal guardian of a student is receiving payments or was a recipient of Social Security and is now deceased.

- *Such students should apply directly to the Social Security office.*

NATIVE AMERICAN STUDENTS

Members of an American Indian (Native American) tribe may be eligible for financial assistance through the Bureau of Indian Affairs or tribal council. Verification of Indian ancestry and tribal membership are generally required to be eligible for assistance.

- *For more information contact the Bureau of Indian Affairs.*

VOCATIONAL REHABILITATION

Vocational Rehabilitation (VR) has several programs to assist individuals pursuing new career paths. The purpose of VR is to equalize employment opportunities for those persons who because of accident, disease, or congenital deformity, have an impairment that constitutes a barrier to employment or preparation for it.

- *For detailed information concerning these programs contact the local rehabilitation office.*

WORKFORCE INVESTMENT ACT (WIA)

Participants must be deemed eligible for WIA services prior to enrollment at Vista College. The objective of the program is to provide training for individuals who lack the occupational and job-seeking skills needed to obtain employment. The purpose of the program is to increase participant occupational skill levels to be adequately prepared for obtaining unsubsidized employment.

- *Students who believe they may qualify for this program should contact the Admission's office.*

VETERAN'S AFFAIRS

The Veterans Commission approves Vista College to provide educational services for veterans and other eligible persons. New students should apply for VA educational benefits at least 60 days prior to the start of the academic quarter for which they wish to receive benefits. As part of the application process the new student must see the Financial Aid Director to complete application instructions and to receive important information. Students entitled to educational benefits normally receive a check from the Veterans Administration each month. It is the student's responsibility to notify the Office of Financial Aid of any changes in course load or dependents.

Students receiving VA benefits and requesting Leave of Absence will experience an interruption of benefits and will be reported to the VA office. Benefits will be restored when the VA student returns from an approved Leave of Absence as scheduled. The VA office will then be notified.

*****Students taking advantage of the Military Scholarship are not eligible for additional institutional scholarships***

Vista College is proud to be one of the 1,900 Servicemembers Opportunity Colleges (SOC) enrolling hundreds of thousands of servicemembers, their family members, and veterans annually in associate-degree programs. As part of the SOC consortium, Vista College adheres to the following principles:

- publicize widely to their faculty and students the nature of their commitment and programs and activities offered on behalf of servicemembers and include a statement of commitment to SOC in their catalogs;
- provide effective administrative staffing and processes to give adequate support to programs for servicemembers;
- develop procedural directives for instructors, counselors, admissions officials and program officers governing special requirements of servicemembers;
- ensure the comparability of off-campus courses to on-campus, while recognizing and accommodating programs to the particular needs of the adult learner;
- designate a contact office or person for servicemembers;
- designate a senior administrative official to oversee programs for servicemembers and veterans, monitor institutional compliance with the SOC Criteria, and serve as principal spokesperson and respondent on SOC matters;
- conduct staff orientation programs to prepare full-time and adjunct faculty to work with the adult part-time learner;
- provide scheduling on a planned program basis rather than by individual courses; and
- ensure access to all courses needed for degree completion by scheduling at appropriate locations and times, not necessarily related to regular academic terms.

CONSORTIUM AGREEMENT

An active consortium agreement has been approved between Vista College in Clearfield, Utah and the Vista Colleges of Texas (Amarillo, Beaumont, El Paso, Longview, Lubbock and Killeen) and Computer Career Center, a division of Vista College in Las Cruces, New Mexico. With this agreement, students are eligible to take classes between any of the campus locations where like programs are offered.

MASSAGE THERAPY CERTIFICATION AND LICENSURE

Students completing the Massage Therapy program at Vista College are eligible to sit for the following exams to qualify for licensure in the State of Texas. An additional Jurisprudence Exam will be required by the Texas Department of State Health Services for all applicants for Texas licensure. The approved examinations are as follows:

- The National Certification Examination for Therapeutic Massage and Bodywork (NCETMB)
- The National Certification Examination for Therapeutic Massage (NCETM); or
- The Federation of State Massage Therapy Boards (FSMTB) Massage Bodywork Licensing Examination (MBLEx)

Massage Therapy students will be provided a copy of the MBLEx Candidate Handbook which contains an explanation regarding what is required to take the examination including the examination content outline and a licensing examination bibliography.

Massage Therapy students, who are in good standing and have completed all required course work, are required to sit for and pass one of these examinations: NCETMB, NCETM or MBLEx to become licensed. In order to be eligible for graduation, students must register for their national certification exam. As part of a student's regular tuition cost, Vista College provides each student with one (1) certification test. Costs for all additional certification tests are the responsibility of the student.

The Texas Occupations Code (the Act) sets out that a person may be ineligible for licensure. Students may obtain copies of the Texas Occupations Code (the Act) and 25Administrative Code (TAC) (the Rules) on the following websites:

Access to Texas Occupations Code: <http://law.justia.com/codes/texas/2005/oc.html> and <http://www.statutes.legis.state.tx.us/Docs/OC/htm/OC.455.htm>

Access to Texas Administrative Code: [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=2&ti=25](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=2&ti=25)

Texas Administrative Code, Title 25 Health Services

Parts

- Part 1 Department of State Health Services
- Part 4 Anatomical Board of the State of Texas
- Part 6 Statewide Health Coordinating Council
- Part 7 Texas Medical Disclosure Panel
- Part 9 Texas Diabetes Council
- Part 11 Cancer Prevention and Research Institute of Texas
- Part 12 Texas Council on Alzheimer's disease and Related Disorders
- Part 14 Toxic Substances Coordinating Committee
- Part 15 Council on Cardiovascular Disease and Stroke

CHANGE OF NAME, ADDRESS AND TELEPHONE NUMBER

At the time of application for admission, individuals must provide their legal name as it is appears on the student's social security card. After submission of the application for admission, any name changes must be reported in writing to the Office of the Registrar.

In the case of a name change because of marriage or divorce, legal documentation to identify the name under which the record is to be maintained must be provided. In the case of a legal name change, a copy of the court order for the change should be provided to the Office of the Registrar.

The address and telephone number provided by the student at the time of registration is used for all correspondence from the school. The student is responsible for reporting changes of address and telephone number in writing to the Office of the Registrar.

CLASSIFICATION OF STUDENTS

- **Full-time** - Students enrolled in a minimum of 12 academic credits per quarter or term. For clock hour programs, students are considered to be full time.
- **Non-credit** – Students enrolled in continuing education, contact hour courses and seminars, or single-subject courses.

STUDENT RESPONSIBILITY FOR REGISTRATION

Information regarding the conditions and criteria for student enrollment and registration is contained in this catalog. It is the responsibility of each student to be knowledgeable in these policies, procedures, and requirements and to satisfy all conditions related to registration and enrollment.

NEW STUDENT ORIENTATION

New student orientation is an advisory service offered prior to each class start date. The orientation session acquaints new students with school policies, procedures, and services. Class schedules are distributed and the registration process is thoroughly explained during these sessions. New students are strongly encouraged to attend an orientation session to ease the transition into the school environment.

RECEIPT OF CLASS SCHEDULES

All students in good financial standing receive an official class schedule before classes are scheduled to begin. All students should be familiar with the class/course program as published in the School Catalog.

CLASS SCHEDULES AND BREAK TIMES

Ten minute breaks are given as appropriate. There are no breaks scheduled for lunch hours. The following class times are approximate and may vary campus to campus. A clock hour is defined as 50 minutes. **Note: The actual number of class hours required for completion of specific certificate, diploma, or degree program may vary. Class hours are estimates in the competency-based courses and intended as a general guide to the amount of time necessary to complete course requirements.**

Morning Class Schedule 8:30 AM to 1:00 PM (4.5 hours) Monday-Thursday	
Class Hours (Start/End)	
8:30 AM	9:20 AM
9:30 AM	10:20 AM
10:30 AM	11:20 AM
11:30 AM	12:20 PM
12:30 PM	1:00 PM
Afternoon Class Schedule 1:00 PM to 5:30 PM (4.5 hours) Monday-Thursday	
Class Hours (Start/End)	
1:00 PM	1:50 PM
2:00 PM	2:50 PM
3:00 PM	3:50 PM

4:00 PM	4:50 PM
5:00 PM	5:30 PM
Evening Class Schedule	
5:30 PM to 10:00 PM (4.5 hours)	
Monday-Thursday	
Class Hours (Start/End)	
5:30 PM	6:20 PM
6:30 PM	7:20 PM
7:30 PM	8:20 PM
8:30 PM	9:20 PM
9:30 PM	10:00 PM

STUDENT/TEACHER RATIO

The maximum student/teacher ratio for all classes that are being taught at Vista College will conform to the following:

- Theory – 30 to 1 Student/Teacher Ratio
- Laboratory/Cosmetology (NM) – 20 to 1 Student/Teacher Ratio
- Cosmetology (TX) – 25 to 1 Student/Teacher Ratio
- Clinical (VN-TX) – 10 to 1 Student/Teacher Ratio
- Clinical (PN-NM) – 8 to 1 Student/Teacher Ratio

GRADING

GRADING SYSTEM

To assist students in assessing progress in their course work, the following grading system will be used:

GRADING STRUCTURE

A	Excellent	90-100	4
B	Above Average	80-89	3
C	Average	70-79	2
D	Below Average	60-69	1
F	Failing	Below 60	0
	Practical/Vocational Nursing*		
A*	Excellent	90-100*	4
B*	Above Average	80-89*	3
C*	Average	70-79*	2
F*	Failing	Below 70*	0
I	Incomplete	Not computed	Not Computed
W	Withdrawn	Not computed	Not Computed
WP	Withdrawn after Add/Drop period	Computed	Not Computed

CR	Work Experience	Computed	Not Computed
NC	Non-Credit	Not Computed	Not Computed
T	Transfer Credit	Computed	Not Computed
PE	Proficiency Exam	Not Computed	Not Computed
AU	Audit	Not Computed	Not Computed
WM	Withdrawn Military	Not Computed	Not Computed
WA	Withdrawn Excellent	Computed	Not Computed
WB	Withdrawn Above Average	Computed	Not Computed
WC	Withdrawn Average	Computed	Not Computed
WD	Withdrawn Below Average	Computed	Not Computed
WF	Withdrawn Failing	Computed	Not Computed

DEFINITION OF GRADES

A, B, C, D = The student has satisfactorily met course requirements and has earned credit for the course.

F = The student has not satisfactorily met course requirements and must repeat the course. “F” credits count as attempted and earned credits.

I = The student has not completed the course requirements. The grade of “I” may be awarded only at the end of a term/module for Cosmetology, Massage Therapy, Nursing and Externship ONLY when all but minimum hours of course work has been satisfactorily completed. For purposes of grade point and satisfactory progress, the “I” grade will not be included in the computations. In the event the “I” is not converted to a final grade, a course grade of “F” will be recorded as the final grade.

Under *Texas Education Code, Section 132.061(f)*, a student who is obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. Under *Title 40, Texas Administrative Code, Section 807.171-175*, a student receiving a grade of “I” is permitted to re-enroll in the program during the 12-month period following the date the student withdraws to complete incomplete subjects without payment of additional tuition.

W = The student withdraws during ADD/DROP period (after the 3rd day of the class) the first three days of a term start. Students receiving a “W” have not met the minimum objectives of the course and must repeat the course in order to receive credit. “W” credits count as neither attempted nor earned credits.

WP, WA, WB, WC, WD = When a student withdraws from a course after the 3rd day up to the 11th day of class for technical courses and up to the 6th day of class for general education courses, students earn the grade based on their current course grade when they withdrew. A student receiving any of these grades must repeat the course in order to receive credit. The credits count as attempted but not earned.

WF = This grade occurs when a student withdraws voluntarily or involuntarily after the 3rd day of class. These credits count as attempted but unearned credits.

CR = Students with specific work experiences or skills may be eligible to earn ‘CR’ credit. ‘CR’ grades *are* included in MTF but *not* included in the cumulative grade point average.

NC = Indicates the course is a non-credit course. They are not included in Maximum Time Frame (MTF) or cumulative grade point average.

T = Indicates the student passed a similar course at another institution and earned a grade of ‘C’ or higher. They *are*

included in MTF but *not* included in the cumulative grade point average.

PE = The student passed a proficiency test to earn credit for the class. They are not included in MTF or cumulative grade point average.

AU = Indicates the student attended class but was not required to complete all the activities. Students wishing to audit a course must request permission from the Director of Education before the class starts. They are not included in MTF or cumulative grade point average.

WM = Exclusively used for students who are called into military action when they are enrolled and they do not have time to complete the course activities.

Students who withdraw or are dropped from a course after the 11th day of a technical course or after the 6th day of a general education course must be assigned a grade from the instructor.

Note: *Students whose enrollment is cancelled do not receive grades.*

*****Effective November 18, 2013*****

Grade	Explanation	Numeric Grades	Grade Point
A	Excellent	90-100	4
B	Above Average	80-89	3
C	Average	70-79	2
D	Below Average	60-69	1
F	Failing	Below 60	0
	Practical/Vocational Nursing*		
A*	Excellent	90-100*	4
B*	Above Average	80-89*	3
C*	Average	70-79*	2
F*	Failing	Below 70*	0
I	Incomplete	Not computed	Not Computed
W	Withdrawn	Computed	Not Computed
NC	Non-Credit	Not Computed	Not Computed
T	Transfer Credit	Computed	Not Computed
PE	Proficiency Credit	Computed	Not Computed
AU	Audit	Not Computed	Not Computed
WM	Withdrawn Military	Not Computed	Not Computed
WX	Withdrawn prior to Add/Drop period	Not Computed	Not Computed

DEFINITION OF GRADES

A, B, C, D = The student has satisfactorily met course requirements and has earned credit for the course.

F = The student has not satisfactorily met course requirements and must repeat the course. “F” credits count as attempted and earned credits.

I = The student has not completed the course requirements. The grade of “I” may be awarded only at the end of a term/module for Cosmetology, Massage Therapy, Nursing and Externship ONLY when all but minimum hours of course work has been satisfactorily completed. For purposes of grade point and satisfactory progress, the “I” grade will not be included in the computations. In the event the “I” is not converted to a final grade, a course grade of “F” will be recorded as the final grade.

Under *Texas Education Code, Section 132.061(f)*, a student who is obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. Under *Title 40, Texas Administrative Code, Section 807.171-175*, a student receiving a grade of “I” is permitted to re-enroll in the program during the 12-month period following the date the student withdraws to complete incomplete subjects without payment of additional tuition.

W = The student withdraws after ADD/DROP period (after the 12th calendar day). Students receiving a “W” have not met the minimum objectives of the course and must repeat the course in order to receive credit. “W” credits count as attempted but not earned credits.

WX = Students who withdraw prior to the ADD/DROP period. They are not included in maximum time frame or cumulative grade point average.

NC = Indicates the course is a non-credit course. They are not included in maximum Time Frame (MTF) or cumulative grade point average.

T = Indicates the student passed a similar course at another institution and earned a grade of ‘C’ or higher. They are included in MTF but *not* included in the cumulative grade point average.

PE = The student passed a proficiency test to earn credit for the class. They are not included in MTF or cumulative grade point average.

AU = Indicates the student attended class but was not required to complete all the activities. Students wishing to audit a course must request permission from the Director of Education before the class starts. They are not included in MTF or cumulative grade point average.

WM = Exclusively used for students who are called into military action when they are enrolled and they do not have time to complete the course activities.

Note: Students whose enrollment is cancelled prior to posting attendance do not receive grades.

REPEAT OF COURSE CALCULATIONS OF GRADE AVERAGE

When a student takes the same course more than once, all grades received remain on the student’s transcript but only the last grade is used in calculating cumulative grade point average. However, all courses count towards Maximum Time Frame (MTF). Students will be charged for repeat courses and will need to meet with his/her representative in Financial Aid for pricing details.

PROGRESS EVALUATIONS

Grades will be distributed to students at the end of each grading period by the Registrar or Director of Education. Student progress evaluations and academic advising is provided at the end of each grading period; however, students are not placed on Warning, Probation, or Dismissal until the end of a quarter, which is defined as 10 weeks for all programs except Practical Nurse and Vocational Nurse, which are 12 weeks. Massage Therapy progress evaluations will be distributed at the end of each 5-week grading period not to exceed 125 clock hours. Cosmetology progress

evaluations are distributed at the end of each financial aid grading point.

The following occurrences may cause scheduling conflicts and/or delay your estimated graduation date:

- Withdrawing from a class
- Changing class schedule from day to night or night to day
- Failing a course

DEFINITION OF QUARTER

Vista College's academic quarter for certificate, associate, and diploma programs is defined as 10 weeks. The grading period shall not exceed 8 weeks.* This does not apply to clock-hour programs.

DEFINITION OF CLOCK/CREDIT HOUR CONVERSION

Credit hours for certificate, associate, or diploma programs are converted using the following method:

- one quarter credit is awarded for each 10 clock hours of lecture
- one quarter credit is awarded for each 20 clock hours of laboratory
- one quarter credit is awarded for each 30 clock hours of externship

BASIS FOR CALCULATION OF GRADE POINT AVERAGE

The cumulative grade point average (GPA) will be calculated at the end of each grading period for each student. Student progress reports will be issued to students at the end of each grading period by the Office of the Registrar.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students are expected to maintain satisfactory academic progress toward successful completion of their program of enrollment. The following standards will govern satisfactory progress.

SAP & Maximum Time Frame for Completion of the Program

Satisfactory academic progress (SAP) requires that each student be evaluated at specific periods of time during their enrollment using qualitative and quantitative standards. SAP is calculated using the cumulative grade point average (qualitative assessment) and timely completion of required credits for completion of their program of study (quantitative assessment) for each student. Students must be able to complete the program within the maximum program length (MPL), i.e., 1.5 times the length of the published credit hours, or 1.5 times the length of the published clock hours for clock hour programs.

At the end of each quarter or payment period, the school will assess the qualitative and quantitative progress of the student. Students must demonstrate progress in the program at each of the evaluation points.

The cumulative grade point average (GPA) will be calculated at the end of each grading period for each program. Calculation will be based on all quarter credit hour courses completed during the grading period. In all calculations, a grade of "I" (Incomplete) or a "W" (Withdrawal) will be treated as zero (0) credits earned. When the incomplete work is submitted and a final grade is assigned, the cumulative GPA will be recalculated and the academic status adjusted as appropriate.

According to federal regulations, federal student aid (Title IV) recipients must maintain satisfactory academic progress (SAP) toward achievement of their certificate, diploma, or degree. All students, regardless if a Title IV recipient, are evaluated at the end of each term or payment period in order to assess continued financial aid eligibility and academic standing. In order to remain in good standing, students must meet both a cumulative qualitative and cumulative quantitative measurement, as described below. Additionally, students must be able to complete their program of study within maximum time frame. Maximum time frame is defined as 1.5 times the published length of the program as measured in credit hours. For clock-hour programs, maximum timeframe is defined as 1.5 times the published length of the program as measured in clock hours and the published length of the program in weeks.

<i>Cumulative Qualitative Component</i>	<i>Cumulative Quantitative Component</i>
2.00 Cumulative Grade Point Average (C Average)	67% Completion of Attempted Credits*

Students enrolled in programs that are at least 2 academic years in length must have a 2.0 GPA by the end of their second academic year.

Evaluation Process

Students receive academic advising at the end of each grading period. However, satisfactory academic progress evaluations occur at the end of each term as described below. Students who have not met satisfactory academic requirements upon evaluation are provided notification.

1. Students are evaluated at the end of each ten week quarter, fifteen week semester, or payment period as appropriate per their program of study and start date.
2. Students who have met both satisfactory academic progress measurements are considered to be in good standing. Students who have not met one or both of the measurements will be placed on *Financial Aid/Academic Warning* and will remain eligible to receive federal funds. Academic progress will be evaluated at the end of the next term or payment period.
3. Students who are placed on *Financial Aid/Academic Warning* will be reinstated to good standing at the end of the subsequent term or payment period if they are deemed to be meeting both satisfactory academic progress requirements. Those who have not met one or both of the requirements again, will be placed on *Financial Aid/Academic Probation*. Students placed on *Financial Aid/Academic Probation* are not eligible to receive federal aid unless:
 - a. The student is able to successfully appeal the SAP decision, and
 - b. The student has been placed on an academic plan that demonstrates the student will be able to meet satisfactory academic requirements upon graduation from the program and within the maximum timeframe. The Director of Education is responsible to develop and monitor academic plans. An academic plan may be modified as appropriate as long as it continues to demonstrate the student will be able to meet progress requirements upon graduation. The academic plan will include a date for which the student is expected to meet SAP requirements which will be the next evaluation checkpoint
4. Provided section 3 (a) and (b) above are achieved, a student is considered to remain on *Financial Aid/Academic Probation* and eligible for federal aid each subsequent term or payment period provided the student is able to meet all the requirements of the academic plan.
5. Students placed on *Financial Aid/Academic Probation* will be reinstated to good standing at the end of the subsequent term or payment period if they are deemed to be meeting both academic progress requirements. Students who have not met academic progress requirements and are not meeting the requirements of their academic plan will be placed on *Financial Aid/Academic Suspension* and will no longer be eligible to receive federal aid. Additionally, the student will be dismissed from the institution.
6. Students who receive a failing grade in two consecutive grading periods may not be eligible for re-entry for a full grading period.

SAP for the Cosmetology Program

Satisfactory Academic Progress (SAP) requires that each student be evaluated at specific periods of time during their enrollment using qualitative and quantitative standards. Students enrolled in the Cosmetology program will be evaluated at the following checkpoints: 450, 900, 1200 (1250 in Las Cruces, NM) scheduled hours. Cosmetology students must maintain at a minimum a 75% cumulative attendance rate and must maintain an average grade of 70% with respect to exams and the completion of Salon Rubrics (a measure of their ability to perform the skills taught). Students who fail to maintain the standard of 75% attendance or fail to meet the 70% grade average at the first checkpoint, will be placed on Financial Aid/Academic Warning. If the student violates the 75% attendance rate or the 70% grade average at the second checkpoint, the student will be placed on Financial Aid/Academic Probation. If the student violates the 75% attendance or the 70% grade average at the third checkpoint, or at any time misses **5 consecutive days**, the student will be **DISMISSED from school**.

SAP for the Comprehensive Massage Therapy Program

Satisfactory Academic Progress (SAP) requires that each student be evaluated at specific periods of time during their enrollment using qualitative and quantitative standards. Students enrolled in the Comprehensive Massage Therapy program will be evaluated at the midpoint of the program. Comprehensive Massage Therapy students must maintain at a minimum a 75% cumulative attendance rate and must maintain a 2.0 GPA. Students who have not met one or both of the measurements will be placed on Financial Aid/Academic Warning and will remain eligible to receive federal funds. Those students who have not met one or both of the requirements again, will be placed on Financial Aid/Academic Probation.

SAP for the Vocational Nurse Program

Satisfactory Academic Progress (SAP) requires that each student be evaluated at specific periods of time during their enrollment using qualitative and quantitative standards. Students enrolled in the Vocational Nurse (VN) program will be evaluated at 450, 900, 1170 hours. VN students must maintain at a minimum a 93% cumulative attendance rate and must maintain a 2.5 GPA. Students who have not met one or both of the measurements will be placed on Financial Aid/Academic Warning and will remain eligible to receive federal funds. Academic progress will be evaluated at the end of the next grading period. Those who have not met one or both of the requirements again, will be placed on Financial Aid/Academic Probation.

Academic Status Definitions

- GS - Students who are in Good Standing
- FAAW – Students who are on Financial Aid/Academic Warning
- FAAP – Students who are on Financial Aid/Academic Probation
- FAAS - Students who are on Financial Aid/Academic Suspension

Factors Affecting SAP

Program Change – A student may change their program of study. Only courses applicable to the current program of study are included in evaluating satisfactory academic progress. Students must be meeting the institution's attendance requirements in order to be eligible for a program change. Students may only change their program of study once during their period of enrollment at the school.

Transfer Credits – Courses accepted for transfer credits will be included in the cumulative quantitative calculation. The cumulative qualitative calculation is unaffected by accepted transfer credits.

Drop/Add Period – Courses that are dropped during the drop/add period earn a grade of W. The cumulative quantitative and qualitative calculations are unaffected by a grade of W.

Grade of W – Courses that are dropped after the drop/add period but earn a grade of W are included in the cumulative quantitative calculation. They are not included in the cumulative qualitative calculation.

Grade of Incomplete – Courses that are graded as Incomplete are not included in the cumulative qualitative evaluation but are included in the cumulative quantitative component. With special approval by the Director of Education, a student may have the opportunity to complete required coursework within 7 calendar days from the last day of class. Failure to submit all required work within this timeframe may result in a failing grade for that term. Once a grade earned is posted, the qualitative calculation will be updated and the student may be deemed to have not met academic progress for that term. Financial aid disbursements may be delayed as a result of incomplete grades.

Audited Courses – Courses that are being audited are not included in the cumulative qualitative or quantitative calculation.

Repeated Courses – When a course is repeated, the most recent grade is included in the cumulative qualitative calculation but both attempts of the course are included in the cumulative quantitative calculation.

Grade of PE – Courses assigned this grade is not included in the cumulative qualitative, but is included in the cumulative quantitative calculation.

Grades of NC, WM – Courses assigned these grades are not included in the cumulative qualitative or quantitative calculation.

Re-entry Students – upon re-enrollment, students who are not meeting academic progress requirements in their program of study may be eligible for federal funds if the student is assigned an academic plan that demonstrates the student will be able to meet academic progress requirements upon graduation. Students currently placed on Financial Aid and Academic Probation must also successfully appeal their aid eligibility. The student will be considered to be on *Financial Aid Probation* upon re-enrollment in this instance. Students who are not able to

meet both satisfactory academic progress requirements within maximum time frame and upon graduation will not be considered for re-enrollment.

Appeals Process

Students who wish to appeal a SAP decision may do so by submitting a written letter to the Director of Education that explains the extenuating circumstances that affected their ability to meet satisfactory academic progress requirements. Include supporting documentation as applicable with the letter. The letter must also explain what circumstances in their life have changed which will allow the student to meet SAP in the future. Submittals must be received no later than the fifth class day of the following term. Upon evaluating the information, a final decision will be provided to the student within two days of receipt of the appeal documentation. Appeals submitted after the two-day deadline may not be considered. Final decisions may not be appealed. Students whose appeal is granted will be placed on Financial Aid/Academic Probation and an academic plan that demonstrates their ability to meet SAP policy requirements upon completion of the program.

The following is a list of circumstances that indicate there may have been mitigating circumstances that negatively affected academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization
- Illness of a family member where the student is a primary caretaker
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where was no alternative method of transportation

Regaining Eligibility for Federal Financial Aid (Title IV)

Students can regain eligibility for federal student aid by meeting the requirements of the satisfactory academic progress (SAP) policy, or continuing to meet the requirements of an academic plan and/or successfully appealing a SAP decision and being placed on an academic plan that demonstrates their ability to meet SAP upon completing the program.

DEGREES, DIPLOMAS AND CERTIFICATES OF COMPLETION

Degrees and diplomas are awarded upon satisfactory completion of all courses in a student's program. Neither a degree nor a diploma will be issued and nor will record of graduation from a program be posted to a student's academic record until successful completion of the all requirements for graduation are met. If a student does not complete the necessary credit or courses for graduation, under certain circumstances, a certificate of completion indicating the amount of credit hours earned will be awarded.

GRADUATION REQUIREMENTS

Vista College awards diplomas for successful completion of full-time day and/or evening programs. Students must meet diploma/degree requirements as outlined in the School Catalog current at the time of application for graduation.

Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course. A minimum of twenty-five percent (25%) of credit hours must be completed at Vista College. **Diplomas will not be awarded if the highest grade recorded for a course is "F", "W", or "I".**

A student must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Vista College.

Students must be in good financial standing prior to receiving their diploma/degree.

ATTENDANCE POLICY

Students are expected to attend each class meeting for every class in which they are officially enrolled. The instructor of each course will provide the student with a course syllabus that identifies the attendance requirements and a statement of the course objectives, including grading criteria.

The following guidelines will be used to assure minimum attendance standards that are required by the Texas Workforce Commission will be maintained by all students:

- Attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student will receive accurate and complete information concerning the student attendance and progress.
 - A full day of absence shall be charged when a student does not attend any of the scheduled classes on that day.
 - Comprehensive Massage Therapy Program: Absences of less than an hour will be charged in 15-minute increments after the first ten minutes.
 - Vocational/Practical Nurse Students: A student more than 10 minutes late for the clinical day will not be allowed into the clinical experience and will receive a zero grade for the entire clinical day. A student leaving early from the clinical experience will receive a zero grade for the entire clinical day.
 - A student attending Vista College shall be terminated when he or she is absent for eight (8) consecutive school days and does not return on the 9th day or more than 20% of the total program hours, whichever occurs first. Students terminated due to attendance violations that have completed more than 75% of the required course work will be considered fully obligated for tuition costs and considered “completers” for statistical purposes.
 - Comprehensive Massage Therapy students shall be terminated when he or she is absent for more than ten (10) consecutive school days, more than 25% of the total clock hours in a program, or 25% of a portion of the program if a student enrolls in less than the total minimum 500 hours. Refunds shall be made in accordance with the Department of State Health Services, Massage Therapy Licensing Program, TAC §140.344.
 - Students enrolled in the Cosmetology Program must maintain a 90% attendance average each month in order to complete the program within the Scheduled program length. Students are allowed to miss 10% of their scheduled hours before having to pay extra instructional charges. Students may use the allowed 10% of their scheduled hours for vacation, doctor appointments, illness, etc. If students must attend additional Program hours beyond their maximum Scheduled Program length due to not meeting a 90% attendance average or to complete academic graduation requirements, they will be charged **an additional \$10.00** for each hour necessary to complete the program after the Scheduled Program length is reached. Payment must be in certified funds (cash, cashier’s check, or money order) and must be paid in full prior to the final week of attendance.
- a) Scheduled Program Length is defined as Hours in Program = 1500 hours; 10% absent = 150 hours; Scheduled Program Length = 1650 hours (Texas)
 - b) Scheduled Program Length is defined as Hours in Program = 1600 hours; 10% absent = 160 hours; Scheduled Program Length = 1760 hours (New Mexico)
 - Rate of attendance will be monitored and the overall attendance rate will be measured at the established checkpoints of 450, 900, 1200 (1250 in Las Cruces, NM) scheduled hours. Should a student fail to maintain at least a minimum standard of 75% at the established checkpoints, they will be placed on Attendance Probation. If the student violates the 75% attendance rate a second time or misses **5 consecutive days**, whichever comes first, the student will be **DISMISSED from school**.

- Students who miss class will only be allowed to make it up hours during approved times.
- Seminar students whose absences exceed 15% of total program hours or 5 consecutive days from school will be placed on probation and warned in writing to improve their attendance rate.
- Students using veteran benefits to attend Vista College will have attendance monitored until the time that the student drops, graduates, or completes the program. FOR VA STUDENTS - Unsatisfactory attendance will be reported to the DVA. Therefore, the attendance policy (more than 20% of the total program and/or being absent eight (8) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at any time the student exceeds the allowed number of absences.
- Make-up work shall not be authorized for the purpose of removing an absence. However, if a student notifies the school prior to an absence, class work can be evaluated for credit. Make-up work will be allowed for the following reasons: illness, death in the family, court dates, job interviews, military duty, and appointment with a government agency, jury duty or other situations approved by the Director of Education. Reasons for absence must be documented. It is the student's responsibility to contact instructors for assignments during the absence. Students are reminded it is their responsibility to be current in all assignments at all times. An absence does not excuse program obligations required for satisfactory progress. A maximum of one week from the original date an assignment, report, or test was due or two days after the end of term, whichever comes first, is allowed for makeup, unless otherwise stipulated by the school policy or the instructor.
- Comprehensive Massage Therapy Students: All hours missed due to late enrollment must be made up. A written time allotment will be arranged for the make-up of missing hours at the time of enrollment. If hours are not made up within that time frame, they will be considered absences.
- Comprehensive Massage Therapy Program: Repeated failure to appear for scheduled intern massage appointments will be considered grounds for immediate termination at the discretion of the directors.

DISTANCE EDUCATION ATTENDANCE POLICY

A record is generated each time the student logs into the Moodle platform. The academic week is Monday-Sunday by 11:55 PM (MST) with the exception of week five which ends at 11:55 PM (MST) Thursday. Attendance credit will be recorded as 20 hours per academic week. To receive credit for attending class, the student must complete a minimum of one weekly graded requirement as defined by the course syllabi.

NOTE:

- Logging into class without active participation does not constitute weekly attendance.
- Graded course work completed in a week other than the one when it was due will not count towards attendance for the previous week but will be applied to the current week.
- Students are required to post attendance at minimum of one time during the first week of class or will be automatically withdrawn from class and considered a No Show.
- After the first week of class, students who do not post attendance for two consecutive weeks will automatically be withdrawn from class.
- Students are strongly encouraged to log in more in order to understand the subject fully and to be successful in class.
- Students completing 75% of the required course work will be considered fully obligated for tuition costs.
- Students using veteran benefits to attend Vista College will have attendance monitored until the time that the student drops, graduates or completes the program. FOR VA STUDENTS: Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due the student and/or funding sources. Therefore, the attendance policy (more than 20% of the total program or absence for two consecutive weeks) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at any time the student exceeds the allowed number of absences.
- Students are reminded it is their responsibility to be current in all assignments at all times. Absences do not excuse program obligations which lead to satisfactory progress.

- Students should remember that attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student can receive accurate and complete information concerning the student attendance and progress.

TARDINESS

Tardiness is a disruption of a good learning environment and is discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action up to and including attendance probationary status. Students arriving more than five (5) minutes late for a class or that leave prior to the end of class will be considered “tardy” or “left early.” Tardiness and early departures affect the student’s overall education and attendance.

ATTENDANCE PROBATION

Students, whose absences exceed 15% (Comprehensive Massage Therapy 10% and Cosmetology 25%) of the hours in the course, will be advised in writing to improve their attendance rate. If a student is absent more than 15% of the scheduled clock hours during a term (10% for Comprehensive Massage Therapy and 25% for Cosmetology), the student will be placed on attendance probation throughout the next term. If a student is absent more than 20% of the scheduled clock hours during a probationary term, the student will be withdrawn from the program. If a student has absences of eight consecutive days or 20% (ten consecutive days or 15% for Comprehensive Massage Therapy--five consecutive days or 25% for Cosmetology) of the clock hours for a program, whichever comes first, the student will be withdrawn for the remainder of the term. However, no students will be withdrawn if they are in the last quarter of their program and at which time they would not be entitled to a refund.

DISTANCE EDUCATION ATTENDANCE PROBATION

Students whose absences exceed 2 consecutive substantial posts will be warned in writing to improve their attendance rate. Students receiving VA benefits or who are funded by an agency that requires the reporting of attendance, attendance warnings will be reported and may result in the termination if a student’s absences exceed 4 consecutive substantial posts or accumulated absences of more than 20% of the program. However, students may be withdrawn if they are in the last quarter of their program and at which time they would not be entitled to a refund

LEAVE OF ABSENCE

The College does not grant Leaves of Absence with the exception of students called to “Active Military” duty.

GENERAL INFORMATION

- **REPEATING COURSES** - Vista College offers an independent, competency-based educational curriculum. Students are expected to complete course requirements as scheduled. Once a student exhausts all scheduled hours in their program, additional laboratory time must be scheduled with the Director of Education/Registrar. Students repeating courses/classes are subject to additional fees.
- **AMERICAN WITH DISABILITIES ACT** - Vista College recognizes that students with disabilities wish to pursue a full range of occupational and educational opportunities and integrates students with disabilities into existing programs. Reasonable accessibility to our programs is provided through combined efforts of the school, community and state service agencies. Students with disabilities who wish to enroll should contact the Admission’s Office and complete the Reasonable Accommodation Request Form well in advance of registration so individual needs and assistance can be assessed in ample time. Students with disabilities are provided with a wide range of services including academic advising, admission assistance, and individual support.
- **STUDENT SERVICES** - A variety of student services is available to assist the student’s need(s). The following briefly describes the services made available. Vista College may also provide students with contact information to multiple resources to assist with personal needs. Vista College does not provide personal counseling.
- **CAREER SERVICES** - Career Services are available for both graduates and currently enrolled students. Particular attention is given to matching graduates with prospective employers and positions that are

compatible with their career goals, qualifications and experiences. Individual consultation with Career Services staff concerning job search strategies is encouraged. Information concerning employment assistance may be obtained by contacting the Career Services Department. Vista College does not guarantee employment or a starting salary upon graduation, completion or withdrawal from Vista College.

- **LEARNING RESOURCE CENTER** - The Learning Resource Center also provides online access to EBSCO online library. The Learning Resource Center contains reference texts and periodicals directly related to vocational and occupational computerized business/medical training. These reference materials supplement texts and other related instructional materials are used in all programs offered at the institution.
- **STUDENT ACTIVITIES** - Vista College recognizes an obligation to help students develop and promote activities that will expand their cultural, social, and community service awareness and involvement. The administration encourages participation and provides professional support and guidance in all student activities.
- **STUDENT HONOR SOCIETY** - Vista College Honor Society is composed of students with a scholastic average of 3.75 G.P.A. or better and has maintained at least a 90% attendance record. All candidates for membership shall have completed at least nine (9) credit hours prior to being considered for membership. All students who meet and maintain eligibility requirements in academics and attendance requirements shall be admitted to candidacy for election to membership. Continued eligibility shall be reviewed on a regular basis considering academics, attendance, service, leadership and character.
- **HOUSING** - Vista College does not provide institutional housing. Upon written request, out-of-town students will be provided assistance in locating suitable housing.
- **PARKING** - Parking is provided to those students with automobiles. Vista College may require registration of students' vehicles. The school reserves the right to require a registration fee to assure parking lot security. Students wishing to park vehicles on the premises must request and display a numbered parking sticker on the rear window behind the driver's side, where applicable. Cars that do not display this sticker may be towed at the owner's expense. There are reserved visitor parking places to be used only by visitors to the school.
 - Students must obey all parking ordinances. Vista College is not responsible for any damage to any vehicle on the premises or nearby. Vista College strongly recommends that no valuables be left visible in any automobiles parked on the premises or nearby.
 - Individuals who park their vehicles in spaces designed for use by handicapped must display an official handicapped parking permit obtained from the city. Vehicles parked in handicapped parking, which do not bear an appropriate permit, will be ticketed by the city police and subject to being towed at the owner's expense.
- **TELEPHONE** – Vista College accepts no responsibility for relaying phone messages to students. However, the school will make every reasonable effort to contact students in case of an emergency. The school receptionist will receive all calls, determine the type of message, and initiate delivery procedures. All cell phones and pagers must be set to vibrate/ringer off mode while in classrooms and labs. Cell phone conversations must take place in the student break room or outside of the building and away from the entrance.
- **GUESTS** – Guests must register at the receptionist desk. Children under the age of 17 are not permitted in the labs or classrooms.
- **CHILDREN ON CAMPUS** - Vista College's policy states that no child under the age of 17 may be on the campus unless they are under the constant supervision of an adult. Children are not allowed on the campus without constant adult supervision. Under no circumstances will children be allowed in the school's classrooms.

- **FOOD AND BEVERAGE** – All food and beverages must be consumed in the Student Lounge. No food or beverages are allowed in the classrooms or labs.
- **LOST AND FOUND**-Vista College is not responsible for any personal belongings that are lost, damaged, or stolen in the building or parking lot. Students should ensure that all valuables are labeled with their name and phone number and are in their possession at all times. The Campus Director serves as the office for lost and found. Students are responsible for reporting lost items immediately and for checking to see if lost items have been recovered.
- **EMERGENCY EVACUATION** - Vista College, in cooperation with the local Fire Department, developed an emergency evacuation plan. If an emergency should occur, each occupant should walk, not run to the nearest exit. **NO ONE** should leave the premises until the emergency has ended because your absence could cause undue concern on the part of the emergency personnel.
- **SOLICITATION** - Solicitation is illegal on the grounds of Vista College. Individuals who are encountered soliciting should be reported to the Campus Director. If a recognized organization of Vista College wishes to raise funds as part of a service project, permission from the Campus Director must be obtained prior to scheduling.
- **SCHOOL CLOSING** -In the event of snow, ice or any weather condition that could or would cause hazardous travel conditions, students should use good judgment concerning whether or not to attend class. In no event should unnecessary risks be taken in the attempt to attend class. The decision to close school due to emergency situations will be communicated by your Campus Director via TV, radio, phone chain, voice mail, etc. Make-up hours for classes missed due to weather will be posted.

STUDENT HEALTH AND SAFETY (ERGONOMICS)

Healthy Keyboard Usage

- Use light touch when typing
- Keep your wrists in a neutral (straight) position
- Make sure your elbows are at a slightly open angle—90 degrees or greater
- Keep your shoulders relaxed and your elbows at your side
- Don't use wrists rests or armrests while typing-only while resting
- Stay centered on the lettered part of the keyboard
- Consider using keyboard shortcuts or macros to repeat common tasks

Monitor

- Follow the 20/20/20 Rule (20 second break every 20 minutes, look at least 20 feet away)
- Keep a clean screen

Mouse

- Use your elbow-not your wrist-to move the mouse
- Limit the amount you use your tracking device
- Use keyboard shortcuts
- If surfing the web or editing a long document, consider a mouse with a scroll wheel
- Don't click too hard
- Make sure you are holding your mouse correctly
- Avoid letting your fingers "hover" above the mouse or trackball buttons
- Use a light grip
- Don't hold the mouse when not in use
- Keep wrists in a straight or "neutral" position
- Try switching hands occasionally
- Using a trackball, consider placing padding or a rest under your elbow

Healthy Sitting Posture

- Keep open angles (knees at 90 degree angle)
- Keep thighs parallel with the floor
- Recline slightly
- Avoid pressure points
- Rest your feet flat on the floor

- Move around, making slight adjustments to sitting posture

STUDENT CONDUCT AND DISCIPLINE

Students must observe Vista College code of conduct and govern themselves in a professional manner. A mutual respect of individual rights must exist between students and fellow students as well as students and staff to insure a positive learning atmosphere. Students whose actions constitute misconduct will be subject to disciplinary action by Vista College that may lead to suspension or termination. Courteous behavior and professional conduct, appropriate to a professional environment is to be displayed at all times. Inappropriate conduct and/or communication may be a cause for suspension or termination. Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the school or which Vista College administration feels would endanger members of the Vista College community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Director of Education and/or Campus Director.

The following offenses are considered misconduct and may result in dismissal from Vista College:

Offenses Related to Persons

An offense related to a person is committed when a student:

- Intentionally or knowingly and without authority or consent limits and/or restricts the freedom of a person to move about in a lawful manner
- Threatens by any means, intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm
- Intentionally harasses another person including but not limited to impeding another persistently or wronging or bothering another persistently
- Engages in any activity related to other persons that are prohibited by law or court order.

Offenses Related to Property

An offense related to property is committed when a student:

- Knowingly and without consent or authorization possesses, removes, uses misappropriates or sells the property or services of another person or Vista College.
- Intentionally or negligently damages or destroys property owned or in the possession of another person of Vista College
- Obtains the property of another person by misrepresentation or deceptive means
- Enters or uses Vista College facilities or property without consent or authorization
- Commits a computer-related offense

Offenses Related to the Operation of Vista College

An offense related to the operation of Vista College is committed when a student:

- Engages in illegal, obscene or indecent conduct on Vista College property or at a Vista College sponsored event
- Forges, alters, possesses, duplicates or uses documents, records, keys or identification without consent or the authorization of appropriate Vista College officials
- Engages in solicitation in or on Vista College property or involving the use of Vista College property unless such solicitation is approved by appropriate Vista College officials
- Intentional acts to impair, interfere with or obstruct the orderly conduct processes and functions of Vista College
- Violation of the Copyright Policy
- Violation of the Internet Access and Usage policy

- Actions that bring the name or reputation of Vista College into disrepute
- Smoking in the building or within 25 feet of any entrance

Offenses Related to Welfare Health of Safety

An offense related to welfare, health or safety is committed when a student:

- Uses, possesses or manufactures without Vista College authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.
- Falsely reports a fire, activates emergency warning equipment or communicates false information regarding the existence of explosives or hazardous materials on Vista College property
- Abuses, removes, or damages fire and safety equipment or fails to vacate a building or facility when a fire alarm is activated
- Fails to leave a building, streets, walks, driveways or other facilities of Vista College when directed to do so by a Vista College official having just cause to do so.
- Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.
- Violation of the Vista College Drug and Alcohol abuse policy

Students dismissed for misconduct will be advised by the Campus Director. Readmission is subject to Campus Director's approval.

DRESS CODE

Students are expected to practice good personal hygiene habits and maintain clean, neat, and professional appearances at all times. Administration and faculty are responsible for enforcing the dress code. Students enrolled in Allied Health programs are required to wear the school issued scrub bottoms and tops. Students enrolled in other programs are required to wear the school issued shirts. All students are expected to dress according to the Dress Code at all times. Students found in violation of the Vista College dress code policy will be subject to disciplinary action.

The following items of clothing are not allowed:

- | | |
|------------------------------|---|
| ◆ Shorts, pajamas, or sweats | ◆ Halter tops |
| ◆ Muscle shirts or tank tops | ◆ Head gear, including ball caps and hoodies |
| ◆ Sandals or flip flops | ◆ Mini skirts |
| ◆ Spaghetti string tops | ◆ Denim or Jeans (exceptions may be granted for Industrial Trades programs) |

Cosmetology

All students are required to wear school-issued scrubs. All Cosmetology students may wear accessories and closed toe shoes in the color of their choice. All student attire must be tasteful in appearance and conducive to Vista College's educational environment. Scrubs must cover cleavage, shoulders, armpits and midriff. All students must wear a picture ID badge (provided by the school).

INTERNET ACCESS AND USAGE POLICY

The use of Vista College Internet access equipment is intended for Vista College related business only. Internet communications, transactions, and discussions may be viewed by authorized personnel as determined by Vista College. Distribution of confidential information about staff members, customers, and Vista College is strictly prohibited.

Vista College reserves the right to audit information that is accessed through the Internet to ensure that non-business related use of Vista College equipment does not impact business needs. Personal use of the Internet is limited and supervised. Vista College does not allow chain letters, personal or group communications about causes or opinions,

personal mass mailings, or the accessing of material deemed inappropriate or prohibited by local, state, or Federal law. Vista College prohibits the access or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material via the Internet.

Higher Education Opportunity Act

Notice of Vista College Policies to Comply with the Higher Education Opportunity Act of 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing and photocopying, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, and news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law. A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

Vista College's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. Vista College's policies prohibit use of the Vista College computer network and instructional equipment to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission).

DISTANCE EDUCATION LOG-IN SECURITY

At Vista College, students in online courses must use a secure log-in to the learning management system using their Vista College username and password. This is required for students to be registered for courses and to participate in them online. Student privacy rights are strictly protected. Only those enrolled in the course have access to the course. The outside community does not have access to the coursework, nor do students who are not enrolled in the specific course. Faculty are encouraged to use video tools (i.e., ooVoo), in addition to phone conversations with students as needed. Vista College uses a wide assortment of online academic assessments to monitor student outcomes, including a focus on written assignments and interaction with the instructor via discussions. Instructors become familiar with students' writing styles through online discussions and have greater confidence in the authenticity of the online student.

Online credential distribution to students:

- Upon the LMS administrator receiving a confirmation from the Admissions department that the student has enrolled; the LMS administrator creates a profile for that student in the LMS, and in the Vista College e-mail account system.
- The LMS profile and Vista College e-mail credentials are sent to each individual student upon creation. The email title is "Welcome to the Vista College Navigation Tutorial!" The email contains instructions on how to log in to the Vista learning management system and directs the student to a mandatory navigation tutorial course.

- Upon completion of the navigation course, the student's program course will be accessible on the first day of the scheduled course.

STUDENT GRIEVANCE PROCEDURE

Vista College and Computer Career Center, a Division of Vista College provides a prompt and equitable process for resolving student grievances. The procedure is available to any student who believes that a school decision or action has adversely affected his/her status, rights, or privileges. Students with a grievance must first make a reasonable effort to resolve the issue on an informal basis with their instructor or administrative personnel. If the issue is not resolved to the student's satisfaction, the student shall review the grievance with all parties concerned.

We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Vista College administration against any party involved.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved.

Step 2 – Grievance or complaints not resolved with the individual instructor or staff member should be discussed with the Director of Education. The Director of Education will investigate the claim and attempt to resolve the issue. Resolution may include a mediated conversation between involved parties.

Step 3– If the matter is not resolved to the student's satisfaction in Step 1, the student should submit a written, dated and signed statement to the Campus Director. Within ten (10) business days of the receipt of the written statement, the Campus Director will arrange for a preliminary meeting with the student to discuss the grievance, and the Campus Director will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The Campus Director will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the Campus Director's findings, conclusions, and reasoning. The student's written complaint, together with the Campus Director's decision, will become a permanent part of the files of the parties involved.

The Campus Director's decision is considered final at the institutional level. If a student is still not satisfied, the student may direct unresolved issues to Education Futures Group (EFG) at the following address:

Education Futures Group
Attn: Compliance
300 N. Coit, Suite 1400
Richardson, TX 75080

The student in a certificate program may also file a complaint with the:

Texas Workforce Commission
Career Schools and Colleges
101 E. 15th Street
Austin, Texas 78778-0001
(512) 936-3100

The student in a degree program may also file a complaint with:

Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

StudentComplaints@thecb.state.tx.us,

All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form.

<http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

The student in New Mexico may also file a complaint with:

New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe, NM 87505
(505) 476-8400

<http://hed.state.nm.us/institutions/complaints.aspx>

The student may also contact the:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(800) 917-2081

Vocational Nurse students may also contact:

Texas Board of Nursing
William P. Hobby Building, Ste 3-460
333 Guadalupe Street
Austin, TX 78701

Practical Nurse students may also contact

New Mexico Board of Nursing
6301 Indian School Road, NE, Suite 710
Albuquerque, NM 87110
(505) 841-8340

Massage Therapy students may also contact

Texas Department of State Health Services
Massage Therapy Licensing Program
PO Box 149347 MC 1982
Austin, TX 78714
(512) 834-6616

Cosmetology students may also contact

Texas Department of Licensing and Regulation
PO Box 12157 Austin, TX 78711
(800) 803-9202

Or

New Mexico Regulation and Licensing Department
Board of Barbers and Cosmetologists
PO Box 25101
Santa Fe, NM, 87504

Veterinary Technology students may also contact:

AVMA Committee on Veterinary Technician Education and Activities (CVTEA)
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
(800) 248-2862

PROGRAMS OF STUDY DIPLOMA AND CERTIFICATE

The following programs of study are approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Austin, Texas 78778-0001 and New Mexico Higher Education Department, 2048 Galisteo, Santa Fe, NM 87505, 505-476-8400, fax-505-476-8453, <http://hed.state.nm.us>. Programs are accredited by the Commission of the Council on Occupational Education (www.council.org), 7840 Roswell Rd, Bldg. 300, Ste. 325, Atlanta Georgia 30350, 1-800-917-2081.

The Vocational Nurse program is regulated by the Texas Board of Nursing, William P. Hobby Building, Ste. 3-460, 333 Guadalupe Street, Austin, TX 78701. The Practical Nurse program (Las Cruces campus) is regulated by the New Mexico Board of Nursing, 6301 Indian School Road, NE, Suite 710, Albuquerque, NM 87110, (505) 841-8340, (www.bon@state.nm.us).

The Massage Therapy Program is approved and regulated by the Department of State Health Services, Massage Therapy Licensing Program, PO Box 149347 MC 1982, Austin, TX 78714-9347, (512) 834-6616. The Cosmetology program is approved by the Texas Department of Licensing and Regulation, PO Box 12157 Austin, TX 78711, 800-803-9202, www.license.state.tx.us. New Mexico students: New Mexico Regulation and Licensing Department, Board of Barbers and Cosmetologists, PO Box 25101, Santa Fe, NM, 87504, <http://www.rld.state.nm.us/BarbersCosmetologists>.

Business Administration

Carbon Monoxide Analysis Certification Training (Seminar)

Cisco Networking

Combustion Analysis and Fuel Efficiency (Seminar)

Comprehensive Massage Therapy

Cosmetology

Cosmetology (Las Cruces)

Dental Assistant

EKG Technician (Seminar)

Electrical Mechanics

Electronic Medical Records Technician (Seminar)

Electrical Metallic Conduit Bending and Fabrication (Seminar)

Health Unit Coordinator (Seminar)

Heat Pump Technician Certification Training (Seminar)

Heating, Ventilation, and Air Conditioning (HVAC)

HVAC Duct & Envelope Tightness Testing Certification Training (Seminar)

ICD-10-CM Online Training (Seminar)

Information Technology

Medical Assistant

Medical Information Specialist

Medical Insurance Billing and Coding

Medical Laboratory Technician

NEPA 70E Standard for Electrical Safety in the Workplace (Seminar)

Nurse Aide Training Program (Seminar)

Phlebotomy for Healthcare Professionals (Seminar)

Practical Nurse

Texas Residential Appliance Installer's Electrical License Exam Preparatory (Seminar)

Vocational Nurse

NOTE: Not all programs are offered at all campuses.

Effective 2011: To meet regulated clock hour to credit hour conversion requirements enforced by the Department of Education effective July 1, 2011, "out of class work" has been incorporated into courses offered for each program. Please refer to course syllabi for "out of class work" assignment details. §668.8(l).

BUSINESS ADMINISTRATION
Amarillo, Beaumont, El Paso, Killeen, Las Cruces, Longview, Lubbock

The Business Administration Program is a comprehensive course of study designed to provide graduates with the knowledge and skills needed in today's automated business environment. Having been exposed to accounting, marketing, human resources, finance, and economic theories, graduates may find entry-level employment in offices, government agencies, or other business-related environments. Upon completion of the program, a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
BA100	Business I	90/00	9.0
BA101	Management	90/00	9.0
BA102	Accounting	90/00	9.0
BA103	Business Law	90/00	9.0
BA104	Business II*	90/00	9.0
BA105	Computerized Accounting Systems*	20/70	5.5
BA106	Economics*	90/00	9.0
BA107	Business Computer Information Systems*	70/20	8.0
		630/90	67.0**

TOTAL CLOCK HOURS: 720

ESTIMATED COMPLETION TIME: 40 weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

**Total Quarter Credit Hours have been rounded down to the nearest whole number.

CARBON MONOXIDE ANALYSIS CERTIFICATION TRAINING SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock

This one-day course is designed to provide HVAC Technicians with the required review and training to prepare for their Carbon Monoxide Analysis Certification. The course provides instruction in basic information regarding signs and symptoms of carbon monoxide poisoning, sources of carbon monoxide poisoning, testing procedures, combustion and principles of combustion gas, pressure measurements, measuring air flow, and preparing building and combustion appliance zones. At the conclusion of this course, students will be eligible to take the Carbon Monoxide Analysis Certification exam.

Prerequisites: Students enrolling in this course must currently be a Registered HVAC Technician

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam

Course Number	Course Title	Theory/Lab/Externship Hrs	Quarter Credit Hrs
VCPD-7	Carbon Monoxide Analysis Certification Exam Preparation	08/00/00	0.0

TOTAL CLOCK HOURS: 8

ESTIMATED COMPLETION TIME: 1 Day

CISCO NETWORKING
El Paso

The Cisco Networking seminar provides general networking theory, practical experience, and opportunities for career exploration and soft-skills development. The curriculum teaches networking based on application, covering networking concepts within the context of network environments students may encounter in their daily lives – from small office and home office (SOHO) networking to more complex enterprise and theoretical networking models later in the curriculum. At the conclusion of the four courses, students will be eligible to take the CCNA certification test.

Prerequisites: Individuals entering this seminar must document they have a minimum of a high school diploma or a GED and have graduated from an accredited Network Administrator program OR be able to provide sufficient documentation they have been working in the IT industry.

COURSE NUMBER	COURSE TITLE	THEORY/LAB EXTERNSHIP HOURS	QUARTER CREDIT HOURS
IC101	Networking for Home and Small Business	45/25/00	5.5
IC102	Working at a Small to Medium Business or ISP	45/25/00	5.5
IC103	Introducing Routing and Switching In the Enterprise	45/25/00	5.5
IC104	Designing and Supporting Computer Networks	45/25/00	5.5
		180/100/00	22.0

TOTAL CLOCK HOURS: 280

ESTIMATED COMPLETION TIME: 20 weeks

COMBUSTION ANALYSIS AND FUEL EFFICIENCY SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock

This one-day course is designed to provide basic information HVAC service technicians need to know to be productive and effective when installing and servicing combustion appliances. Topics such as carbon dioxide formation and release, carbon monoxide generation, thermal heat transfer and flame temperature, as well as steps and procedures to increase efficiency and reduce emissions and carbon monoxide safety precautions will be covered. Students should expect to increase their knowledge of combustion, the combustion process, combustion control, and draft and venting of fuel fired appliances. At the conclusion of this course, students will be eligible for the Combustion Analysis Technician Certification exam.

Prerequisites: Students enrolling in this course must currently be a Registered HVAC Technician

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam

Course Number	Course Title	Theory/Lab/Externship Hrs	Quarter Credit Hrs
VCPD-8	Combustion Analysis and Fuel Efficiency Seminar	08/00/00	0.0

TOTAL CLOCK HOURS: 8

ESTIMATED COMPLETION TIME: 1 Day

**COMPREHENSIVE MASSAGE THERAPY
Beaumont**

This program is designed to provide students with didactic and hands-on instruction in Swedish techniques, pathology, and anatomy, physiology, and kinesiology. The program also provides information in various adjunctive modalities currently practiced in massage therapy clinics. The training is designed to prepare students to become Massage Therapists and successfully enter the massage industry at an entry level. At the end of this program, students may sit for a national certification examination (NCETM or NCETMB) or the MBLEx. Students may also take the Texas Massage Therapy Jurisprudence Exam, which is required for State licensure. A diploma is awarded upon Graduation.

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	THEORY/LAB HOURS
MT101	Human Anatomy	50	50/00
MT102	Human Physiology	25	25/00
MT103	Kinesiology	50	50/00
MT104	Pathology	40	40/00
MT105	Human Health & Hygiene	20	20/00
MT106	Swedish Massage	125	40/85
MT107	Adjunct Therapies	75	20/55
MT108	Business Practices & Ethics	45	45/00
MT109	Hydrotherapy	20	05/15
MT110	Internship	50	00/50
MM101	Non-Western Therapies	90	45/45
MM102	Ayurvedic Massage and Body Work	90	45/45
MM103	Myofascial release	90	30/60

415/355

TOTAL CLOCK HOURS: 770

ESTIMATED COMPLETION TIME Comprehensive Massage Therapy Program: 40 weeks

**MASSAGE THERAPY
Beaumont**

The basic 500-hour program is the Texas Massage Therapy Program. It is the first step in a career as a massage therapist. Students may take only this state licensing program or develop their skills, knowledge and marketability with an extended 770-hour Comprehensive Massage Therapy Program.

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	THEORY/LAB HOURS
MT101	Human Anatomy	50	50/00
MT102	Human Physiology	25	25/00
MT103	Kinesiology	50	50/00
MT104	Pathology	40	40/00
MT105	Human Health & Hygiene	20	20/00
MT106	Swedish Massage	125	40/85
MT107	Adjunct Therapies	75	20/55
MT108	Business Practices & Ethics	45	45/00
MT109	Hydrotherapy	20	05/15
MT110	Internship	50	00/50

295/205

TOTAL CLOCK HOURS: 500

ESTIMATED COMPLETION TIME Texas Massage Licensing Program: 25 weeks

COSMETOLOGY
Beaumont, Killeen, Longview, Lubbock

The Cosmetology Certificate program is designed to provide students with the skills needed to become licensed cosmetologists. The program focuses on preparing students for the state licensure exam and professional entry into the salon industry using both theoretical and practical instruction. Upon completion of the Cosmetology Program, students are awarded Certificates of Proficiency.

COURSE NUMBER	COURSE TITLE	THEORY/LAB CLOCK HOURS	TOTAL CLOCK HOURS
CT1500	Cosmetology	278/1222	1500

TOTAL CLOCK HOURS: 1500

ESTIMATED COMPLETION: 50 weeks (day)/ 60 weeks (evening)

This Program is not regulated by Texas Workforce Commission/Career Schools and Colleges.

This Program is Approved and Regulated by Texas Department of Licensing and Regulation, PO Box 12157 Austin, TX 78711, 800-803-9202, www.license.state.tx.us.

COSMETOLOGY
Las Cruces

The Cosmetology Certificate program is designed to provide students with the skills needed to become licensed cosmetologists. The program focuses on preparing students for the state licensure exam and professional entry into the salon industry using both theoretical and practical instruction. Upon completion of the Cosmetology Program, students are awarded Certificates of Proficiency.

COURSE NUMBER	COURSE TITLE	THEORY/LAB CLOCK HOURS	TOTAL CLOCK HOURS
CO1600	Cosmetology	650/950	1600

TOTAL CLOCK HOURS: 1600
ESTIMATED CTMPLETION: 50 weeks

This Program is not regulated by Texas Workforce Commission/Career Schools and Colleges

This Program is approved and regulated by New Mexico Regulation and Licensing Department, Board of Barbers and Cosmetologists, Toney Anaya Bldg., 2550 Cerrillos Road, Santa Fe, NM 87505. Phone-505-476-4690: Fax-505-476-4665.

**DENTAL ASSISTANT
El Paso, Longview**

The Dental Assistant program is designed to prepare students to function effectively as integral members of dental health teams. Students are given instruction in performing chair-side assisting procedures, patient care, tray preparation for specific procedures, and maintaining accurate patient and dental charting records. The program includes instruction in rubber dam and matrix band applications, dental material manipulation and applications, patient education, post-operative instructions, coronal polishing, fluoride applications, and infection control procedures. Additionally, job-seeking techniques and interpersonal skills are also addressed. Graduates of the Dental Assistant program will be prepared to seek employment in dental offices or related businesses. Upon completion of the program, a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
DA100	Introduction to Dentistry	60/30/00	7.5
DA101	Dental Sciences	90/00/00	9.0
DA102	Practical Infection Control	30/60/00	6.0
DA103	Dental Materials	30/60/00	6.0
DA104	Preventive Dentistry*	30/60/00	6.0
DA105	Dental Radiography*	30/60/00	6.0
DA106	Dental Front Office*	30/60/00	6.0
DA107	Dental Procedures*	00/90/00	4.5
DA211	Dental Assistant Externship*	00/00/180	6.0
		300/420/180	57.0

TOTAL CLOCK HOUR: 900
ESTIMATED COMPLETION TIME: 50 weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hrs per week.

*DA211 – All courses must be completed before beginning externship.

EKG TECHNICIAN SEMINAR
Beaumont, Killeen

This EKG Technician course prepares the student to perform routine electrocardiograms. These readings assist the physician to diagnose irregularities or changes in the patient's heart. The class will prepare students to recognize normal and abnormal rhythms, document rhythm strips to provide reliable test results for the physician's interpretation, administer the EKG, and operate the electrocardiograph machine. EKG Technicians may be employed in hospitals, emergency care clinics or physicians' offices.

Prerequisites: an individual entering this program must document they have a minimum of a High School Diploma or a high school equivalent (GED) and have graduated from a nationally or regionally accredited allied health program like Medical Assistant or be able to provide sufficient documentation they have been working in a medical environment.

COURSE NUMBER	COURSE TITLE	THEORY/LAB EXTERNSHIP HOURS	QUARTER CREDIT HOURS
EKG100	EKG Technician	54/45/00	7.0
		54/45/00	7.0*

TOTAL CLOCK HOURS: 99

ESTIMATED COMPLETION TIME: 6 weeks

***Total Quarter Credit Hours have been rounded down to the nearest whole number.**

**ELECTRICAL MECHANICS
El Paso**

The Electrical Mechanics program is designed to train students in the installation, servicing and maintenance of electrical systems in commercial, governmental, and residential environments. Graduates of this program are prepared to work as apprentice electricians performing duties such as wiring outlets, connecting circuits and breakers, and replacing fuses and fuse boxes. Upon completion of the program, a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
ET100	Electrical Concepts	45/45	6.5
ET101	Electrical Studies for Trades	45/45	6.5
ET102	Distribution Equipment*	45/45	6.5
ET103	Residential Wiring*	45/45	6.5
ET104	Commercial Wiring*	45/45	6.5
ET105	Applications and Lighting Systems*	45/45	6.5
ET106	Electrical Services and Overcurrent* Protection	45/45	6.5
ET107	Electrical Raceway System*	45/45	6.5
		360/360	52.0

TOTAL CLOCK HOURS: 720

ESTIMATED COMPLETION TIME: 40 weeks

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

**ELECTRONIC MEDICAL RECORDS TECHNICIAN SEMINAR
Killeen, Lubbock**

This course provides a basic understanding of electronic health record tasks and functional benefits that is continuously reinforced by actual EHR experiences. The course focuses on EHR rules, regulations, and innovations and provides an understanding of the entire medical office workflow process.

Prerequisites: Individuals entering this program must document they have a minimum of a high school diploma or a GED and have graduated from a nationally or regionally accredited allied health program (ex: Medical Assistant) or be able to provide sufficient documentation they have been working in a medical environment.

COURSE NUMBER	COURSE TITLE	THEORY/LAB EXTERNSHIP HOURS	QUARTER CREDIT HOURS
EHR100	Electronic Medical Records	45/45/00	6.0
		45/45/00	6.0*

TOTAL CLOCK HOURS: 90

ESTIMATED COMPLETION TIME: 5 weeks

***Total Quarter Credit Hours have been rounded down to the nearest whole number.**

ELECTRICAL METALLIC CONDUIT BENDING AND FABRICATION SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock

This two-day introduction course is designed for apprentice electricians already employed in the electrical construction industry. Apprentice electricians will learn skills in installing electrical metallic tubing (EMT Conduit) required in most commercial electrical systems such as shopping centers, schools, medical facilities, office buildings, and all other structures other than industrial facilities, residences, and agricultural structures. The journeyman electrician will learn to perform the advanced duties of connecting and terminating the wiring systems as required.

Prerequisites: Must hold a current apprentice electrician license and have basic skills in mathematics

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
VCPD-4EMT	Conduit Bending and Fabrication Course	10/07/00	0.0
		10/07/00	0.0

TOTAL CLOCK HOUR: 17

ESTIMATED COMPLETION TIME: 2 days

**HEALTH UNIT COORDINATOR SEMINAR
Killeen, Longview**

This Health Unit Coordinator Course is designed to prepare the student for a position as an HUC, Health Unit Coordinators work under the supervision of the nursing department in a healthcare facility or a physician in an office. In these position graduates of the program will transcribe doctors' orders, schedule diagnostic tests and treatments and manage patients' charts and unit supplies. Additional responsibilities may include bedside patient admitting, health record tasks, staffing, and assisting physicians and nursing staff with implementation of Electronic Medical Records. Employment opportunities are in hospitals, nursing homes, clinics and physicians' offices.

Prerequisites: An individual entering this program must document they have a minimum of a High School Diploma or a high school equivalent (GED) and have graduated from a nationally or regionally accredited allied health program like Medical Assistant or be able to provide sufficient documentation that they have been working in a medical environment.

COURSE NUMBER	COURSE TITLE	THEORY/LAB EXTERNSHIP HOURS	QUARTER CREDIT HOURS
HUC100	Health Unit Coordinator	100/60/00	13.0
		100/60/00	13.0

TOTAL CLOCK HOURS: 160

ESTIMATED COMPLETION TIME: 8weeks

ACCEPTANCE: Health Unit Coordinator students are not required to take the Wonderlic entrance exam.

HEAT PUMP TECHNICIAN CERTIFICATION TRAINING SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock

This two-day course is designed to provide HVAC Technicians with the required review and training to prepare for their Heat Pump Technician Certification. The course provides instruction in basic refrigeration and heat pump components, air flow, methods of defrost, dual fuel systems, trouble shooting, wiring, voltage, and concepts and characteristics of different heat pump systems. At the conclusion of this course, students will be eligible to take the Heat Pump Technician Certification exam.

Prerequisites: Students enrolling in this course must currently be a Registered HVAC Technician

Acceptance: Students enrolling in this course are not required to take the Wonderlic entrance exam

Course Number	Course Title	Theory/Lab/Externship Hours	Quarter Credit	VCPD-6
	Heat Pump Technician Certification Exam Preparation	16/00/00	0.0	

TOTAL CLOCK HOURS: 16

ESTIMATED COMPLETION TIME: 2 DAYS

**HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)
Amarillo, Beaumont, El Paso, Killeen, Las Cruces, Longview, Lubbock**

The Heating, Ventilation, and Air Conditioning (HVAC) program is designed to train students in the installation, servicing and maintenance of a wide variety of refrigeration, heating, and air conditioning equipment. A graduate of this program may find employment with HVAC dealerships, HVAC installation and service vendors, HVAC manufacturing companies, or as maintenance workers. Upon completion of the program a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
HV100	Basic Refrigeration	45/45	6.5
HV101	Introduction to Electricity	45/45	6.5
HV102	Brazing, Soldering, Piping	45/45	6.5
HV103	Sheet metal fabrication, duct system	45/45	6.5
HV104	Air Conditioning*	45/45	6.5
HV105	Heating*	45/45	6.5
HV106	Commercial HVAC*	45/45	6.5
HV107	Commercial Refrigeration*	45/45	6.5
		360/360	52.0

TOTAL CLOCK HOURS: 720

ESTIMATED COMPLETION TIME: 40 weeks

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

HVAC DUCT & ENVELOPE TIGHTNESS TESTING CERTIFICATION TRAINING SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Lubbock, Longview

This two-day course is designed for HVAC technicians working in the heating, ventilation, and air conditioning industry. Students will prepare for certification through Green Mechanical Council in the testing [for tightness] of HVAC Duct and Envelope systems installed in structures. The course is administered through ESCO Institute, and taught by ESCO-approved proctors/instructors.

Prerequisites: Must be employed in the HVAC industry as an installer, technician, or contractor

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
VCPD-5HVAC	Duct & Envelope Tightness Testing Certification	08/08/00	0.0
		08/08/00	0.0

TOTAL CLOCK HOUR: 16

ESTIMATED COMPLETION TIME: 2 days

**ICD-10-CM ONLINE TRAINING SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Lubbock, Longview**

This is an online course that provides an introduction to ICD-10-CM coding and helps students translate their knowledge of ICD-9-CM coding to the new code set. Expert insight, engaging learning modules, and interactive exercises prepare students for the transition to ICD-10-CM, and a printable Certificate of Completion enables them to prove their ICD-10-CM proficiency to employers.

Prerequisites: A student must have previous experience with ICD-9 CM

COURSE NUMBER	COURSE TITLE	NUMBER OF MODULES
ICD-10	ICD-10-CM Online Training Seminar	6 lessons/modules

(Estimated time of completion @ 10 hours depending on each student's skill set)

ACCEPTANCE: ICD-10 CM Online Training students are not required to take the Wonderlic entrance exam.

COURSE DESCRIPTION

This is an online course that provides an introduction to ICD-10-CM coding and helps students translate their knowledge of ICD-9-CM coding to the new code set. Expert insight, engaging learning modules, and interactive exercises prepare students for the transition to ICD-10-CM. A printable Certificate of Completion enables them to provide proof of their ICD-10-CM proficiency to employers.

COURSE STRUCTURE

This is a self-paced course that is divided into six (6) modules with non-graded exercises in each. At the end of each module, a student will take an exam that covers information in that module. Students must successfully complete all six (6) modules with a minimum score of 70% on each exam. Students must also successfully pass the final exam, which covers information in all modules, with a minimum score of 70%. Upon successful completion of the modules and exams, student will receive a Certificate of Completion that can be printed from the site.

EQUIPMENT REQUIREMENTS

Because the modules are accessed through on-line, the student must utilize a standard computer with Internet access and a printer to be able to receive a printout of their certificate.

INFORMATION TECHNOLOGY
Beaumont, El Paso, Killeen, Las Cruces, Longview, Lubbock

The Information Technology diploma program is designed to prepare students for entry level employment in the IT field. The program prepares students with the skills and knowledge needed to set up, maintain, troubleshoot and repair computers and small computer networks. Graduates will leave the program with the hands-on experience, customer service skills, and A+ & Net+ certifications expected by today's employers. The Information Technology diploma program prepares graduates for positions such as Help Desk Analyst, Customer Support Representative, Technical Support Specialist, Network Installer, and Field Service Technician. Upon completion of this program a diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS/ EXTERNSHIP	QUARTER CREDIT HOURS
INT100	Computer Hardware Essentials	45/45/0	6.5
INT101	Computer Software Essentials	45/45/0	6.5
INT102	Windows Fundamentals	45/45/0	6.5
INT103	Introduction to Networking	45/45/0	6.5
INT104	Network Security Fundamentals *	45/45/0	6.5
INT105	Network Analysis and Design*	45/45/0	6.5
INT106	Server Administration*	45/45/0	6.5
INT211	Information Technology Capstone Externship*	5/0/180	6.5
		320/315/180	52.0

TOTAL CLOCK HOURS: 815

ESTIMATED COMPLETION TIME: 45 weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

MEDICAL ASSISTANT
Amarillo, Beaumont, El Paso, Killeen, Las Cruces, Longview, Lubbock

The Medical Assistant program is designed to provide students with an understanding of the medical office environment and administering to the needs of both patients and doctors. Students will have opportunities to study and learn about administrative, clinical, and laboratory procedures; phlebotomy; EKG procedures; medical terminology; anatomy and physiology; record keeping; insurance billing; and pharmacology. Job-seeking techniques and interpersonal skills are also addressed. Graduates of the Medical Assistant program will be prepared to seek employment in doctors' offices, hospitals, and related businesses. Upon completion of the program, a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB EXTERNSHIP HOURS	QUARTER CREDIT HOURS
MA100	Medical Terminology	90/00/00	9.0
MA101	Anatomy and Physiology	90/00/00	9.0
MA102	Administrative Procedures	70/20/00	8.0
MA103	Coding Medical Insurance Forms and Billing	45/45/00	6.5
MA104	Pharmacology for MA*	70/20/00	8.0
MA105	Clinical Procedures for MA*	20/70/00	5.5
MA106	Laboratory Skills for MA *	20/70/00	5.5
MA107	Medical Office Management *	90/00/00	9.0
MA211	Medical Assisting Externship*	00/00/180	6.0
		495/225/180	66.0**

TOTAL CLOCK HOURS: 900

ESTIMATED COMPLETION TIME: 50 weeks

* Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hrs per week.
MA211 – All courses must be completed prior to externship.

****Total Quarter Credit Hours have been rounded down to the nearest whole number.**

MEDICAL INFORMATION SPECIALIST
Amarillo, Beaumont, El Paso, Las Cruces, Longview, Lubbock

The Medical Information Specialist program is a comprehensive course of study designed to assist students in gaining the skills needed to perform administrative duties in medical offices. Students will receive instruction in medical terminology, medical transcription, insurance coding and billing, and computerized medical office procedures. Software applications, job-seeking techniques, and interpersonal skills are also addressed. Graduates from the Medical Information Specialist program will be prepared to seek entry-level positions in medical, dental, hospital, or other related business environments. Upon completion of the program a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB EXTERNSHIP HOURS	QUARTER CREDIT HOURS
MI100	Medical Terminology	90/00/00	9.0
MI101	Anatomy and Physiology	90/00/00	9.0
MI102	Medical Office Procedures	45/45/00	6.5
MI103	Introduction to Word and Spreadsheets	45/45/00	6.5
MI104	Coding Medical Insurance Forms and Billing for MIS*	45/45/00	6.5
MI105	Hospital Coding*	45/45/00	6.5
MI106	Medical Insurance*	45/45/00	6.5
MI107	Medical Office Management*	45/45/00	6.5
MI211	MIS Externship*	00/00/180	6.0
		450/270/180	63.0

TOTAL CLOCK HOURS: 900

ESTIMATED COMPLETION TIME: 50 weeks

* Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hrs per week.

MI211 – All courses must be completed prior to externship.

MEDICAL INSURANCE BILLING AND CODING
Amarillo, El Paso, Killeen, Longview

The Medical Insurance Billing and Coding program focuses on procedural knowledge of industry practices and close attention to details. The program includes instruction in the basic concepts and procedures necessary to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. Medical Insurance Billing and Coding (MIBC) professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Graduates from the program may seek employment in hospitals, urgent care facilities, clinics, insurance companies, home healthcare agencies, and pharmaceutical companies. The program prepares individuals to work as medical insurance billing and coding clerks. Upon completion of the program, students will receive a Diploma.

COURSE NUMBER	COURSE TITLE	THEORY/LAB EXTERNSHIP	QUARTER CREDIT HOURS
HP100	Medical Terminology	90/00/00	9.0
HP101	Anatomy and Physiology	90/00/00	9.0
HP102	Medical Office Procedures	70/20/00	8.0
HP103	Computerized Medical Billing	45/45/00	6.5
HP104	Pharmacology *	70/20/00	8.0
MB105	Introduction to CPT/HCPCS Coding*	45/45/00	6.5
MB106	Introduction to Diagnostics Coding*	45/45/00	6.5
MB109	Health Information Management*	45/45/00	6.5
MB211	MIBC Externship	00/00/180	6.0
		500/220/180	66.0**

TOTAL CLOCK HOURS: 900
ESTIMATED COMPLETION TIME: 50 weeks

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hrs. per week.

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

MB211 – All courses must be completed prior to externship.

MEDICAL LABORATORY TECHNICIAN

El Paso

Medical Laboratory Technicians use highly specialized equipment to examine and analyze body fluids, cells, and tissues to identify pathogens. These analyses assist physicians in patient diagnosis, treatment, and prevention. MLT's are trained in different aspects of hematology, microbiology, clinical chemistry, immunology, and immunohematology. MLT also analyze and examine urine and tissue specimens, match blood for transfusions, and test for drug levels that monitor a patient's response to treatment. MLT's also train in the use of equipment and instruments such as microscopes and cell counters.

Medical laboratory technicians can be employed in hospital laboratories, clinics, research laboratories, blood centers, physician's offices, medical industry and biotechnology companies, and regulatory agencies. Upon completion, graduates will receive a Diploma.

COURSE NUMBER	COURSE TITLE	THEORY/LAB EXTERNSHIP	QUARTER CREDIT HOURS
HP100	Medical Terminology	90/00/00	9.0
HP101	Anatomy and Physiology	90/00/00	9.0
ML102	Math for the Med Lab Technician	45/00/00	4.5
ML103	Introduction to Phlebotomy for Healthcare Professionals	45/00/00	4.5
ML104	Microbiology for the Medical Lab Technician*	60/30/00	7.5
ML105	Chemistry for the Medical Lab Technician I*	60/30/00	7.5
ML106	Hematology for the Medical Lab Technician*	60/30/00	7.5
ML107	UA/Body Fluids*	60/30/00	7.5
ML120	Chemistry for Medical Lab Technician II *	60/30/00	7.5
ML121	Immunohematology*	60/30/00	7.5
ML122	Serology*	60/30/00	7.5
ML211	Medical Lab Technician Externship*	00/00/240	8.0
690/210/240			87.0**

TOTAL CLOCK HOURS: 1140

ESTIMATED COMPLETION TIME: 60 WEEKS

*Indicates prerequisite exists. Student must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.

ML211: All courses must be completed prior to externship.

****Total Quarter Credits Hours have been rounded down to the nearest whole number.**

NOTE: Externship students may complete a maximum of 8 hours per day, 40 hrs per week. Schedule may vary depending upon facility assigned. Weekdays and weekends may be scheduled.

Students graduating from this program do not have to be certified to be employed as a Medical Laboratory Technician. Graduates will be eligible to sit for the Medical Lab Technician Certificate through American Medical Technologists.

**NEPA 70E STANDARD FOR ELECTRICAL SAFETY IN THE WORKPLACE SEMINAR
CHAPTER 1—RELATED WORK PRACTICES
El Paso**

This one-day compliant course is a perfect fit for plant electrical maintenance personnel, gas or oil drilling platform/rig electrical workers, electricians working for electrical contractors, and electrical engineering personnel who specialize in electrical retrofits or new installations. The classroom training is supplemented with hands-on test equipment training, the application of safe work practices that apply to energized work by qualified electrical workers, and PPE selection/demonstration for tasks associated with energized work. This class provides all the safe work practices needed to meet or exceed the requirements of OSHA 29 CFR 1910.331-335 and the current national consensus standard addressing shock and arc flash protection for electrical workers.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
ES101	2012 NEPA 70E Standard for Electrical Safety in the Workplace Chapter 1—Related Work Practices	8/0/0	0

TOTAL CLOCK HOURS: 8 hrs
ESTIMATED COMPLETION TIME: 8 hrs

**NURSE AIDE TRAINING PROGRAM SEMINAR
Amarillo, Beaumont, Killeen, Las Cruces, Lubbock**

The Nurse Aide Training Program is a comprehensive course of study designed to prepare graduates to be nurse assistants. Students will be instructed in the primary care tasks needed to assist residents in hospitals and long-term care facilities. The curriculum includes patient care, assisting patients in attaining and maintaining maximum functional independence and observing patient rights. Students are taught how to perform basic first aid, CPR, take vital signs and applying proper body mechanics when making beds and lifting and turning patients. To qualify for graduation from this program, students must demonstrate competencies in a variety of patient care skills and successfully complete a clinical externship. Graduates will be qualified to pursue Texas State certification as Nurse Assistants and to find entry-level employment in nursing homes, convalescent health care facilities, hospitals and doctor's offices.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/CLINICAL HOURS	QUARTER CREDIT HOURS
NUR100	Introduction to the Healthcare Agency and Employment	15/03/00	1.5
NUR101	General Care of the Client	08/04/00	0.5
NUR102	Facility Policies	09/06/00	0.5
NUR103	Care of the Client and the Disease Process	11/04/00	1.0
NUR211	Nurse Assistant Clinical*	00/00/40	1.0
		43/17/40	4.0**

TOTAL CLOCK HOURS: 100

ESTIMATED COMPLETION TIME: 5 weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hrs per week.

NUR211 – All courses must be complete prior to clinicals.

**Total Quarter Credit Hours have been rounded down to the nearest whole number.

PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS (SEMINAR)
Amarillo, Beaumont, El Paso, Killeen, Las Cruces, Longview

This course will cover the anatomy and physiology of the cardiovascular system and address the legal and ethical issues associated with being a Phlebotomist. Students will be trained to perform a variety of blood-collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood cultures specimen collection on adults, children and infants. Emphasis will be placed on infection prevention; proper patient identification; proper labeling, handling, processing, and accessioning of specimens; quality assurance.

COURSE NUMBER	COURSE TITLE	THEORY/LAB EXTERNSHIP HOURS	QUARTER CREDIT HOURS
PH101	Phlebotomy for Healthcare Professionals	20/25/0 0	3.0
		20/25/00	3.0

TOTAL CLOCK HOURS: 45
ESTIMATED COMPLETION TIME: 2.5 weeks

**PRACTICAL NURSE
Las Cruces**

The Practical Nurse program is designed to prepare individuals with the skills necessary to administer quality-nursing care to individuals, families, and communities. Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and gain employment in a healthcare setting such as hospitals, clinics, and long-term care facilities as Practical Nurses. Upon completion of the program, a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ CLINICAL HOURS	QUARTER CREDIT HOURS
LEVEL I			
PN1400	Health Science	45/30/00	6.0
PN1325	Basic Nursing	45/30/00	6.0
PN1326	Basic Nursing Skills	00/120/00	6.0
PN1230	Pharmacology	30/60/00	6.0
LEVEL II			
PN2500	Foundations of Nursing	45/00/00	4.5
PN2501	Mental Health & Illness	30/45/00	5.0
PN2502	Nursing in Health & Illness I	60/00/00	6.0
PN2503	Clinical Practical Nursing I	00/00/135	4.5
PN2504	Professional Development	45/00/00	4.5
LEVEL III			
PN3500	Nursing in Health & Illness II	90/00/00	9.0
PN3501	Clinical Practical Nursing II	00/00/180	6.0
PN3502	Child Health Nursing	45/00/00	4.5
PN3503	Child Health Clinical	00/00/45	1.5
LEVEL IV			
PN4503	Maternal Newborn Nursing	45/00/00	4.5
PN4501	Maternal Newborn Clinical	00/00/45	1.5
PN4500	Nursing in Health & Illness III	90/00/00	9.0
PN4502	Clinical Practical Nursing III	00/00/180	6.0
		570/285/585	90.0**

TOTAL CLOCK HOURS: 1440
ESTIMATED COMPLETION TIME: 60 weeks

*The Practical Nurse program is regulated by the New Mexico Board of Nursing, 6301 Indian School Road, NE, Suite 710, Albuquerque, NM 87110, (505), www.bon@state.nm.us. This Program is not regulated by Texas Workforce Commission/Career Schools and Colleges.

** Total Quarter Credit Hours have been rounded down to the nearest whole number.

**TEXAS RESIDENTIAL APPLIANCE INSTALLER'S ELECTRICAL LICENSE EXAM
PREPARATORY SEMINAR
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock**

This is a one-day course coupled with an optional 60 days of self-led secure on-line access to sample tests designed to prepare a potential Texas Residential Appliance Installer Exam taker to pass the required State exam. The goal is to provide the test taker with methods that may be applied in locating the answers to 80 multiple-choice exam questions using the current version of the National Electrical Code book, which is the only reference material permitted in the exam room.

This State of Texas license, Residential Appliance Installer, is required by the Texas Department of Licensing and Regulation for any person who makes electrical connections in the installation of home appliances and the replacement of electrical swimming pool equipment.

Prerequisites: Experience appliance installer or have received specific training in installing equipment with electrical connections

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
VCPD-2	Texas Residential Appliance Installer's Electrical License Exam Preparatory Course	08/00/00	0.0

TOTAL CLOCK HOUR: 08

ESTIMATED COMPLETION TIME: 1 day

VOCATIONAL NURSE
Amarillo, Beaumont, El Paso, Lubbock

The Vocational Nurse program is designed to prepare individuals with the skills necessary to administer quality-nursing care to individuals, families and communities. Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®) and gain employment in healthcare settings such as hospitals, clinics, and long-term care facilities as Vocational Nurses. Upon completion of the program, a Diploma is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ CLINICAL CLOCK HOURS	QUARTER CREDIT HOURS
Level I			
VNSG1405	Health Science	45/30/00	6.0
VNSG1231	Pharmacology	30/60/00	6.0
VNSG1323	Basic Nursing	45/30/00	6.0
VNSG 1324	Basic Nursing Skills	00/96/24	4.5
Level II			
VNSG 2304	Foundations of Nursing	45/00/00	4.5
VNSG 2238	Mental Health & Illness	30/37/08	4.5
VNSG 2400	Nursing in Health & Illness I	60/00/00	6.0
VNSG 2260	Clinical Vocational Nursing I	00/00/135	4.5
VNSG 2219	Professional Development	45/00/00	4.5
Level III			
VNSG 3509	Nursing in Health & Illness II	90/00/00	9.0
VNSG 3262	Clinical Vocational Nursing II	00/00/180	6.0
VNSG 3307	Child Health Nursing	45/00/00	4.5
VNSG 3163	Child Health Clinical	00/08/37	1.0
Level IV			
VNSG 4306	Maternal Newborn Nursing	45/00/00	4.5
VNSG 4161	Maternal Newborn Clinical	00/08/37	1.0
VNSG 4510	Nursing in Health & Illness III	90/00/00	9.0
VNSG 4361	Clinical Vocational Nursing III	00/00/180	6.0
		570/269/601	87.0**

TOTAL CLOCK HOURS: 1440
ESTIMATED COMPLETION TIME: 60 weeks

The Vocational Nurse Program is regulated by the Texas Board of Nursing (BON), William P. Hobby Building, Ste. 3-46-, 333 Guadalupe Street, Austin, TX 78701 and the Texas Workforce Commission (TWC), Career Schools and Colleges 101 E. 15th Street, Austin TX 78778-0001.

**Total Quarter Credit Hours have been rounded down to the nearest whole number.

**ASSOCIATE OF APPLIED SCIENCE DEGREES
PROGRAMS OF STUDY**

The following programs of study are approved and regulated by the Texas Higher Education Coordinating Board, 1200 East Anderson Lane, Austin, TX 78752 and the Texas Workforce Commission, Career Schools, 101 East 15th Street, Austin, Texas 78778-0001 and the Commission of the Council on Occupational Education, 7840 Roswell Rd, Bldg. 300, Ste. 325, Atlanta Georgia 30350, (800) 917-2081.

Associate of Applied Science in Business Management—Traditional
Associate of Applied Science in Business Management—Distance Education
Associate of Applied Science in Business Management--Accounting
Associate of Applied Science in Business Management—Human Resources
Associate of Applied Science in Criminal Justice
Associate of Applied Science in Dental Assistant
Associate of Applied Science in Executive Administrative Assistant
Associate of Applied Science in Information Technology
Associate of Applied Science in Medical Assisting
Associate of Applied Science in Medical Information Specialist
Associate of Applied Science in Medical Insurance Billing and Coding
Associate of Applied Science in Paralegal
Associate of Applied Science in Trades Management—Electrical Mechanics
**Associate of Applied Science in Trades Management—Heating, Ventilation, and Air Conditioning
(HVAC)**
Associate of Applied Science in Veterinary Technology

Note: Not all programs are offered at all locations.

To meet regulated clock hour to credit hour conversion requirements enforced by the Department of Education effective July 1, 2011, “out of class work” has been incorporated into courses offered for each program. Please refer to course syllabi for “out of class” work assignment details.
§668.8(1)(2)

**ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT
(Traditional)
Amarillo, Beaumont, El Paso, Las Cruces, Killen, Longview, Lubbock**

The Associate of Applied Science in Business Management program provides students an opportunity to acquire knowledge, skills, competencies, and training for careers as entry-level managers. Students learn the functions of management, planning, organizing, leading, and controlling. Also, students become familiar with different types of management styles, human resource management, and production and operations management. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
BA100	Business I	90/00	9.0
BA101	Management	90/00	9.0
BA102	Accounting	90/00	9.0
BA103	Business Law	90/00	9.0
BA104	Business II*	90/00	9.0
BA105	Computerized Accounting Systems*	20/70	5.5
BA106	Economics*	90/00	9.0
BA107	Business Computer Information Systems*	70/20	8.0
BA208	Human Resources Management*	90/00	9.0
BA209	Production and Operations Management*	90/00	9.0
BA210	Strategic Management and Implementation*	90/00	9.0
GE201	Introduction to College Mathematics	90/00	9.0
GE202	Introduction to Computer Science	45/00	4.5
GE203	Introduction to Psychology	45/00	4.5
GE204	English Composition I	45/00	4.5
GE205	English Composition II*	45/00	4.5
		1170/90	121.0**

TOTAL CLOCK HOURS: 1260

ESTIMATED COMPLETION TIME: 70 WEEKS

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

****Total Quarter Credit Hours have been rounded down to the nearest whole number.**

**ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT
(Distance Education)
El Paso**

The Associate of Applied Science in Business Management Distance Education program provides students an opportunity to acquire knowledge, skills, competencies, and training for careers as entry-level managers. Students learn the functions of management, planning, organizing, leading, and controlling. Also, students become familiar with different types of management styles, human resource management, and production and operations management. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
BA100DE	Business I Distance Education	90/00	9.0
BA101DE	Management Distance Education	90/00	9.0
BA102DE	Accounting Distance Education	90/00	9.0
BA103DE	Business Law Distance Education	90/00	9.0
BA104DE	Business II Distance Education*	90/00	9.0
BA105DE	Computerized Accounting Systems Distance Education*	20/70	5.5
BA106DE	Economics Distance Education*	90/00	9.0
BA107DE	Business Computer Information Systems Distance Education*	70/20	8.0
BA208DE	Human Resources Management Distance Education*	90/00	9.0
BA209DE	Production and Operations Management Distance Education*	90/00	9.0
BA210DE	Strategic Management and Implementation Distance Education*	90/00	9.0
GE201DE	Introduction to College Mathematics Distance Education	90/00	9.0
GE202DE	Introduction to Computer Science Distance Education	45/00	4.5
GE203DE	Introduction to Psychology Distance Education	45/00	4.5
GE204DE	English Composition I Distance Education	45/00	4.5
GE205DE	English Composition II Distance Education*	45/00	4.5
		1170/90	121.0**

TOTAL CLOCK HOURS: 1260

ESTIMATED COMPLETION TIME: 70 WEEKS

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

**Total Quarter Credit Hours have been rounded down to the nearest whole number.

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT-ACCOUNTING
Amarillo, Beaumont, El Paso, Las Cruces, Longview, Lubbock

The Associate of Applied Science in Business Management with an emphasis in Accounting is designed to prepare students to become bookkeepers, accounts receivable clerks, accounts payable clerks, and other entry-level accounting-related employees. It includes coursework in Business, Management, Accounting, and General Education. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
BA100	Business I	90/00	9.0
BA101	Management	90/00	9.0
BA102	Accounting	90/00	9.0
BA103	Business Law	90/00	9.0
BA104	Business II*	90/00	9.0
BA105	Computerized Accounting Systems*	20/70	5.5
BA106	Economics*	90/00	9.0
BA107	Business Computer Information Systems*	70/20	8.0
AC208	Advanced Accounting*	90/00	9.0
AC209	Financial Accounting*	90/00	9.0
AC210	Taxation*	90/00	9.0
GE201	Introduction to College Mathematics	90/00	9.0
GE202	Introduction to Computer Science	45/00	4.5
GE203	Introduction to Psychology	45/00	4.5
GE204	English Composition I	45/00	4.5
GE205	English Composition II*	45/00	4.5
		1170/90	121.0**

TOTAL CLOCK HOURS: 1260

ESTIMATED COMPLETION TIME: 70 WEEKS

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

**Total Quarter Credit Hours have been rounded down to the nearest whole number.

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT—HUMAN RESOURCES
Amarillo, Beaumont, El Paso, Lubbock, Las Cruces, Longview

The Associate of Applied Science in Business Management with an emphasis in Human Resources focuses on the specific business and management skills needed to build a Human Resources career. Students will receive instruction in the functions of management, planning, organization and human resource management. Graduates may obtain entry level employment in career roles such as Benefits Specialists, Human Resources Specialists, and Labor Coordinators. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE HOURS	COURSE TITLE	THEORY/LAB	QUARTER CREDIT HOURS
BA100	Business I	90/00	9.0
BA101	Management	90/00	9.0
BA102	Accounting	90/00	9.0
BA103	Business Law	90/00	9.0
BA104	Business II*	90/00	9.0
BA105	Computerized Accounting Systems*	20/70	5.5
BA106	Economics*	90/00	9.0
BA107	Business Computer Information Systems*	70/20	8.0
HR208	Human Resource Management*	90/00	9.0
HR209	Compensation and Benefits *	90/00	9.0
HR210	Labor Relations*	90/00	9.0
GE201	Introduction to College Mathematics	90/00	9.0
GE202	Introduction to Computer Science	45/00	4.5
GE203	Introduction to Psychology	45/00	4.5
GE204	English Composition I	45/00	4.5
GE205	English Composition II*	45/00	4.5
		1170/90	121.0**

TOTAL CLOCK HOURS: 1260

ESTIMATED COMPLETION TIME: 70 WEEKS

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

**Total Quarter Credit Hours have been rounded down to the nearest whole number.

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE
Amarillo, El Paso, Las Cruces, Lubbock

The Associate of Applied Science in Criminal Justice is designed to provide academic preparation in criminal law, legal procedure, court systems, law enforcement, and other related fields such as the fundamentals of law, corrections and various practices. The curriculum will prepare students to seek employment in the criminal justice profession. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
CJ 100	Introduction to Criminal Justice	70/20	8.0
CJ 101	Fundamentals of Criminal Law	70/20	8.0
CJ 102	Courts and Criminal Procedures	70/20	8.0
CJ 103	Corrections	70/20	8.0
CJ 104	Ethics*	70/20	8.0
CJ 105	Victimology*	70/20	8.0
CJ 106	Organized Crime	70/20	8.0
CJ 107	Police System and Practices*	70/20	8.0
CJ 208	Crime and Criminals*	70/20	8.0
CJ 209	Criminal Investigation*	70/20	8.0
CJ 210	Criminal Behavior*	70/20	8.0
GE201	Introduction to College Mathematics	90/00	9.0
GE202	Introduction to Computer Science	45/00	4.5
GE203	Introduction to Psychology	45/00	4.5
GE204	English Composition I	45/00	4.5
GE205	English Composition II*	45/00	4.5
		1040/220	115.0

TOTAL CLOCK HOURS: 1260

ESTIMATED COMPLETION TIME: 70 WEEKS

*Indicates prerequisites exist. Student must complete prerequisite courses prior to entry into this course.

**ASSOCIATE OF APPLIED SCIENCE IN DENTAL ASSISTANT
El Paso**

The Associate of Applied Science in Dental Assistant program is designed to prepare students to function effectively as integral members of dental health teams. Students are given instruction in performing chair-side assisting procedures, patient care, tray preparation for specific procedures, and maintaining accurate patient and dental charting records. The program includes instruction in rubber dam and matrix band applications, dental material manipulation and applications, patient education, post-operative instructions, coronal polishing, fluoride applications, and infection control procedures. Additionally, job-seeking techniques and interpersonal skills are also addressed. Graduates of the Dental Assistant program may seek employment in dental offices or related businesses. The program also prepares individuals to provide dental office administrative services. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
DA100	Introduction to Dentistry	60/30/00	7.5
DA101	Dental Sciences	90/00/00	9.0
DA102	Practical Infection Control	30/60/00	6.0
DA103	Dental Materials	30/60/00	6.0
DA104	Preventive Dentistry*	30/60/00	6.0
DA105	Dental Radiography*	30/60/00	6.0
DA106	Dental Office Management*	30/60/00	6.0
DA107	Dental Procedures*	00/90/00	4.5
HP208	Office Management for Healthcare Professionals*	60/30/00	7.5
HP209	Microsoft Office for Healthcare Professionals*	45/45/00	6.5
CM210	Communication*	90/00/00	9.0
DA211	Dental Assistant Externship*	00/00/180	6.0
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE204	English Composition I	45/00/00	4.5
GE205	English Composition II*	45/00/00	4.5
		765/495/180	107.0

TOTAL CLOCK HOUR: 1440

ESTIMATED COMPLETION TIME: 80 weeks

*Indicates prerequisite exists. Students must complete prerequisite courses prior to entry into this course.

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hrs per week.

DA211 – All courses must be completed before beginning externship.

ASSOCIATE OF APPLIED SCIENCE IN EXECUTIVE ADMINISTRATIVE ASSISTANT
Amarillo, Beaumont, El Paso, Las Cruces, Lubbock

The Associate of Applied Science in Executive Administrative Assistant provides instruction in administrative, technical and communication skills. Keyboarding, word processing and related computer applications are stressed. The Executive Administrative Assistant training program is designed to prepare individuals for advanced administrative roles in corporate or legal environments. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB	QUARTER CREDIT HOURS
EX100	Keyboarding	00/90	4.5
EX101	Customer Service and Communication	90/00	9.0
EX102	Records Management	90/00	9.0
EX103	Administrative Office Procedures	60/30	7.5
EX104	Introduction to Office Management	60/30	7.5
EX105	Word Processing*	30/60	6.0
EX106	Presentation Graphics/Desktop Publishing*	30/60	6.0
EX107	Career Development*	90/00	9.0
EX208	Project Management*	60/30	7.5
EX209	Database Management*	90/00	9.0
EX210	Contracts*	90/00	9.0
GE201	Introduction to College Mathematics	90/00	9.0
GE202	Introduction to Computer Science	45/00	4.5
GE203	Introduction to Psychology	45/00	4.5
GE204	English Composition I	45/00	4.5
GE205	English Composition II*	45/00	4.5
		960/300	111.0

TOTAL CLOCK HOURS: 1260

ESTIMATED COMPLETION TIME: 70 weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY
Amarillo, Beaumont, El Paso, Killeen, Las Cruces, Longview, Lubbock

The Associate of Applied Science degree in Information Technology program with an emphasis in Networking Administration prepares students for entry level employment in the IT and Networking fields. The program prepares students with the skills and knowledge needed to set up, maintain, troubleshoot and repair computers and a variety of computer networks. Graduates will leave the program with the hands-on experience, customer service skills, and A+, Net+, & CCNA certifications expected by today's employers. The Associate of Applied Science degree in Information Technology program prepares graduates to advance in into specialized areas of the IT field. Graduates can expect to obtain such positions such as Network Technician, Help Desk Analyst, IT Technician, Desktop Support Specialist, and Technical Support Specialist. Upon completion of this program an Associate of Applied Science degree is awarded.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS/ EXTERNSHIP	QUARTER CREDIT HOURS
INT100	Computer Hardware Essentials	45/45/0	6.5
INT101	Computer Software Essentials	45/45/0	6.5
INT102	Windows Fundamentals	45/45/0	6.5
INT103	Introduction to Networking	45/45/0	6.5
INT104	Network Security Fundamentals *	45/45/0	6.5
INT105	Network Analysis and Design*	45/45/0	6.5
INT106	Server Administration*	45/45/0	6.5
INT208	Enterprise Routing and Switching*	45/45/0	6.5
INT209	Client Network Implementation*	45/45/0	6.5
INT210	Windows Server Security*	45/45/0	6.5
GE201	Introduction to College Mathematics	90/00/0	9.0
GE202	Introduction to Computer Science	45/00/0	4.5
GE203	Introduction to Psychology	45/00/0	4.5
GE204	English Composition I	45/00/0	4.5
GE205	English Composition II*	45/00/0	4.5
INT211	Information Technology Capstone Externship*	5/0/180	6.5
		725/450/180	98.0

TOTAL CLOCK HOURS: 1355

ESTIMATED COMPLETION TIME: 75 weeks

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING
Amarillo, Beaumont, El Paso, Las Cruces, Longview, Lubbock

The Associate of Applied Science in Medical Assisting is designed to prepare students for entry into employment in physician offices, clinics and hospitals. The program develops skills in medical assisting such as clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and administration of medication and first aid while under the supervision of a physician. The program also prepares individuals to provide medical office administrative services. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP	QUARTER CREDIT HOURS
MA100	Medical Terminology	90/00/00	9.0
MA101	Anatomy & Physiology	90/00/00	9.0
MA102	Administrative Procedures	70/20/00	8.0
MA103	Coding Medical Insurance Forms and Billing	45/45/00	6.5
MA104	Pharmacology for MA*	70/20/00	8.0
MA105	Clinical Procedures for MA*	20/70/00	5.5
MA106	Laboratory Skills for MA*	20/70/00	5.5
MA107	Medical Office Management	90/00/00	9.0
MA208	Medical Insurance	70/20/00	8.0
MA209	Human Disease*	90/00/00	9.0
MA210	Advanced Diagnostic Procedures*	20/70/00	5.5
MA211	Medical Assistant Externship	00/00/180	6.0
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE204	English Composition I	45/00/00	4.5
GE205	English Composition II*	45/00/00	4.5
		945/315/180	116.0**

TOTAL CLOCK HOURS: 1440

ESTIMATED COMPLETION TIME: 80 WEEKS

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

MA211-All courses must be completed prior to beginning externship.

Note: Externship students may complete a maximum of 8 hours per day. Student's schedule may vary depending upon facility assigned. Weekdays and weekends may be scheduled.

**Total Quarter Credit Hours have been rounded down to the nearest whole number.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL INSURANCE BILLING AND CODING
Amarillo, Beaumont, El Paso, Killeen, Longview, Lubbock

The Associate of Applied Science in Medical Insurance Billing and Coding program focuses on procedural knowledge of industry practices and close attention to details. The program includes instruction in the basic concepts and procedures to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. Medical Insurance Billing and Coding (MIBC) professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Graduates from the program may seek employment in hospitals, urgent care facilities, clinics, insurance companies, home healthcare agencies, and pharmaceutical companies. The program prepares individuals to work as medical insurance billing and coding clerks. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB EXTERNSHIP	QUARTER CREDIT HOURS
HP100	Medical Terminology	90/00/00	9.0
HP101	Anatomy and Physiology	90/00/00	9.0
HP102	Medical Office Procedures	70/20/00	8.0
HP103	Computerized Medical Billing	45/45/00	6.5
MB104	Introduction to Medical Insurance*	45/45/00	6.5
MB105	Introduction to CPT/HCPCS Coding*	45/45/00	6.5
MB106	Introduction to Diagnostics Coding*	45/45/00	6.5
MB107	Pathophysiology*	45/00/00	4.5
HP104	Pharmacology*	70/00/00	8.0
MB109	Health Information Management*	45/45/00	6.5
MB208	Advanced CPT/HCPCS Coding*	45/45/00	6.5
MB209	Advanced Diagnostic Coding*	45/45/00	6.5
HP207	Introduction to Electronic Medical Records*	45/45/00	6.5
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE204	English Composition I	45/00/00	4.5
GE205	English Composition II*	45/00/00	4.5
MB211	MIBC Externship	00/00/180	6.0
		905/355/180	112.0

TOTAL CLOCK HOURS: 1440

ESTIMATED COMPLETION TIME: 80 weeks

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hrs. per week.

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

MB211 – All courses must be completed prior to externship.

**ASSOCIATE OF APPLIED SCIENCE IN MEDICAL INFORMATION SPECIALIST
Amarillo**

The Associates of Applied Science in Medical Information Specialist is a comprehensive course designed to assist the student in gaining the skills and knowledge necessary to administer a medical office. Graduates of the program will be proficient in medical terminology, medical transcription, insurance coding and billing and computerized medical office procedures. Students will receive instruction in the latest software applications necessary to succeed in today's job market and develop job-seeking and interpersonal skills. Graduates will be able to seek entry-level positions in a medical, dental, hospital based or other related business environments. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP	QUARTER CREDIT HOURS
MI100	Medical Terminology	90/00/00	9.0
MI101	Anatomy and Physiology	90/00/00	9.0
MI102	Medical Office Procedures	45/45/00	6.5
MI103	Introduction to Word and Spreadsheets	45/45/00	6.5
MI104	Coding Medical Insurance Forms and Billing for MIS*	45/45/00	6.5
MI105	Hospital Coding*	45/45/00	6.5
MI106	Medical Insurance*	45/45/00	6.5
MI107	Medical Office Management*	45/45/00	6.5
MI208	Advanced Medical Coding-Current Procedural Terminology*	45/45/00	6.5
MI209	Advanced Medical Coding-International Classification of Diseases*	45/45/00	6.5
MI210	Advanced Medical Billing and Reimbursement*	45/45/00	6.5
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE204	English Composition I	45/00/00	4.5
GE205	English Composition II*	45/00/00	4.5
MI211	MIS Externship	00/00/180	6.0
		855/405/180	109.0**

TOTAL CLOCK HOURS: 1440
ESTIMATED COMPLETION TIME: 80 weeks

NOTE: Externship students may complete a maximum of 8 hours per day, 40 hrs per week.

***Indicates prerequisite exists. Students must complete prerequisite courses prior to entry into this course or have the instructor's permission to enter the course.**

MI211 – All courses must be completed prior to externship.

****Total Quarter Credit Hours have been rounded down to the nearest whole number.**

**ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL
Amarillo**

The Associate of Applied Science in Paralegal program is designed to prepare students to perform specialized, delegated, substantive legal work for lawyers, law offices, corporations, government agencies, or other entities. The Paralegal Studies program offers students training and skills in preparing legal reports and documents, drafting legal correspondence, researching, questioning interrogators, and writing briefs, pleadings, contracts, and wills. Students are prepared for entry-level employment as paralegals in either the public or private sector. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLES	THEORY/LAB HOURS	QUARTER CREDIT HOURS
PL100	Introduction to Law and Paralegal Studies	45/45	6.5
PL101	Office Procedures and Practices	45/45	6.5
PL102	Probate Administration and Estate Planning	45/45	6.5
PL103	Tort Law	45/45	6.5
PL104	Family Law*	45/45	6.5
PL105	Real Estate*	45/45	6.5
PL106	Criminal Law *	45/45	6.5
PL107	Technology in the Law Office*	45/45	6.5
PL208	Legal Writing and Analysis*	45/45	6.5
PL209	Civil Litigation*	45/45	6.5
PL210	Contract Law*	45/45	6.5
GE201	Introduction to College Mathematics	90/00	9.0
GE202	Introduction to Computer Science	45/00	4.5
GE203	Introduction to Psychology	45/00	4.5
GE204	English Composition I	45/00	4.5
GE205	English Composition II*	45/00	4.5
		765/495	98.0**

TOTAL CLOCK HOURS: 1260

ESTIMATED COMPLETION TIME: 70 WEEKS

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

**Total Quarter Credit Hours have been rounded down to the nearest whole number.

**ASSOCIATE OF APPLIED SCIENCE IN TRADES MANAGEMENT
—ELECTRICAL MECHANICS
El Paso**

The Associate of Applied Science in Trades Management--Electrical Mechanics degree program includes instruction in Electrical Mechanic concepts fundamental to residential and commercial buildings. It also includes instruction in general management skills needed to operate effectively in a business environment. Graduates will be prepared to: lead others through effective organization, fostering of team activity and efficient communication; create, analyze and interpret financial statements, and develop innovative approaches that address real and potential challenges. They will also be prepared to develop, implement and evaluate systems to maintain consistent client expectations regarding exceptional customer service. Graduates of the program may seek positions managing business operations in the industrial arena. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
ET100	Electrical Concepts	45/45	6.5
ET101	Electrical Studies for Trades	45/45	6.5
ET102	Distribution Equipment*	45/45	6.5
ET103	Residential Wiring*	45/45	6.5
ET104	Commerical Wiring*	45/45	6.5
ET105	Applications and Lighting Systems*	45/45	6.5
ET106	Electrical Services and Overcurrent Protection*	45/45	6.5
ET107	Electrical Raceway Systems*	45/45	6.5
BO208	Business Operations*	90/00	9.0
PM209	Project Management*	70/20	8.0
CM210	Communication*	90/00	9.0
GE201	Introduction to College Mathematics	90/00	9.0
GE202	Introduction to Computer Science	45/00	4.5
GE203	Introduction to Psychology	45/00	4.5
GE204	English Composition I	45/00	4.5
GE205	English Composition II*	45/00	4.5
		880/380	105.0

TOTAL CLOCK HOURS: 1260

ESTIMATED COMPLETION TIME: 70 weeks

***Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.**

**ASSOCIATE OF APPLIED SCIENCE IN TRADES MANAGEMENT
 --HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)
 El Paso**

The Associate of Applied Science in Trades Management—Heating, Ventilation, and Air Conditioning (HVAC) program trains students in the installation, servicing and maintenance of a wide variety of refrigeration, heating, and air conditioning equipment. It also includes instruction in general management skills needed to operate effectively in a business environment. Graduates will be prepared to: lead others through effective organization, fostering of team activity and efficient communication; create, analyze and interpret financial statements, and develop innovative approaches that address real and potential challenges. They will also be prepared to develop, implement and evaluate systems to maintain consistent client expectations regarding exceptional customer service. Graduates of the program may seek positions managing business operations in the industrial arena including air conditioning, heating and refrigeration products in the installation service; maintenance of equipment or as a maintenance person in buildings where such systems are installed. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB HOURS	QUARTER CREDIT HOURS
HV100	Basic Refrigeration	45/45	6.5
HV101	Introduction to Electricity	45/45	6.5
HV102	Brazing, Soldering, Piping	45/45	6.5
HV103	Sheet Metal Fabrication/Duct System	45/45	6.5
HV104	Air Conditioning*	45/45	6.5
HV105	Heating*	45/45	6.5
HV106	Commercial HVAC*	45/45	6.5
HV107	Commercial Refrigeration*	45/45	6.5
BO208	Business Operations*	90/00	9.0
PM209	Project Management*	70/20	8.0
CM210	Communication *	90/00	9.0
GE201	Introduction to College Mathematics	90/00	9.0
GE202	Introduction to Computer Science	45/00	4.5
GE203	Introduction to Psychology	45/00	4.5
GE204	English Composition I	45/00	4.5
GE205	English Composition II*	45/00	4.5
		880/380	105.0

TOTAL CLOCK HOUR: 1260
ESTIMATED COMPLETION TIME: 70 weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

ASSOCIATE OF APPLIED SCIENCE IN VETERINARY TECHNOLOGY

Lubbock

The Associate of Applied Science in Veterinary Technology focuses on the development of laboratory testing techniques and clinical assisting procedures to support and complement veterinary practitioners, public health officers, and biomedical research scientists. Humane animal care and treatment and the importance of medical ethics are stressed. Traditional lecture courses are supplemented with intensive laboratory experience and an externship. Upon completion of the program, students will receive an Associate of Applied Science Degree.

COURSE NUMBER	COURSE TITLES	THEORY/LAB/ EXTERNSHIP	QUARTER CREDIT HOURS
VT100	Veterinary Medical Terminology	90/00/00	9.0
VT101	Animal Care	45/45/00	6.5
VT102	Veterinary Pharmacology	90/00/00	9.0
VT103	Veterinary Anatomy & Physiology I*	45/45/00	6.5
VT104	Animal Clinical Pathology*	45/45/00	6.5
VT105	Veterinary Anatomy & Physiology II*	45/45/00	6.5
VT106	Veterinary Radiology*	45/45/00	6.5
VT107	Veterinary Anesthesia and Surgical Assisting*	45/45/00	6.5
VT208	Advanced Pharmacology*	45/45/00	6.5
VT209	Large Animal Medicine & Surgery*	45/45/00	6.5
VT210	Veterinary Tech Review*	90/00/00	9.0
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE204	English Composition I	45/00/00	4.5
GE205	English Composition II*	45/00/00	4.5
VT211	Veterinary Technology Externship*	00/00/180	6.0
		900/360/180	112.0

TOTAL CLOCK HOURS: 1440

ESTIMATED COMPLETION TIME: 80 WEEKS

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

VT 211: All courses must be completed prior to beginning externship.

COURSE DESCRIPTIONS FOR ALL PROGRAMS

Theory	10 contact hours = 1 quarter credit
Lab	20 contact hours = 1 quarter credit
Externship	30 contact hours = 1 quarter credit

AC208 ADVANCED ACCOUNTING

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100-BA107

This course includes a study of business practices and applications of accounting principles including but not limited to job order and process costing, activity-based costing and other cost-management tools, cost-volume-profit analysis, short-term business decisions, capital investment decisions and the time value of money, the master budget, flexible budgets and standard costs, and performance evaluation. Real world examples are stressed throughout the course.

AC209 FINANCIAL ACCOUNTING

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100-BA107

This course is designed to provide students with a basic understanding of financial accounting concepts and procedures used in the United States. Students will be asked to apply basic financial accounting concepts and procedures for assets, liabilities, stockholders' equity, revenues, expenses, gains and losses and interpret financial statements and annual reports of U. S. public companies. Internal controls, business ethics, and their effect on a firm will be considered.

AC210 TAXATION

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100-BA107

This course emphasizes the taxation of individuals, but includes other topics which apply to business entities. Content includes technical tax rules, as well as tax planning opportunities and limitations. As part of the course, tax return reporting procedures are discussed and basic tax planning is explored.

BA100 BUSINESS I

CONTACT HOURS: THEORY- 90 LAB- 0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Business I is comprised of an overview of the nature of business including the goal of business and the study of economic systems. Students are introduced to major aspects of the business environment.

BA101 MANAGEMENT

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Management covers the concepts, terminology, principles, theories, and issues that relate to the field of management. The course provides students with an overview of introductory management and organization of functions. Students are instructed in integrate behavioral and system approaches into the traditional analysis of business. Students are exposed to decision making and planning strategies while developing leadership skills.

BA102 ACCOUNTING

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Accounting covers basic accounting principles, the basic accounting equation, debits and credits, and analyzing transactions using T-accounts. It focuses on the completion of the accounting cycle and covers recording and posting transactions through the use of T-analysis, adjustments, closing entries, and post-closing trial balances. This course provides the tools for the preparation of financial statements including Income Statements, Statements of Owners Equity and Balance Sheets. Students are instructed in the beginning phases of the accounting cycle, debits, and credits, and how to analyze transactions using T-accounts.

BA103 BUSINESS LAW

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Business Law includes an overview of the types of laws such as Constitutional law, statutes, torts, criminal and contract law, and emphasizes the role of law in business and society including government regulations, consumer protection, environmental laws, worker health and safety, employment discrimination and other laws affecting business. Students are informed about the legal system as it relates to business.

BA104 BUSINESS II

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100-BA103

Business II includes introductions to human relations, human resources, marketing, accounting, financial analysis and the financial system. Students also review and discuss business trends and events that will change the future business world.

BA105 COMPUTERIZED ACCOUNTING SYSTEMS

CONTACT HOURS: THEORY-20 LAB-70 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 5.5

PREREQUISITES: BA100-BA103

Computerized Accounting Systems incorporates the accounting software package of Peachtree Accounting that provides the student with instruction on an integrated accounting software program. The course provides a step by step transaction entry guide for input of financial transactions that include writing checks; check payment process, invoicing, receipt of funds, bank deposits, time card entries, payment of time charged and other financial transaction activity that would be found in a real world business operation. Students learn the report generation process and provides the generation and analysis of the major accounting reports such as accounts receivable, accounts payable, payroll, general ledger, journal activity as and the generation of financial statements such as the income statement, balance sheet and other financial real world reports for a business operation.

BA106 ECONOMICS

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100-BA103

The course is designed to acquaint students with the workings of the economy. Students learn processes involving the economic systems, markets and competition, money and banking, production, income, and employment, economic activities and policies, and international economics.

BA107 BUSINESSCOMPUTER INFORMATION SYSTEMS

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: BA100-BA103

Business Computer Information Systems is designed to provide students with an understanding how information systems may be used to solve problems and make better business decisions. The role of information services in management, including current professional practices and methodologies, is covered. Emphasis is on the managerial and strategic aspects of information technology.

BA100DE BUSINESS I DISTANCE EDUCATION

CONTACT HOURS: THEORY- 90 LAB- 0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Business I is comprised of an overview of the nature of business including the goal of business and the study of economic systems. Students are introduced to major aspects of the business environment.

BA101DE MANAGEMENT DISTANCE EDUCATION

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Management covers the concepts, terminology, principles, theories, and issues that relate to the field of management. The course provides students with an overview of introductory management and organization of functions. Students are instructed in integrate behavioral and system approaches into the traditional analysis of business. Students are exposed to decision making and planning strategies while developing leadership skills.

BA102DE ACCOUNTING DISTANCE EDUCATION

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Accounting covers basic accounting principles, the basic accounting equation, debits and credits, and analyzing transactions using T-accounts. It focuses on the completion of the accounting cycle and covers recording and posting transactions through the use of T-analysis, adjustments, closing entries, and post-closing trial balances. This course provides the tools for the preparation of financial statements including Income Statements, Statements of Owners Equity and Balance Sheets. Students are instructed in the beginning phases of the accounting cycle, debits, and credits, and how to analyze transactions using T-accounts.

BA103DE BUSINESS LAW DISTANCE EDUCATION
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Business Law includes an overview of the types of laws such as Constitutional law, statutes, torts, criminal and contract law, and emphasizes the role of law in business and society including government regulations, consumer protection, environmental laws, worker health and safety, employment discrimination and other laws affecting business. Students are informed about the legal system as it relates to business.

BA104DE BUSINESS II DISTANCE EDUCATION
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100DE-BA103DE

Business II includes introductions to human relations, human resources, marketing, accounting, financial analysis and the financial system. Students also review and discuss business trends and events that will change the future business world.

BA105DE COMPUTERIZED ACCOUNTING SYSTEMS DISTANCE EDUCATION
CONTACT HOURS: THEORY-20 LAB-70 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 5.5

PREREQUISITES: BA100DE-BA103DE

Computerized Accounting Systems incorporates the accounting software package of Peachtree Accounting that provides the student with instruction on an integrated accounting software program. The course provides a step by step transaction entry guide for input of financial transactions that include writing checks; check payment process, invoicing, receipt of funds, bank deposits, time card entries, payment of time charged and other financial transaction activity that would be found in a real world business operation. Students learn the report generation process and provides the generation and analysis of the major accounting reports such as accounts receivable, accounts payable, payroll, general ledger, journal activity as and the generation of financial statements such as the income statement, balance sheet and other financial real world reports for a business operation.

BA106DE ECONOMICS DISTANCE EDUCATION
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100DE-BA103DE

Economics includes an overview of the basic principles of economics. The course is designed to acquaint students with the workings of the economy. Students learn processes involving the economic systems, markets and competition, money and banking, production, income, and employment, economic activities and policies, and international economics.

BA107DE BUSINESSCOMPUTER INFORMATION SYSTEMS DISTANCE EDUCATION
CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: BA100DE-BA103DE

Business Computer Information Systems is designed to provide students with an understanding how information systems may be used to solve problems and make better business decisions. The role of information services in management, including current professional practices and methodologies, is covered. Emphasis is on the managerial and strategic aspects of information technology.

BA208 HUMAN RESOURCES MANAGEMENT
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100-BA107

Human Resource Management covers the concepts, terminology, principles, theories, issues and regulations that relate to the field of Human Resources.

BA209 PRODUCTION AND OPERATIONS MANAGEMENT
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITE: BA100-BA107

Production and Operations Management incorporates engineered information driven activities of the supply chain such as communication, inventory management, warehousing, transportation, facility location, product service and support. With advances in technology and communications, the activities have been significantly altered and a need for analysis in a competitive environment focusing on supply chain management and manufacturing for competitive advantage has been developed. This becomes even more important due to product life cycles shrinking and competition becoming more intense.

BA210 STRATEGIC MANAGEMENT AND IMPLEMENTATION

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100-BA107

The main objective of the course is to understand the functions and methods of strategic management. The subject matter focuses on business strategy, strategic objectives, strategic diagnosis, monitoring, and forecasting.

BA208DE HUMAN RESOURCES MANAGEMENT DISTANCE EDUCATION

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100DE-BA107DE

Human Resource Management covers the concepts, terminology, principles, theories, issues and regulations that relate to the field of Human Resources.

BA209DE PRODUCTION AND OPERATIONS MANAGEMENT DISTANCE EDUCATION

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITE: BA100DE-BA107DE

Production and Operations Management incorporates engineered information driven activities of the supply chain such as communication, inventory management, warehousing, transportation, facility location, product service and support. With advances in technology and communications, the activities have been significantly altered and a need for analysis in a competitive environment focusing on supply chain management and manufacturing for competitive advantage has been developed. This becomes even more important due to product life cycles shrinking and competition becoming more intense.

BA210DE STRATEGIC MANAGEMENT AND IMPLEMENTATION DISTANCE EDUCATION

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: BA100DE-BA107DE

The main objective of the course is to understand the functions and methods of strategic management. The subject matter focuses on business strategy, strategic objectives, strategic diagnosis, monitoring, and forecasting.

BO208 BUSINESS OPERATIONS

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: CT1500 or EM100-EM107 or HVAC 100-HVAC107

This course provides a fundamental understanding of the concepts, principles, and operations of the private enterprise system. Students compare and contrast sole proprietorships, partnerships, and corporations, as they evaluate the advantages and disadvantages of each. This course also discusses the functions of modern business management, marketing, human resources, motivating employees, ethics and social responsibility. Bookkeeping, accounting, financial management, and financial statements are also examined.

CJ100 INTRODUCTION TO CRIMINAL JUSTICE

CONTACT HOURS: THEORY – 70- LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: N/A

This course provides an introduction to the criminal justice system. The primary goal of this course is to develop a general understanding of the criminal justice system's purpose and response to crime in society. The course focuses on the history and philosophy of the American criminal justice system; the development of law enforcement, courts, correction, and the modern operations of these agencies; and, how they function together.

CJ101 FUNDAMENTALS OF CRIMINAL LAW

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: N/A

This course examines criminal law from the aspect of historical evidences and classifications of crimes and criminal responsibility. Topics include the elements of criminal offenses, principles of criminal liability, complicity, defenses,

justifications, excuses, crimes against persons, crimes against property, and crimes against public order.

CJ102 COURTS AND CRIMINAL PROCEDURES

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: N/A

This course examines the role of the judiciary in the criminal justice system in detail; the different levels and jurisdiction; the prosecution of offenders; the basic right to counsel; the concept of pretrial release; the purpose and function of the grand jury; the procedural processes of adjudication; types and purposes of sentencing; the rules of evidence; rules concerning trial procedure; the disposition of criminal cases; and the various means of structured sentencing.

CJ103 CORRECTIONS

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: N/A

This course examines the history, philosophy and components of the American corrections system. It provides an overview of the origins of correctional systems in the United States; and, examines the programs that make up the correctional system to include jails, probation, parole, intermediate punishments, and prisons.

CJ104 ETHICS

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: CJ100-CJ103

This course is an intense examination of the ethical considerations faced by personnel in the criminal justice industry. The topics include an examination of cultural values and mores, understanding what constitutes moral and ethical behavior; and, how it all applies to the everyday decision making process.

CJ105 VICTIMOLOGY

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: CJ100-CJ103

This course is a comprehensive and balanced exploration of victimology, a controversial issue in criminology that seeks to provide a better understanding of how society and the criminal justice system treat victims as a whole. Over the past two decades, much of the data comes from statistics gathered through the FBI's annual NIBR Report and Bureau of Justice Statistics National Crime Victimization Survey.

CJ106 ORGANIZED CRIME

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: CJ100-CJ103

This course introduces the student to Organized Crime. It reviews the beginnings and evolution, both foreign and domestic, of Organized Crime groups. It will also cover the theories of organized criminal behavior, the businesses that organized crime groups participate in, how we look at terrorism as it relates to organized crime and how to control the spread of organized crime.

CJ107 POLICE SYSTEM AND PRACTICES

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: CJ100-CJ103

This course provides an introduction to the inner workings of the police department to include administration, CID, special operations teams, internal affairs, school resources, and other specialized community policing groups, with special emphasis on patrol procedures.

CJ208 CRIME AND CRIMINALS

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: CJ100-CJ107

This course introduces students to the study of crime and criminal behavior as well as to theories of crime causation. It reviews different types of crime and examines crime control policy.

CJ209 CRIMINAL INVESTIGATION

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: CJ100-CJ107

This course provides students with instruction in the fundamentals of criminal investigation by examining the processes involved in identifying and arresting criminal suspects, identifying the types of crimes and offenses, and in preparing for court.

CJ210 CRIMINAL BEHAVIOR**CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 8.0****PREREQUISITES: CJ100-CJ107**

This course introduces the student to Criminal Behavior. It reviews the origins of criminal behavior. It will cover human aggression and violence along with juvenile delinquency as it relates to criminal behavior, criminal psychopathy and mental disorders as they relate to crime. The course will cover a broad spectrum of topics including homicide, family violence, sex crimes, multiple murders and school/workplace violence. Finally, the course will offer insight into terrorism, property and public order crimes, violent economic crimes, crimes of intimidation and how substance abuse and alcohol relate to criminal behavior.

CM210 COMMUNICATIONS**CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 9.0****PREREQUISITES: CT1500 or DA100-DA107 or EM100-EM107 or HVAC 100-HVAC107**

In this course, students will analyze strategies for successful customer-focused service in the service-sector industry. Verbal and nonverbal communication skills are fully developed and effective listening skills are practiced. In addition, students will learn how to effectively communicate amongst colleagues using a teamwork mentality to be successful in the workplace. Furthermore, various components of human resources will be explored including: motivating and managing employees, designing and evaluating roles of employees, compensation and incentive pay.

CO1600 COSMETOLOGY**CONTACT HOURS: THEORY-125 LAB-100****TOTAL CLOCK HOURS: 225**

Cosmetology Level I is a Cosmetology Orientation course that includes the following topics: 1.) Fundamentals of Cosmetology- Students will learn the state laws and regulations, first aid, and related theory and safety with an emphasis on ethical and professional responsibility. 2.) Sterilization, Sanitation, Bacteriology- Students will learn safety, preparations, procedures and practice, products, materials and implements, public sanitation, methods of sanitation and sterilization, chemical agents, types and classifications of bacteria, bacterial growth, and infections. 3.) Shampoo, Rinses, Scalp Treatments- Students will learn related anatomy and physiology, preparation, procedures and practice, products, materials, and implements, hair analysis, disorders of the hair and scalp, hair and scalp treatments, related chemistry, and client record keeping and safety.

CONTACT HOURS: THEORY-125 LAB-225**TOTAL CLOCK HOURS: 350**

Cosmetology Level II is a Cosmetology Fundamentals course and will include the following learning objectives: 1.) Chemical Rearranging-Perms and Relaxers: Students learn related anatomy and physiology, preparation, procedures and practices, products, materials and implements, hair analysis and client consultation, related chemistry, client record keeping and safety. 2.) Hairstyling: Students will learn related anatomy and physiology, preparation, procedures, and practice, products, materials and implements, hair analysis and client consultation, related chemistry, wet styling, blowing drying, finger waving, hair pressing, air waving, hair extensions, hair weaving, braiding, corn rowing, client consultation and recommendations, client record keeping and safety, and care of wigs and hair pieces.

CONTACT HOURS: THEORY-125 LAB-200**TOTAL CLOCK HOURS: 325**

Cosmetology Level III is the Cosmetology Designer's Approach and includes the following learning objectives: 1.) Hair-coloring and bleaching: Students will learn the basic skills needed for hair coloring, bleaching, and cutting. Students receive instruction in the dynamics of the salon environment including preparation, procedures, practice, client consultations, and client recommendations. Students receive practical training in the application of semi-permanent, permanent colors, bleaches, tones. 2.) Haircutting: Students will learn practical training skills in proper holding of shears, razors, clippers, and thinning shears. Students will develop professional accuracy to cut hair with scissors and razors.

CONTACT HOURS: THEORY-175 LAB-225**TOTAL CLOCK HOURS: 400**

Cosmetology Level IV is an advanced course covering the following topics: 1.) Facials: Students will learn anatomy and physiology, preparation, procedures and practices, products, materials and implements, theory of massage and facial treatments, makeup application, use of electrical appliances, current and specialized machines for treatments, artificial eyelashes, removal of unwanted hair, eyelash and brow toning, light therapy, client consultation and recommendations and client record-keeping and safety. 2.) Manicures/Pedicures: Students will learn and anatomy and physiology, preparation, procedures and practices, products, materials and implements, theory of massage, advanced nail techniques, client consultation and recommendations,

client record keeping and safety. 3.) Salon Business/Retail Sales: Students will receive related theory on opening a salon and business plan, written agreements, regulations and laws, salon operation, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and salesmanship, client communication, public relations, insurance and salon safety.

CONTACT HOURS: THEORY-100 LAB-200

TOTAL CLOCK HOURS: 300

Cosmetology Level V is the capstone course covering the following topics: 1.) Salon Success and Career: Students will learn the tools necessary to become self-directed. Students will learn life skills, guest relations, character development, interpersonal relationships, professional communication, career planning and self-management. 2.) Advanced Haircutting Techniques: Students will learn practical training skills in proper holding of shears, razors, clippers, and thinning shears. Students will develop professional accuracy to cut hair with scissors and razors. 3.) Students will receive practical training in clipper cuts, flat tops, fades, and trends.

CT1500 COSMETOLOGY

CONTACT HOURS: THEORY-122 LAB-178

TOTAL CLOCK HOURS: 300

Cosmetology Orientation course will include the following topics: 1.) Fundamentals of Cosmetology: Students will learn the state laws and regulations, first aid, and related theory and safety. Ethical and professional responsibility is emphasized: 2.) Sterilization, Sanitation, Bacteriology: Students will learn safety, preparations, procedures and practice, products, materials and implements, public sanitation, methods of sanitation and sterilization, chemical agents, types and classifications of bacteria, bacterial growth, and infections. 3.) Shampoo, Rinses, and Scalp Treatments: Students will learn related anatomy and physiology, preparation, procedures and practice, products, materials, and implements, hair analysis, disorders of the hair and scalp, hair and scalp treatments, related chemistry, and client record keeping and safety.

CONTACT HOURS: THEORY-41 LAB-259

TOTAL CLOCK HOURS: 300

Cosmetology Fundamentals will include the following learning objectives: 1.) Chemical Rearranging-Perms and Relaxers: Students learn related anatomy and physiology, preparation, procedures and practices, products, materials and implements, hair analysis and client consultation, related chemistry, client record keeping and safety. 2.) Hairstyling: Students will learn related anatomy and physiology, preparation, procedures, and practice, products, materials and implements, hair analysis and client consultation, related chemistry, wet styling, blowing drying, finger waving, hair pressing, air waving, hair extensions, hair weaving, braiding, corn rowing, client consultation and recommendations, client record keeping and safety, and care of wigs and hair pieces.

CONTACT HOURS: THEORY-40 LAB-260

TOTAL CLOCK HOURS: 300

Cosmetology Level III is the Cosmetology Designer's Approach and includes the following learning objectives: 1.) Hair-coloring and bleaching: Students will learn the basic skills needed for hair coloring, hair bleaching, and hair cutting. Students receive instruction in the dynamics of the salon environment including preparation, procedures, and practice, client consultations, and client recommendations. Students receive practical training in the application of semi-permanent, permanent colors, bleaches, tones. 2.) Haircutting: Students will learn practical training skills in proper holding of shears, razors, clippers, and thinning shears. Students will develop professional accuracy to cut hair with scissors and razors.

CONTACT HOURS: THEORY-40 LAB-260

TOTAL CLOCK HOURS: 300

Cosmetology Level IV is an advanced course covering the following topics: 1.) Facials: Students will learn anatomy and physiology, preparation, procedures and practices, products, materials and implements, theory of massage and facial treatments, makeup application, use of electrical appliances, current and specialized machines for treatments, artificial eyelashes, removal of unwanted hair, eyelash and brow toning, light therapy, client consultation and recommendations and client record-keeping and safety. 2.) Manicures/Pedicures: Students will learn anatomy and physiology, preparation, procedures and practices, products, materials and implements, theory of massage, advanced nail techniques, client consultation and recommendations and client record keeping and safety. 3.) Salon Business/Retail Sales: Students will receive related theory on opening a salon and business plan, written agreements, regulations and laws, salon operation, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and salesmanship, client communication, public relations, insurance and salon safety.

CONTACT HOURS: THEORY-35 LAB-265

TOTAL CLOCK HOURS: 300

Cosmetology Level V is the capstone course covering the following topics: 1.) Salon Success and Career Students will learn the tools necessary to become self-directed. Students will learn Life Skills and Guest Relations and will develop skills for character development, interpersonal relationships, professional communication, career planning and self-management. 2.) Advanced Haircutting Techniques: Students will learn practical training skills in proper holding of shears, razors, clippers, and thinning

sheers. Students will develop professional accuracy to cut hair with scissors and razors. 3.) Students will receive practical training in clipper cuts, flat tops, fades, and trends

DA100 INTRODUCTION TO DENTISTRY

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: N/A

Students are instructed in the history, ethics, legalities, duties and responsibilities of the dental health team; knowledge of professional organizations; and proper conduct and grooming of the dental assistant. Additionally, students will be exposed to the basic theories of psychology which enable the dental assistant to gain a better understanding of the dental patient and dental health staff.

DA101 DENTAL SCIENCES

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Students receive instruction in general anatomy and physiology principles of all body systems. The anatomy of the head and neck, as well as the face and oral cavity will be covered in depth. Oral embryology and histology as well as the formation of teeth are discussed. Methods of dental charting and common oral diseases will be covered.

DA102 PRACTICAL INFECTION CONTROL

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: N/A

Students will be instructed in the basic concepts of microbiology and the relevance of sterilization. OSHA Regulations (including the hazard communication standard and how compliance is accomplished) will also be emphasized.

DA103 DENTAL MATERIALS

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: N/A

Students will be instructed in the fundamentals and properties of various dental materials such as irreversible hydrocolloid impression materials and dental cements, and manipulation of gypsum products, discuss final impressions for crown and bridge along with other cosmetic reconstructive procedures. The student will be exposed to the proper uses, applications and the safe handling procedures according to OSHA compliance and the FDA for dental amalgam, and composites, cements, bases and liners.

DA104 PREVENTIVE DENTISTRY

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

Prerequisites: DA100-DA103

Students will be instructed in Philosophy of Preventive Dentistry. The course provides students with the knowledge necessary to understand the importance of oral health, identifying dental caries, methods for caries intervention, identifying periodontal disease, preventative dental techniques, nutrition, and oral pathology.

DA105 DENTAL RADIOGRAPHY

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: DA100-DA103

Students will be instructed in dental radiology, radiographic equipment and safety protocol, dental film processing, radiographic techniques, legal issues, quality control, infection control, and the foundations of extra-oral and intra-oral radiology.

DA106 DENTAL FRONT OFFICE

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: DA100-DA103

Students will be instructed in telephone etiquette and communication, guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing and techniques for collecting.

DA107 DENTAL PROCEDURES

CONTACT HOURS: THEORY-0 LAB-90 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: DA100-DA103

This course is an introduction to dental operative procedures, charting, instrumentation, infection control, care and maintenance of equipment and utilization of dental materials. The student will become familiar with the function and use of various instruments and accessories used in the dental office.

DA211 DENTAL ASSISTANT EXTERNSHIP**CONTACT HOURS: THEORY-0 LAB-0 EXTERNSHIP (180 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.0****PREREQUISITES: DA100-DA107**

Students learn from hands-on dental assisting experiences in clinical, laboratory, and administrative duties. The externship is completed in a dental office, under the direct supervision of a licensed dentist. The externship program has been designed to provide the student with supervised practical work experience. Externship is for students who have completed classroom training and is a requirement for graduation. Externship hours vary and may be scheduled from 20 to 40 hours per week.

EHR100 ELECTRONIC MEDICAL RECORDS**CONTACT HOURS: THEORY-45 LAB-45 (90 Hours)****TOTAL QUARTER CREDITS: 6.0**

This course provides a basic understanding of electronic health record tasks and functional benefits that is continuously reinforced by actual EHR experiences. The course focuses on EHR rules, regulations, and innovations and provides an understanding of the entire medical office workflow process.

EKG100 EKG TECHNICIAN**CONTACT HOURS: THEORY-54 LAB-45 (99 Hours)****TOTAL QUARTER CREDITS: 7.0**

This course prepares the student to perform routine electrocardiograms. These readings assist the physician to diagnose irregularities or changes in the patient's heart. The class will prepare students to recognize normal and abnormal rhythms, document rhythm strips to provide reliable test results for the physician's interpretation, administer the EKG, and operate the electrocardiograph machine. EKG Technicians may be employed in hospitals, emergency care clinics or physicians' offices

ET100 ELECTRICAL CONCEPTS**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: N/A**

Students will be instructed in the fundamental theories, knowledge and skills pertaining to the electrical trade, and the National electric Code (NEC). Specific topics include alternating current, electrical conductors, and conduit bending and power tools.

ET101 ELECTRICAL STUDIES FOR TRADES**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITE: N/A**

Students will be instructed in the concepts of inductance and capacitance in alternating current circuits in both single and three phase power systems. The course covers ground fault interrupters, ac-fault interrupters, light dimmers, chime circuits, motor control schematics and wiring diagrams.

ET102 DISTRIBUTION EQUIPMENT**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: ET100-ET101**

Students will be instructed in distribution equipment, distribution transformers, specialty transformers and their uses. Topics include construction, connections, protection and grounding. Students will have the opportunity to gain knowledge relating to the development of cost of work estimate.

ET103 RESIDENTIAL WIRING**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: ET100-ET101**

Students will be instructed in the procedures and methods used in residential wiring installation. Topics include outlets, switches, branch circuit layouts, bedroom circuits, and small appliance circuits, seizing the electrical service and installing the service entrance.

ET104 COMMERCIAL WIRING**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)**

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: ET100-ET101

Students will be instructed in the procedures and methods used in commercial wiring installation. Topics include outlets, switches, branch circuit layouts, bedroom circuits, and small appliance circuits, seizing the electrical service and installing the service entrance.

ET105 APPLICATIONS AND LIGHTING SYSTEMS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: ET102-ET104

Students will be instructed in how to install lighting fixtures and systems. Topics include lighting luminaries, installing light fixtures, installing receptacles and connecting controlled light systems.

ET106 ELECTRICAL SERVICES AND OVERCURRENT PROTECTION

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: ET102-ET104

Students will explore over-current protection in depth. Topics include installation of electrical services in commercial and residential applications, load calculations of feeders and service conductors and single and three phase connections.

ET107 ELECTRICAL RACEWAY SYSTEMS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: ET102-ET104

Students will be instructed in theory and application of the installation of electrical raceways, boxes, fittings, and cable tray systems. Additional discussion topics include installation of conductors, fill capacities and introductory blue print reading.

EX100 KEYBOARDING

CONTACT HOURS: THEORY-0 LAB-90 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: N/A

In this self-paced course students will be exposed to correct keyboarding techniques and formatting procedures. This course is designed for people at all skill levels allowing them to develop technique, speed, and accuracy. Additional topics include 10-key calculator, workstation ergonomics, posture, and repetitive stress reduction. Students will learn to customize the keyboard, mouse and monitor settings.

EX101 CUSTOMER SERVICE AND COMMUNICATION

CONTACT HOURS: THEORY-90 LAB-00 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

The students will gain an understanding of the skills, attitudes and thinking patterns needed to win customer satisfaction and loyalty. The customer service process is covered in detail. Interpersonal communication concepts are explored because of the importance in managing customer relationships as well as relationships with co-workers and others encountered in day-to-day life.

EX102 RECORDS MANAGEMENT

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Data management requires careful organization, processes and procedures to ensure record/data integrity. This course introduces students to records and data management including the creation, storage, control, use and disposition of records. File management techniques, file naming conventions and data back-up are also discussed. Student will be instructed in file management via Intranet storage portals and SharePoint.

EX103 ADMINISTRATIVE OFFICE PROCEDURES

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: N/A

This course is centered on the daily operations of the administrative office staff: managing phone calls, scheduling, time management, correspondence, scheduling travel and planning meetings and conferences. Students will use components of Microsoft Office and web-based applications that are prevalent in modern offices. Use of web conferencing, social media, blogs

and instant messaging are covered in detail. Scenario-based activities allow the student to understand how these applications are used in the business world.

EX104 INTRODUCTION TO OFFICE MANAGEMENT

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: EX100, EX101, EX102, EX103

This course will prepare students to be professional office managers in the modern global market. Topics to be covered include defining the administrative office manager, basic forms of organizations, developing problem-solving skills, recruiting and orienting a culturally diverse workforce and analyzing office jobs, salaries, benefits and workplace issues.

EX105 WORD PROCESSING

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: EX100, EX101, EX102, EX103

This is a comprehensive course in the use and operation of word processing software on a computer. Topics covered include entering data, editing, formatting, saving retrieving and writing various documents. Advanced and specialized topics to be covered include tables, merges, macros, outlining, templates, footnotes/endnotes, headers/footers, page numbering, hyphenation, search and replace and graphics. Scenario-based activities allow the students to understand how these applications are used in the business world.

EX106 PRESENTATION GRAPHICS/DESKTOP PUBLISHING

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: EX100, EX101, EX102, EX103

Presentation graphics and desktop publishing are essential to the business development, training and communication. Administrative professionals are often called upon to create different types of documents using these tools. Students will also learn basic HTML in order to publish information to the Internet. Students will produce documents such as business cards, flyers, and newspapers that combine text with graphics intended to prepare them for Expert Level MOS certification.

EX107 CAREER DEVELOPMENT

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: EX100-EX106

This course will instruct students in how to prepare professional resumes and cover letters as well as assemble sets of references. The job search process is explored in detail and students will learn how to use various job search tools, networking, and research to locate the right job for them. Students will leave this course with a job search plan.

EX208 PROJECT MANAGEMENT

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES for AAS of Executive Assistant: EX100 –EX107

This course will focus on the concepts and tools related to the management of projects within organizations. Students will examine all phases of project management including planning, scheduling, control, and termination. Concepts include writing project plans, developing work breakdown structures, project scheduling, resource management, earned value analysis and project risk management. Students will be instructed in the use of industry-appropriate software application.

EX209 DATABASE MANAGEMENT

CONTACT HOURS: THEORY-90 LAB- 0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: EX100-EX107

Database applications allow users to organize and manage large amounts of data. In this course the student will explore the use of basic queries, reports and forms in a database environment and include application of these activities in class. Scenario-based activities provide opportunity for the student to understand how these applications are used in the modern business world.

EX210 CONTRACTS

CONTACT HOURS: THEORY-90 LAB- 0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: EX100-EX107

This course, which is an introduction to contracts, is unique in its focus on the procedural as well as substantive aspects of contract law and the Uniform Commercial Code. It includes essential elements of contracts and gives examples for analysis of

different types of contracts and agreements.

GE201 INTRODUCTION TO COLLEGE MATHEMATICS

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Introduction to College Mathematics covers basic math topics such as solving for whole numbers and equations, understanding proper and improper fractions, converting decimals and figuring percentages. Other topics covered include calculating simple interest, annuities, loan amortization, checkbook reconciliation, and business statistical problems such as mean, median and mode.

GE202 INTRODUCTION TO COMPUTER SCIENCE

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: N/A

This course introduces various information and communications technologies and explains how information systems are used to solve problems.

GE203 INTRODUCTIONS TO PSYCHOLOGY

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: N/A

This course includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

GE204 ENGLISH COMPOSITION I

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: N/A

This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

GE205 ENGLISH COMPOSITION II

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: GE204

This course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students are introduced to research techniques, citation techniques, documentation formats and critical analysis of written topics.

GE201DE INTRODUCTION TO COLLEGE MATHEMATICS DISTANCE EDUCATION

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Introduction to College Mathematics covers basic math topics such as solving for whole numbers and equations, understanding proper and improper fractions, converting decimals and figuring percentages. Other topics covered include calculating simple interest, annuities, loan amortization, checkbook reconciliation, and business statistical problems such as mean, median and mode.

GE202DE INTRODUCTION TO COMPUTER SCIENCE DISTANCE EDUCATION

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: N/A

This course introduces the various information and communications technologies and explains how information systems are used to solve problems.

GE203DE INTRODUCTIONS TO PSYCHOLOGY DISTANCE EDUCATION

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: N/A

This course includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness,

personality theories, cognition, life-span development, and applied psychology.

GE204DE ENGLISH COMPOSITION I DISTANCE EDUCATION

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: N/A

This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

GE205DE ENGLISH COMPOSITION II DISTANCE EDUCATION

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: GE204DE

This course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students are introduced to research techniques, citation techniques, documentation formats and critical analysis of written topics.

HP208 OFFICE MANAGEMENT FOR HEALTHCARE PROFESSIONALS

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: DA100-DA107

This comprehensive course is an introduction to office management with a focus on the specific duties and responsibilities of an office manager. Students will study the full range of office management topics including office environment, supervising and motivating employees, employee productivity, maintaining employee records, employment legal issues, and office communication. In addition, students will study office systems and system analysis, computer technology, quality and quantity control, budgets and costs control.

HP209 MICROSOFT OFFICE FOR HEALTHCARE PROFESSIONALS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: DA100-DA107

Students will learn important topics of Microsoft Office 2010 and how to apply it in a healthcare setting. An overview of Microsoft Excel, Access, Word, and PowerPoint will be presented. (1) Word will be used to create and format tables as well as illustrate documents and work with themes. (2) Excel will be used for formulas, managing workbook data, tables, and analyzing table data. (3) Access will be used to learn about modifying database structure and creating multiple table queries. (4) PowerPoint will discuss how to work with advanced tools and features as well as inserting illustrations, objects and media clips.

HR208 HUMAN RESOURCES MANAGEMENT

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

Prerequisites: BA100-BA107

The student will be exposed to the human resource management skills used by business managers in day-to-day operations.

HR209 COMPENSATION AND BENEFITS

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

Prerequisites: BA100-BA107

The student will be exposed to compensation, reward systems, strategic and tactical compensation issues and legislation which impacts compensation. In addition, on examination of job analyses, job descriptions, job evaluations, pay and compensation practices, designing pay structures, incentives, executive and international compensation and benefits will also be provided.

HR210 LABOR RELATIONS

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

Prerequisites: BA100-BA107

Students will be exposed to the history of labor unions, labor contracts, bargaining processes, philosophy of unionism; use of bargaining techniques for non-wage issues; legal, social, and economic context of labor-management relations; responsibilities and duties of unions and management; analysis of public policy, and current state of the labor movement.

HUC100 HEALTH UNIT COORDINATOR

CONTACT HOURS: THEORY-100 LAB-60 (160 Hours)

TOTAL QUARTER CREDITS: 13.0

This course is designed to prepare the student for a position as an HUC, Health Unit Coordinators work under the supervision of

the nursing department in a healthcare facility or a physician in an office. In these position graduates of the program will transcribe doctors' orders, schedule diagnostic tests and treatments and manage patients' charts and unit supplies. Additional responsibilities may include bedside patient admitting, health record tasks, staffing, and assisting physicians and nursing staff with implementation of Electronic Medical Records. Employment opportunities are in hospitals, nursing homes, clinics and physicians' offices.

HV100 BASIC REFRIGERATION

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

Students will be introduced to heat and pressure, temperature, conduction, convection, radiation, sensible heat, latent heat, specific heat, sizing heating equipment, matter and energy, refrigeration/ refrigerants, and Fahrenheit/Celsius conversion.

HV101 INTRODUCTION TO ELECTRICITY

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

Students will be introduced basic electricity and magnetism, automatic control components and applications, troubleshooting and basic controls.

HV102 BRAZING, SOLDERING, AND PIPING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

Students will be introduced to types and sizes of tubing, the purpose of tubing and piping, tubing insulation, cutting tubing, bending tubing, heat sources for soldering and brazing, brazing techniques, soldering techniques, make flare joints, swaging techniques, general safety practices and tools and equipment.

HV103 SHEET METAL FABRICATION/DUCT SYSTEMS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

Students will be introduced to plenum systems, duct system standards, duct materials, galvanized-steel duct, fiberglass duct, combination duct systems and air distribution and balance.

HV104 AIR CONDITIONING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HV100-HV103

Students will be introduced to psychometrics, refrigeration applied to air conditioning, air distribution and balance, installation, controls, typical operating conditions and troubleshooting.

HV105 HEATING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HV100-HV103

Students will be introduced to gas-fired, force-hot-air furnaces, type of furnaces, multi-purposes of multi-positional gas fuels, manifold pressures, oil heat, an introduction to oil-fired forced-warm air furnaces, hydronic heat, indoor air quality, electric heat and problem shooting.

HV106 COMMERCIAL-HVAC

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HV100-HV103

Students will be introduced to high-pressure, low-pressure, and absorption chilled-water systems, cooling towers and pumps and operation, maintenance, and troubleshooting of chilled- water air-conditioning systems.

HV107 COMMERCIAL REFRIGERATION

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HV100-HV103

Students will be introduced to the evaporator and the refrigeration system, condensers, compressors, expansion devices, special

refrigeration system components, application of refrigeration system, commercial ice machines and troubleshooting and typical operating conditions for commercial refrigeration.

IC101 NETWORKING FOR HOME AND SMALL BUSINESSES

CONTACT HOURS: THEORY—45 LAB—25 (90 Hours)

TOTAL QUARTER CREDITS: 5.50

PREREQUISITES: NONE

This course teaches students the skills to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras.

IC102 WORKING AT A SMALL TO MEDIUM BUSINESS OR ISP

CONTACT HOURS: THEORY—45 LAB—25 (90 Hours)

TOTAL QUARTER CREDITS: 5.50

PREREQUISITES: IC101

This course prepares for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and the final chapter helps them prepare for the CCENT certification exam. Network monitoring and basic troubleshooting skills are taught in context.

IC103 INTRODUCING ROUTING AND SWITCHING IN THE ENTERPRISE

CONTACT HOURS: THEORY—45 LAB—25 (90 Hours)

TOTAL QUARTER CREDITS: 5.50

PREREQUISITES: IC101; IC102

This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises, including configuration, installation, and troubleshooting, reinforce student learning.

IC104 DESIGNING AND SUPPORTING COMPUTER NETWORKS

CONTACT HOURS: THEORY—45 LAB—25 (90 Hours)

TOTAL QUARTER CREDITS: 5.50

PREREQUISITES: IC101; IC102; IC103

This course introduces students to network design processes using two examples: a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercises found in the previous courses, there are many pen and paper and role-playing exercises that students complete while developing their network upgrade proposals.

INT100 COMPUTER HARDWARE ESSENTIALS

CONTACT HOURS: THEORY—45 LAB—45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: NONE

In Computer Hardware Essentials, the student will develop a working knowledge of the parts of a computer utilizing a hands-on approach to the material. The course covers computer components, installation, configurations, maintenance and troubleshooting of computer hardware, peripherals, and laptops. Computer safety will also be discussed. Upon the completion of IT100 and IT101, students will be eligible to sit for and obtain CompTIA A+ certification.

INT101 COMPUTER SOFTWARE ESSENTIALS

CONTACT HOURS: THEORY—45 LAB—45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: NONE

In Computer Software Essentials, the student will learn the fundamental concepts and gain the hands-on, real world experience necessary to support software, operating systems, basic security, and virtual aspects of computer maintenance and repair. The student will also learn and apply proper troubleshooting theory and procedure. Upon the completion of IT101 and IT100, students will be eligible to sit for and obtain CompTIA A+ certification.

INT102 WINDOWS FUNDAMENTALS

CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)**TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: NONE**

In Windows Fundamentals, the student will be instructed in the key features of Windows operating systems. The goal is for each student to develop a working knowledge of management of a Windows OS, and its file systems, directories, and interfaces. Troubleshooting, customization, deployment, monitoring, and task management will also be covered.

INT103 INTRODUCTION TO NETWORKING**CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: NONE**

Introduction to Networking is based on the CompTIA Network+ and portions of the Cisco Certified Network Administrator (CCNA) certification exams. The course provides an introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. The goal is to teach fundamental concepts and provide the hands-on, real world experience necessary to understand and support basic network infrastructure and devices. Additionally, the course covers all physical aspects of installing network system components and cabling. Upon the completion of IT103 AND IT105 the student will be eligible to sit for and obtain CompTIA Network+ certification.

INT104 NETWORK SECURITY FUNDAMENTALS**CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: IT100-IT103**

In Network Security Fundamentals, the student will learn about security components, protocols, common vulnerabilities and defenses, and virtualization, as well as topics of increasing importance in the industry as a whole. Data and host security, as well as wireless security components will be covered. The student will plan, administer, and evaluate workstation and network security as a part of the course.

INT105 NETWORK ANALYSIS AND DESIGN**CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 9.0****PREREQUISITES: IT100-IT103**

Network Analysis and Design expands upon the concepts presented in IT103 by delving into more advanced networking topics including routing and remote access, addressing, and security. Network monitoring and troubleshooting are taught in context. This course prepares the student with the skills necessary to support a small to medium sized business or ISP. By the end of the course, the student will be prepared to sit for the CompTIA Network+ certification exam. Elements of this course map to portions of the Cisco Certified Network Administrator (CCNA) certification.

INT106 SERVER ADMINISTRATION**CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: IT100-IT103**

In the Server Administration course the student will learn configuring, managing, and troubleshooting networking features and services in a Windows Server environment. The goal of the course is for the student to gain knowledge of server networking, Domain Name Systems, Active Directory, and other services associated with Windows Server network infrastructure. By the end of the course, the student will complete a server virtualization setup.

INT208 ENTERPRISE ROUTING AND SWITCHING**CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: IT100-IT106**

Enterprise Routing and Switching familiarizes the student with the equipment, applications, and protocols installed in enterprise networks. The course also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. The student will complete a variety of hands-on exercises, including configuration, installation, and troubleshooting. Elements of this course map to portions of the Cisco Certified Network Administrator (CCNA) certification.

INT209 CLIENT NETWORK IMPLEMENTATION**CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.5****PREREQUISITES: IT100-IT106**

The Client Network Implementation course introduces the student to network design processes using two examples; a large stadium enterprise network and a medium-sized film company network. The student will follow a standard design process to

expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. By the end of the course, the student will develop their own individual network upgrade proposal. Upon completion of this course, the student will be eligible to sit for and obtain Cisco Certified Network Administrator (CCNA) certification.

INT210 WINDOWS SERVER SECURITY

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: IT100-IT106

In the Windows Server Security class the student will develop an advanced working knowledge of Windows Server security features, policies, and settings. The student will design, deploy, manage, and troubleshoot security policies, software updates, patches to operating systems, applications, and Public Key Infrastructure. Planning and configuration of wireless networks, Active Directory, encryption, and SSL certificates will be covered.

INT211 INFORMATION TECHNOLOGY CAPSTONE EXPERIENCE

CONTACT HOURS: THEORY-5 LAB-0 EXTERNSHIP-180

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: IT100-IT210

The Capstone Externship will be a culminating activity that provides a way for the student to demonstrate the working knowledge and skills they acquired during their academic experience with Vista College along with the research, communication and technology skills relevant to today's work environment. Students nearing the end of their program will complete a reflective portfolio, a resume that integrates and demonstrates what they have learned, and 180 hours of externship. (On-line students will demonstrate their ability to apply key working knowledge and skills by planning, completing and presenting a project/portfolio linked to one or more areas of personal/professional interest according to the curriculum objectives.)

MA100 MEDICAL TERMINOLOGY

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Medical Terminology is an introduction to the study of words and abbreviations commonly used in medicine. The student is introduced to prefixes, root words, combining form, and suffixes that form more complex terminology. Techniques in pronouncing, spelling and the breaking down of complex medical wording are emphasized. Medical terms related to organ systems of the human body and associated pathologies are covered.

MA101 ANATOMY AND PHYSIOLOGY

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREPRQUISITES: N/A

Anatomy and Physiology introduces students to the structures of the human body and their functions. The student is instructed in the fundamental principles and concepts relating to the study of the human body, its cells, tissues, organs, and organ systems. Topics include basic chemistry, cell metabolism, fundamental microbiology, and homeostatic mechanisms among the various organ systems essential to maintaining life and health. The structures, functions, pathologies and disorders of all body systems are also discussed.

MA102 ADMINISTRATIVE PROCEDURES

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: N/A

The Administrative Procedures course introduces the student to basic medical office procedures and includes appointment scheduling, medical records, creation and maintenance, phone communications, transcription, coding, billing, collecting, third-party reimbursement, credit arrangements, and use of the computer in the medical office.

MA103 CODING MEDICAL INSURANCE FORMS AND BILLING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

Coding Medical Insurance Forms covers techniques of identifying and abstracting information from clinical charts, maintaining patient ledgers, diagnosis and procedural coding using professional reference manuals, and processing of claims from different types of insurance carriers. Students cover computerized patient billing and managing patient information using Medisoft accounting software. Instruction includes patient registration, appointments and scheduling, insurance claims, processing patient transactions, medical reports, and patient case management. Successful completion of this course qualifies the student to take the certification exam for Certified Insurance and Coding Specialist.

MA104 PHARMACOLOGY FOR MA
CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: MA100-MA103

Pharmacology surveys pharmaceutical agents used in the health care industry. Drugs are studied by classifications according to body systems and commonly. Topics covered include allergy and respiratory medications, anti-infective medications, anti-neoplastic agents and central nervous system medications. Drug action and the preparation and administration of medications will also be covered.

MA105 CLINICAL PROCEDURES FOR MA
CONTACT HOURS: THEORY-20 LAB-70 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 5.5
PREREQUISITES: MA100-MA103

The Clinical Procedures course introduces students to the fundamental procedures as prescribed by the American Association of Medical Assistants (AAMA). Topics include medical asepsis, patient assessment, minor surgery procedures, orthopedic casting, diagnostic tools and equipment, clinical safety measures, medication administration, electrocardiogram, maintenance of clinical spaces, medical material management and cardiopulmonary resuscitation and first aid. Successful completion of this course qualifies the student to take the certification exams for Orthopedic Technician, EKG Technician, and Clinical Medical Assistant.

MA106 LABORATORY SKILLS FOR MA
CONTACT HOURS: THEORY-20 LAB-70 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 5.5
PREREQUISITES: MA100-MA103

The Laboratory Skills course introduces students to the fundamental clinical laboratory skills prescribed by the American Association of Medical Assistants (AAMA). Topics include microbiology, specimen collection, blood chemistry test, urinalysis, serology, and hematology. Successful completion of this qualifies the student to take the Phlebotomy Technician and Medical Laboratory Certification exams.

MA107 MEDICAL OFFICE MANAGEMENT
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MA100-MA103

The Medical Office Management course takes management into the dynamic and growing field of healthcare. Topics include medical ethics, cost effective decision-making in healthcare, and the role of health maintenance organizations in healthcare assuring quality care with budget constraints, working with insurance companies and doctors and managing healthcare organizations. This course covers the psychological and therapeutic approach to patient care. This course is also designed to help prepare students for the job seeking process. Students will be required to demonstrate personal and job related behaviors and skills both orally and in written format.

MA208 MEDICAL INSURANCE
CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: MA100-MA107

The Medical Insurance course teaches accurate CMS-1500 claim completion, accurate ICD-9 and CPT Coding, office procedures for payment reimbursement and prevention of insurance fraud. Accuracy of code selection, rationale, managed care plans and medical economics are covered.

MA209 HUMAN DISEASE
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MA100-MA107

Human Disease provides the student with a review of anatomy and physiology with emphasis on human pathophysiology, etiology, prognosis, medical treatment and signs and symptoms of common diseases of all the body systems.

MA210 ADVANCED DIAGNOSTIC PROCEDURES
CONTACT HOURS: THEORY-20 LAB-70 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 5.5
PREREQUISITES: MA100-MA107

This course provides the student with instruction in fundamental principles and procedures in phlebotomy and electrocardiography, hematology, equipment care and quality control. Instruction emphasizes principles and trouble-shooting

techniques of phlebotomy, EKG's and handling specimen. Additional topics include safety and infection control, patient education and communication and legal and ethical responsibilities.

MA211 MEDICAL ASSISTANT EXTERNSHIP

CONTACT HOURS: THEORY-0 LAB-0 EXTERNSHIP-180 (180 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: MA100-MA107

Students learn from hands-on medical assisting experience in clinical, laboratory, and administrative duties. Students are required to complete 180 hours of supervised direct patient care experience in a medical health care facility. Each student will be assigned a medical facility and will assist the facility staff in providing patient care. Emphasis is on both clinical and administrative experience.

HP100 MEDICAL TERMINOLOGY

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: N/A

Students will develop an understanding of medical terminology, symbols and abbreviations, and the application of this new language in the field of health care. While terms are covered as they relate to body structure and function, the main focus is on medical vocabulary and constructing terms using word parts such as roots, suffixes and prefixes.

HP101 ANATOMY AND PHYSIOLOGY

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Students will acquire an overview of the anatomical structures and physiology of the human body. Each body system is discussed in terms of the major anatomical structures and functions including how each system participates in homeostasis of the body. In addition, the course will cover selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. Finally the course will cover common issues and changes that occur in each body system through the life span.

HP102 MEDICAL OFFICE PROCEDURES

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: N/A

The student will gain an understanding of the concepts and develop the skills required to work in the medical office and to support the reimbursement functions associated with specialized billing procedures. This course covers basic computer skills to include web access skills, concepts related to hardware and software, and MS Office Suite applications

HP103 COMPUTERIZED MEDICAL BILLING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

Students will expand their knowledge of computer technology in healthcare and the use of electronic health records. This course will introduce students to the methods and language of healthcare reimbursement. Students will explore principles of reimbursement as they apply to various types of healthcare settings and in addition this course also prepares students for careers in computerized patient accounting. Students will be instructed in how to manage patient information using the latest medical and accounting software. Instruction covers patient registration, appointments and scheduling, insurance claims, processing patient transactions, medical records, and patient case management. public reporting of disease and disease trends, how acute care organizations store and retrieve electronic records, analysis of different types of encoder software, analysis on online coding tools (coding reference tools), evaluation of CAC's, and identifying issues involving the migration from a paper-based HIM to an electronic HIM. The student will become familiar with major acute care environment vendors and their system strengths, evaluation of the HER, evaluation of the PHR, and evaluation of HIE's.

MB104 INTRODUCTION TO MEDICAL INSURANCE

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100-HP103

The student will gain an understanding about the field of medical insurance billing and coding and its impact on the U.S. healthcare system and the economics of healthcare delivery.

MB105 INTRODUCTION TO CPT/HCPS CODDING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100–HP103

The student will acquire the needed skills used in applying Current Procedural Terminology (CPT) codes to physician and non-physician services. Students will develop an understanding of CPT characteristics, terminology and conventions.

MB106 INTRODUCTION TO DIAGNOSTIC CODING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100–HP103

The student will be introduced to coding and classification systems and develop an understanding of how to assign valid diagnostic and procedural codes.

MB107 PATHOPHYSIOLOGY

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: HP100–HP103

The student will acquire a working knowledge of anatomy and physiology with an emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

HP104 PHARMACOLOGY

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: HP100–HP103

Students will gain knowledge of how pharmacological agents are used in the healthcare industry. Drugs are introduced in classifications according to body systems and commonly used drugs in each classification are studied in detail. Topics covered include allergy and respiratory medications, anti-ineffective medications, and anti-neoplastic agents, and central nervous system medications. Drug action and the preparation and administration of medications will also be covered.

MB109 HEALTH INFORMATION MANAGEMENT

CONTACT HOURS: THEORY-45 LAB-45 (HOURS 90)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100–HP103

Students will develop an understanding of health information, including content and structure of patient records: quantitative and qualitative analysis of the documentation of patient care; storage needs; and retrieving patient data. Students will be introduced to the various functions performed in a health record department with emphasis on maintaining confidentiality of patient data.

MB208 ADVANCED CPT/HCPCS CODING

CONTACT HOURS: THEORY-45 LAB-45 (HOURS 90)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100–MB109

The Student will develop and improve understanding of CPT/HCPCS coding in health care and the use of electronic health records.

MB209 ADVANCED DIAGNOSTIC CODING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100–MB109

The student will develop an understanding of advanced coding in the International Classification of Diseases (ICD). The student will also learn the coding of more complex diagnostic statements. Clinical information regarding specific disease processes will be covered. Emphasis is placed on coding accuracy and specificity using this system.

HP207 INTRODUCTION TO MEDICAL RECORDS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: HP100–MB109

The student will develop a basic understanding of EHR tasks and functional benefits that will be continuously reinforced by actual EHR experiences. The course focuses on EHR rules, regulations, and innovations.

MB211 MIBC EXTERNSHIP

CONTACT HOURS: THEORY-0 LAB-0 EXTERNSHIP-180 (180 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: HP100–MB109

Students learn from hands-on experience in medical administrative duties in billing and coding. Students are required to complete 180 hours of supervised training in a physician's office, clinic, or hospital setting. This course gives students the opportunity to obtain unpaid work experience and become familiar with the aspects and duties of a medical insurance billing and coder position.

MI100 MEDICAL TERMINOLOGY

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Medical Terminology is an introduction to the study of words and abbreviations commonly used in the medical profession. The student is introduced to prefixes, root words, combining form, and suffixes that form more complex terminology. Techniques in the pronunciation, spelling, and the breakdown of complex medical wording are emphasized. Medical terms related to organ systems of the human body and associated pathologies are covered.

MI101 ANATOMY AND PHYSIOLOGY

CONTACT HOURS: THEORY-90 LAB-0 (90 HOUR)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: N/A

Anatomy and Physiology introduces students to the structures of the human body and their functions. The student is instructed in the fundamental principles and concepts relating to the study of the human body, its cells, tissues, organs, and organ systems. Topics include basic chemistry, cell metabolism, fundamental microbiology, and homeostatic mechanisms among the various organ systems essential to maintaining life and health. The structures, functions, pathologies and disorders of all body systems are discussed.

MI102 MEDICAL OFFICE PROCEDURES

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

Medical Office Procedures prepares students to assume the role of a medical office specialist. Students learn about the dynamics commonly encountered in a doctor's office, including interpersonal relations, ethical and professional responsibilities, current socio-medical trends, and the governing forces in the health care industry. Students receive practical training in medical office equipment and software, medical correspondence, patient billing, maintenance of patient ledgers, setting appointments, and telephone techniques. Professional development, accuracy, organization and time management are emphasized. Successful completion of this course qualifies the student to take the Certification Exam for Certified Medical Office Assistant.

MI103 INTRODUCTION TO WORD AND SPREADSHEETS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

Word Processing introduces students to the functions of a generic word processing system. Students receive instruction relating to how to enter text, create and edit a document, save and insert a clip art, resize a graphic, create resumes, insert a section break, create a hyperlink, check spelling and grammar and formatting using shortcut keys. The introduction to spreadsheet software enables students to learn basic accounting concepts. Students develop hands-on skills in entering text and numbers into a worksheet, creating column charts, entering formulas using the keyboard, inserting and deleting cells, creating and formatting a 3-D pie chart and analyzing data.

MI104 CODING MEDICAL INSURANCE FORMS AND BILLING FOR MIS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: MI100-MI103

Coding Medical Insurance Forms prepares students for a career in medical coding and health care insurance. Students are instructed in techniques for identifying and abstracting information from clinical charts, maintaining patient ledgers, diagnosis and procedural coding and processing of claims for different types of insurance careers. Successful completion of this course qualifies the student to take the certification exam for Certified Insurance and Coding Specialist. Computerized patient billing prepares students for a career in computerized patient accounting. Students learn how to manage patient information using Medisoft. Instruction covers patient registration, appointments and scheduling, insurance claim processing, patient transactions, medical reports, and patient case management.

MI105 HOSPITAL CODING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: MI100-MI103

Hospital coding is an introduction to the definition and use of the HCPCS coding system including guidelines, concurrent conditions, hospital procedures, DRG's and the definition and use of ICD-9CM and CPT-4 Codes. Students will receive instruction on guidelines, modifiers, and surgical procedures related to hospital CPT codes.

MI106 MEDICAL INSURANCE

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: MI100-MI103

Students will be instructed in completing accurate CMS-1500 claims and accurate ICD 9 and CPT coding of office procedures for payment reimbursements by patient or third party as well as preventing insurance fraud. Accuracy of coding selection and the rationale behind it is promoted throughout the course. Additional topics include managed care plans and medical economics.

MI107 MEDICAL OFFICE MANAGEMENT

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: MI100-MIA103

The Medical Office Management course explores management in the dynamic and growing field of healthcare. Topics include medical ethics, cost effective decision making in healthcare, the role of health maintenance organizations in healthcare, assuring quality care with budget constraints, working with insurance companies and doctors and managing healthcare organizations. This course will also cover the psychological and therapeutic approach to patient care. This course is designed to prepare students for the job seeking process. Students will demonstrate personal and job-related behaviors and skills both orally and in written format.

MI208 ADVANCED MEDICAL CODING-CURRENT PROCEDURAL TERMINOLOGY

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: MI100-MI107

This course introduces the student to advanced coding in Current Procedural Terminology (CPT). The CPT coding system released by the American Medical Association is a systematic listing of coding of procedures and services performed by physicians. Emphasis is placed on coding accuracy and specificity using the coding system.

MI209 ADVANCED MEDICAL CODING-INTERNATIONAL CLASSIFICATION OF DISEASES

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: MI100-MI107

This course introduces the student to advanced coding in the International Classification of Diseases (ICD). Clinical information regarding specific disease processes will be covered as well as diagnostic terminology. Emphasis is placed on coding accuracy and specificity using this system.

MI210 ADVANCED MEDICAL BILLING AND REIMBURSEMENT

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: MI100-MI107

This course advances the student into the process of billing and collections, as well as reimbursement and auditing/appeals. Emphasis is placed on proper billing and collection techniques, filing of claim forms, claim rejections, adjustments that can be made and the overall reimbursement concept. Students will be instructed how to apply advanced coding principles and techniques to complex case studies in the inpatient, ambulatory, and physician-based settings.

MI211 MEDICAL INFORMATION SPECIALIST EXTERNSHIP

CONTACT HOURS: THEORY-0 LAB-0 EXTERNSHIP 180 (180 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: MI100-MI107

Students apply hands-on medical assisting experience in clinical, laboratory, and administrative duties. Students are required to complete 180 hours of supervised direct patient care experience in a medical health care facility. Each student will be assigned a medical facility and will assist the facility staff in providing patient care. Emphasis is on both clinical and administrative experience.

ML102 MATH FOR THE MEDICAL LAB TECHNICIAN

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

Students in this course will receive instruction in the clinical calculations used in all areas of the laboratory to enable them to

achieve accurate results

ML103 INTRODUCTION TO PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

The student will be introduced to the legal and ethical issues associated with being a Medical Lab Technician. This course will also cover the Anatomy and Physiology of the cardiovascular system. Students will be trained to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing and accessioning

ML104 MICROBIOLOGY FOR THE MEDICAL LAB TECHNICIAN

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: ML100-ML103

Microbiology is a course that introduces the student to the basics of microbiology, infection control, and disease processes to include the body's defense mechanisms to those diseases, and wound healing.

ML105 CHEMISTRY FOR THE MEDICAL LAB TECHNICIAN I

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: ML100-ML104

Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, and solutions.

ML106 HEMATOLOGY FOR THE MEDICAL LAB TECHNICIAN

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: ML100-ML105

This course is the study of blood cells in normal and abnormal conditions. Instruction will be given in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods; blood cell maturation sequences, and normal and abnormal morphology with associated diseases.

ML107 UA/BODY FLUIDS

CONTACT HOURS: THEORY-60 LAB 30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: ML100-ML106

This course is an introduction to the study of urine and body fluid analysis. It includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety.

ML120 CHEMISTRY FOR THE MEDICAL LAB TECHNICIAN II

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: ML100-ML107

This course will cover the principles and procedures of various tests performed in Clinical Chemistry. The course will present the physiological basis, principle and procedures and the clinical significance of test results, including quality control and reference values.

ML121 IMMUNOHEMATOLOGY

CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5

PREREQUISITES: ML100-ML108

Immunohematology is a specialized branch of laboratory medicine. It involves the study of the theory and practice of a wide variety of procedures used in the following: donor selection, component preparation and use, and techniques used to detect antigen/antibody reactions which may adversely affect a patient receiving a transfusion. The topics to be covered include: donor screening, preparation of components, antigens/antibodies of the ABO, Rh and other blood group systems, pre-transfusion testing procedures, hemolytic disease of the newborn, neonatal and obstetrical transfusion practice, autoimmune hemolytic anemia's and adverse effects of transfusion.

ML122 SEROLOGY**CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 7.5****PREREQUISITES: ML100-ML108; ML121**

This course covers the science of immunology and serology through the study of theories and processes related to natural body defenses. Included are the immune responses, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety. This includes performance of serological procedures used to aid in the detection or diagnosis of certain diseases. Throughout this course, special emphasis is placed on correlating of laboratory results with the patient's probable condition.

ML211 MEDICAL LAB TECHNICIAN EXTERNSHIP**CONTACT HOURS: THEORY-0 LAB-0 EXTERNSHIP-240 (240 HOURS)****TOTAL QUARTER CREDIT HOURS: 8.0****PREREQUISITES: ML100-ML108; ML121-ML122**

Students learn from hands-on experience in medical laboratories, blood centers, hospital laboratories, and medical clinics. Students are required to complete 240 hours of supervised training in a laboratory setting. This course gives students the opportunity to obtain unpaid work experience and become familiar with the aspects and duties of a medical lab technician. Medical laboratory technicians can be employed in clinics, research laboratories, blood centers, physician's offices, medical industry, hospital laboratories, biotechnology companies, and regulatory agencies.

MT101 HUMAN ANATOMY**CONTACT HOURS: THEORY-50 LAB-0****TOTAL CLOCK HOURS: 50**

Students will be instructed in the structure and function of the human body, its vital systems, and the relationship of its parts. Students become familiar with scientific thought and medical terms. Emphasis is on the musculoskeletal system specifically for the body worker. The lectures are designed to help the student appreciate the relationship between the science of the human body and its response to the healing art of massage. The systems covered include muscular, skeletal, integumentary, cardiovascular, lymphatic, digestive, urinary, respiratory, nervous, endocrine, and reproductive systems.

MT102 HUMAN PHYSIOLOGY**CONTACT HOURS: THEORY-25 LAB-0****TOTAL CLOCK HOURS: 25**

Students will learn the structure and function of the human body, its vital systems, and the relationship of its parts. Students become familiar with scientific thought and medical terms. Emphasis is on the musculoskeletal system specifically for the body worker. The lectures are designed to help the student appreciate the relationship between the science of the human body and its response to the healing art of massage. The systems covered include muscular, skeletal, integumentary, cardiovascular, lymphatic, digestive, urinary, respiratory, nervous, endocrine, and reproductive systems.

MT103 KINESIOLOGY**CONTACT HOURS: THEORY-50 LAB-0****TOTAL CLOCK HOURS: 50**

The course includes study of bones, joints, muscles of the body, movement patterns and an introduction to postural and gait analysis. Students will study the musculoskeletal and neuromuscular systems of the body and will build a deeper understanding of muscular tensions and imbalances that arise as a result of various body stresses.

MT104 PATHOLOGY**CONTACT HOURS: THEORY-40 LAB-0****TOTAL CLOCK HOURS: 40**

Pathology is the study of the processes underlying diseases and other forms of illness, harmful abnormality, or dysfunction. Students will study indications, contra-indications and caveats for massage for specific diseases, injuries, and types of massage. Students will be instructed when and how to safely interview, assess, and apply proper techniques for specific pathologies.

MT105 HUMAN HEALTH & HYGIENE**CONTACT HOURS: THEORY-20 LAB-0****TOTAL CLOCK HOURS: 20**

Students will be instructed in the basics of health and disease prevention as applied to massage therapy; first aid; Universal precautions; and cardiopulmonary resuscitation (CPR). Topics include recognized methods of sterilization, use of disinfectants, communicable disease prevention, proper care of equipment and supplies, and personal health maintenance.

MT106 SWEDISH MASSAGE**CONTACT HOURS: THEORY-40 LAB-85**

TOTAL CLOCK HOURS: 125

Swedish Massage forms the basis of the contemporary western approach to massage. In this course, students are instructed in how to give and receive a full body Swedish Massage, provide Pregnancy Massage, Infant Massage, and perform chair massage. Additional techniques include Deep Tissue, Trigger Point and Sports Massage. Instruction includes theory and history of massage contraindications, body mechanics, basic strokes (effleurage, petrissage, friction, vibration, tapotement, and Swedish Gymnastics movements), supervised practice, personal development, and guided relaxation techniques. The emphasis is on becoming comfortable with touch, and to achieve competence in soft tissue manipulation. Students will be required to perform practice massages outside of class.

MT107 ADJUNCT THERAPIES**CONTACT HOURS: THEORY-20 LAB-55****TOTAL CLOCK HOURS: 75**

Clinical massage begins with a solid understanding of the body and its functions. Students must understand a variety of basic and advanced modalities in order to make the appropriate choices for treatment based on individual client needs. The best results come about by an educated approach to bodywork designed for the individual. The course covers theory and various modalities, their applications, including proprioceptive neuromuscular facilitated stretching, neuromuscular therapy, and positional release, fundamentals of myofascial release, LomiLomi massage and lymphatic drainage. Much to an individual's detriment, the lymphatic system is often overlooked in healthcare regimens. Students will receive instruction in gentle techniques in moving this powerful system to regain health, maintain health, and prevent disease. Students should be able to competently incorporate these gentle techniques into their practice upon completion of this course.

MT108 BUSINESS PRACTICES & ETHICS**CONTACT HOURS: THEORY-45 LAB-0****TOTAL CLOCK HOURS: 45**

Students will be instructed in Texas massage therapy laws and rules and discuss professional boundaries and ethical standards for the practice of massage therapy. This course includes goal setting, prioritizing, time management, marketing skills, bookkeeping, business planning, taxes, and job placement and interviewing skills.

MT109 HYDROTHERAPY**CONTACT HOURS: THEORY-5 LAB-15****TOTAL CLOCK HOURS: 20**

Hydrotherapy is the use of water at various temperatures; in its solid, liquid, and gaseous forms; as a restorative agent. Students receive instruction and apply basic hydrotherapy principles, contraindications, and specific psychological effects of various hydrotherapy techniques. This class includes Lab applications to enhance skills.

MT110 INTERNSHIP**CONTACT HOURS: THEORY-0 LAB-50****TOTAL CLOCK HOURS: 50**

Students will receive practical experience functioning as massage therapists in a supervised context. Students will make client appointments, interview clients, perform massage therapy on the public, review client evaluations with a massage therapy instructor, and perform other tasks that are necessary to the business of massage therapy. The internship program may not begin until the initial 250 hours are successfully completed of which at least 100 hours must be massage techniques and theory and the student has passed the Technique Practical Examination. The Internship consists of 50 hours of massage and massage-related spa services provided to the public. The Internship is most useful in the preparation to becoming a therapist, as the student learns by doing.

MM101 NON-WESTERN THERAPIES**CONTACT HOURS: THEORY-45 LAB-45****TOTAL CLOCK HOURS: 90**

This course provides a basic overview of the organization and the Theory of Traditional Chinese Medicine (TCM) and meridians of the body. This course will also provide the student body worker with fundamental knowledge, understanding and practice of Reflexology, Thai Massage, Acupressure, and Aromatherapy.

MM102 AYURVEDIC MASSAGE AND BODY WORK**CONTACT HOURS: THEORY-45 LAB-45****TOTAL CLOCK HOURS: 90**

This course provides a basic overview of the Abyhanga technique of massage. Ayurvedic massage has been shown to still the mind and body by lowering metabolic rates and inspiring feelings of peace and calm. Ayurvedic programs called Panchakama or Kyakalpa, are often administered as a part of a three-, five-, or seven-day program. These treatments are an integral part of deep cleansing, rejuvenation, and life-extension. This course features more than 15 treatments, each described in step-by-step detail

and some synchronized with two therapists for up to two hours in length. Students will learn all the tools necessary to begin Ayurvedic treatments as a part of a spa menu or massage therapy program.

MM103 MYOFASCIAL RELEASE

CONTACT HOURS: THEORY-30 LAB-60

TOTAL CLOCK HOURS: 90

Myofascial Release (MFR) is a highly effective connective tissue release technique used for relieving long-term pain patterns that tend to invade surrounding and far reaching regions of the body. MFR seeks to break up cross linkages, remove adhesions, soften tissues, balance postural distortions, increase range-of-motion, and improve fluid movement patterns. Students will be required to perform intake interviews, assessment, postural and gait analysis, 10-session treatment protocols, charting and re-evaluation. Each student will be instructed in fundamentals of and explore various Cranio-sacral techniques. This gentle technique builds palpatory skills and covers the history of cranial work, the Cranio-sacral system, anatomy and physiology, and basic techniques of Cranio-sacral work.

NUR100 INTRODUCTION TO THE HEALTHCARE AGENCY & EMPLOYMENT

CONTACT HOURS: THEORY-15 LAB-3 (18 HOURS)

TOTAL QUARTER CREDIT HOURS: 1.5

PREREQUISITES: N/A

The student will receive instruction on the role and scope of the Nurse Assistant including topics such as: facilities that hire Nurse Assistants; time-management; legal and ethical considerations; and customer-focused care.

NUR101 GENERAL CARE OF THE CLIENT

CONTACT HOURS: THEORY-8 LAB-4 (12 HOURS)

TOTAL QUARTER CREDIT HOURS: 0.5

PREREQUISITES: N/A

The student will be instructed in safe and correct techniques involving positioning the patient, making beds, providing personal care, patient nutrition, feeding and handling emergencies.

NUR102 FACILITY POLICIES

CONTACT HOURS: THEORY-9 LAB – 6 (15 HOURS)

TOTAL QUARTER CREDIT HOURS: 0.5

PREREQUISITES: N/A

The student will be instructed in safety techniques for the workplace including preventing the spread of infection, patient safety, isolation procedures and infection control.

NUR103 CARE OF THE CLIENT AND THE DISEASE PROCESS

CONTACT HOURS: THEORY-11 LAB-4 (15 HOURS)

TOTAL QUARTER CREDIT HOURS: 1.0

PREREQUISITES: N/A

The student will be instructed in vital signs, pain management, specimen collection, IV's and bandaging. Students will be exposed to caring for the terminally ill and post-mortem patients.

NUR211 NURSE ASSISTANT CLINICAL

CONTACT HOURS: CLINICAL-40 (40 HOURS)

TOTAL QUARTER CREDIT HOURS: 1.0

PREREQUISITES: NUR100-NUR103

Students learn through hands-on experience and supervised direct patient care experience within a medical facility. Students are assigned a patient load and assist the facility staff in providing all necessary patient care under a facility designee and extern coordinator supervision.

PH 101 PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS

CONTACT HOURS: THEORY-20 LAB-25 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 3.0

PREREQUISITES: N/A

The student will be introduced to the legal and ethical issues associated with being a Phlebotomist. This course will cover the Anatomy and Physiology of the Cardiovascular System. Students will be trained to perform a variety of blood-collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood culture specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing, and accessioning.

PL100 INTRODUCTION TO LAW & PARALEGAL STUDIES

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

This course gives a general overview of the legal system and the role of the paralegal within the system with regard to structure of the court system, administrative agencies, private law firms, and the public sector.

PL101 OFFICE PROCEDURES & PRACTICES

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

This course focuses on the day-to-day operations of a legal office. Ethical principles relating to paralegals including the unauthorized practice of law and client confidentiality are addressed. Correct procedures used by paralegals in a legal setting will also be included.

PL102 PROBATE ADMINISTRATION & ESTATE PLANNING

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

This course introduces students to wills, trusts, and intestacy and gives an analysis of estate administration and accounting. The student will learn to interview clients and obtain information for drafting documents.

PL103 TORT LAW

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: N/A

This course is designed to give students general knowledge and understanding of the legal principals of tort law such as negligence, strict liability, intentional torts, and the various forms of damages.

PL104 FAMILY LAW

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: PL100-PL103

This course introduces family law practice principles relating to marriage, divorce, annulment, custody, support, adoption, name change, guardianship, paternity, and other aspects of family law.

PL105 REAL ESTATE

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: PL100-PL103

This course is an introduction to Real Estate law covering topics such as property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, deeds, mortgages or deeds of trust, settlement concepts, leasing and other property concepts.

PL106 CRIMINAL LAW

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: PL100-PL103

This course surveys basic principles of criminal law including rights of the accused, certain constitutional issues, and the relationship of practices of the law office with those issues.

PL107 TECHNOLOGY IN THE LAW OFFICE

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: PL100-PL103

This course provides an introduction to computer hardware and software fundamentals, including an overview of traditional law office software, specialty law office and case management software, and litigation support software. Methods for learning and keeping current with software updates and changes will be explored.

PL208 LEGAL WRITING & ANALYSIS

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: PL100-PL107

This course focuses on the enhancement of legal writing skills and advanced legal research. Emphasis is given to preparation of appellate briefs, pleadings, interoffice memoranda, and other formal documents and reference citations in legal libraries as well as drafting legal memoranda.

PL209 CIVIL LITIGATION

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: PL100-PL107

This course focuses on the principles of litigation, the organization of the court system, and prepares them to interview clients and witnesses, draft legal documents, and prepare materials for discovery and trials.

PL210 CONTRACT LAW

CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: PL100-PL107

This course examines the principles of contract law. Contract litigation is also covered in this course. Each presented rule of law is explained through theory, example, and exercises that actively involve students. Students will also draft various types of contracts using basic contract provisions and drafting techniques.

PM209 PROJECT MANAGEMENT

CONTACT HOURS: THEORY-70 LAB-20 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 8.0

PREREQUISITES: CT1500 or EM100-EM107 or HVAC 100-HVAC107

Students build on their knowledge of business by analyzing the essential aspects of project management. Students will explore project management topics such as modern practices in project management, planning, budgeting, scheduling, leadership, teamwork, and project management information systems. Students will address business organizational structures and communication, as well as evaluate employee selection processes and methods for managing employee success.

PN1230 PHARMACOLOGY

CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: N/A

The student will be introduced to fundamentals of medications and their diagnostic, therapeutic and curative effects including the fundamentals of medication dosage and administration. This course incorporates nursing interventions utilizing the nursing process.

PN1325 BASIC NURSING

CONTACT HOURS: THEORY-45 LAB-30 (70 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITE(S): N/A

The student will receive instruction in the mastery of entry level nursing skills and competencies for a variety of health care settings. Using the nursing process as the foundation for all nursing interventions will be an integral part of this course.

PN1326 BASIC NURSING SKILLS

CONTACT HOURS: THEORY-0 LAB-96 CLINICAL-24 (120 HOURS)

TOTAL QUARTER CREDIT HOURS: 5.0

PREREQUISITE(S): N/A

The basic concepts of critical thinking and beginning caring behaviors are emphasized as the student explores the roles of the practical nurse. Clinical is conducted in the simulation lab.

PN1400 HEALTH SCIENCE

CONTACT HOURS: THEORY-45 LAB-30 (75 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITE(S): N/A

The student will learn general principles of anatomy and physiology, nutrition and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions.

PN2500 FOUNDATIONS OF NURSING

CONTACT HOURS: THEORY-45 LAB-0 (45 Hours)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITE(S): PN 1230, PN 1325, PN 1326, PN 1400

This course provides an introduction to the nursing profession including history, standards of practice, legal and ethical issues

and the role of the practical/vocational nurse. Topics include the practical/vocational nurse as provider of care, coordinator of care and member of a profession; mental health , therapeutic communication; cultural and spiritual diversity; introduction to the nursing process; elements of critical thinking; elements of caring behaviors; holistic awareness- human needs, stress, and adaptation, elements of professional behavior to include accountability, responsibility and honesty. The student will receive instruction about the client (patient) care team, the health care system, agencies, financing, and trends.

PN2501 MENTAL HEALTH AND ILLNESS

CONTACT HOURS: THEORY-30 LAB-45 (75 HOURS)

TOTAL QUARTER CREDIT HOURS: 5.0

PREREQUISITES: PN 1230, PN 1325, PN 1326, PN 1400

The student will receive instruction in human behavior, emotional and mental abnormalities, modes of treatment, the basis for psychotherapy and pharmacological aspects utilizing the nursing process. The lab portion allows students to role-play and employ therapeutic communication skills.

PN2502 NURSING IN HEALTH AND ILLNESS I

CONTACT HOURS: THEORY-60 LAB-0 (60 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: PN 1230, PN 1325, PN 1326, PN 1400

The student will receive instruction in general principles of growth and development, primary health care needs of the client across the life span and therapeutic nursing interventions. Thirty (30) hours will be dedicated to instruction in basic nutrition and its role in health and illness.

PN2503 CLINICAL PRACTICAL NURSING I

CONTACT HOURS: THEORY-0 LAB-0 CLINICAL-135 (135 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: PN 1230, PN 1325, PN 1326, PN 1400

The student will receive instruction in basic, intermediate and advanced health professions, and will participate in work-based instruction to help synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. A practical experience called 'clinical' corresponds to lessons in the theory component of the class. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor) generally in a clinical setting. Clinical education is an unpaid learning experience.

PN2504 PROFESSIONAL DEVELOPMENT

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDITS HOURS: 4.5

PREREQUISITES: PN 1230, PN 1325, PN 1326, PN 1400

The student will be introduced to the importance of professional growth. Topics include the role of the licensed vocational/practical nurse in the multi-disciplinary health care team, professional organizations and continuing education. The course will also include content related to beginning management skills and the legal and ethical concerns affecting the practice of vocational/practical nursing.

PN3500 NURSING IN HEALTH AND ILLNESS II

CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: PN 1230-PN 2504

The student will be introduced to common health problems requiring medical and surgical interventions. The course focuses on health promotion and health maintenance of middle-aged and elderly persons, application of the nursing process and critical thinking skills to provide nursing care to diverse clients while offering opportunities for collaboration with member of the multidisciplinary health care team. Content includes common, but specific medical/surgical problems, sociological needs and the adaptation to internal and external influences. Fifteen (15) hours will be dedicated to nutrition and its role in health and illness.

PN3501 CLINICAL PRACTICAL NURSING II

CONTACT HOURS: THEORY-0 LAB-0 CLINICAL-180 (180 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: PN 1230-PN 2504

The student will receive instruction in direct patient care at a clinical site in detail. Clinical experiences are unpaid external learning experiences. This course provides instruction towards mastery of nursing skills and competencies related to common problems of the adult requiring medical and surgical interventions.

PN3502 CHILD HEALTH NURSING

CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: PN 1230-PN 2504

The student will be instructed in childhood diseases and childcare from infancy through adolescences. Focus is on the care of both the well and ill child utilizing principals of growth and development and the nursing process.

PN3503 CHILD HEALTH CLINICAL**CONTACT HOURS: THEORY-0 LAB-0 CLINICAL-45 (45 HOURS)****TOTAL QUARTER HOURS: 1.5****PREREQUISITE(S): PN 1230-PN 2504**

The student will be provided detailed education, training and experience in direct patient care at a clinical site. Clinicals are unpaid external learning experiences. Focus is on the care of the well and ill child utilizing principals of growth and development and the nursing process.

PN4500 NURSING HEALTH AND ILLNESS III**CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 9.0****PREREQUISITE(S): PN 1230-PN 3503**

Nursing in Health and Illness III is a continuation of Health and Illness II. It includes coverage of common medical/ surgical health problems of the adult including concepts of mental illness. The course incorporates knowledge necessary to make the transition from student to graduate vocational/practical nurse.

PN4501 MATERNAL NEWBORN CLINICAL**CONTACT HOURS: THEORY-0 LAB-0 CLINICAL-45 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 1.5****PREREQUISITE(S): PN 1230-PN 3503**

The student will participate in work based experience involving direct patient care usually at a clinical site. Clinicals are unpaid external learning experiences. The course provides a study of the biological, psychological and sociological concepts applicable to the basic needs of the family including childbearing and neonatal care in the clinical setting. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor, delivery and puerperium.

PN4502 CLINICAL PRACTICAL NURSING III**CONTACT HOURS: THEORY-0 LAB-0 CLINICAL-180 (180 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.0****PREREQUISITE(S): PN 1230-PN 3503**

Clinical Practical Nursing III provides the student detailed education, training and experience in direct patient care at a clinical site. Specific detailed learning objectives are developed by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the faculty. Clinicals are unpaid external learning experiences.

PN4503 MATERNAL NEWBORN NURSING**CONTACT HOURS: THEORY-45 LAB 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITE(S): PN 1230-PN 3503**

The student will be instructed in biological, psychological and sociological concepts applicable to basic need of the family including childbearing and neonatal care. Topics include physiological changes relating to pregnancy, fetal development, and nursing care of the family during labor, delivery and puerperium.

VCPD2 Texas Residential Appliance Installer's Electrical License Exam Preparatory Course**CONTACT HOURS: THEORY-08.0****TOTAL QUARTER CREDITS: 0.0****Prerequisites: None**

This is an 8-hour instructor-led classroom presentation and self-led on-line practice exam course that teaches the potential exam taker methods in locating the correct answers to the 80-question multiple choice State exam for the Texas Residential Appliance Installer License, using the current version.

VCPD-6 HEAT PUMP TECHNICIAN CERTIFICATION EXAM PREPARATION**CONTACT HOURS: THEORY- 16 LAB-0 (16 HOURS)****TOTAL QUARTER CREDIT HOURS: 0**

This two-day course is designed to provide HVAC Technicians with the required review and training to take their Heat Pump Technician Certification exam. The course provides instruction in basic refrigeration and heat pump components, air flow, methods of defrost, dual fuel systems, trouble shooting, wiring, voltage, and concepts and characteristics of different heat pump systems. At the conclusion of this course, students will be eligible to sit for the Heat Pump Technician Certification exam.

VCPD-7 CARBON MONOXIDE ANALYSIS CERTIFICATION EXAM PREPARATION

CONTACT HOURS: THEORY- 8 LAB-0 (8 HOURS)**TOTAL QUARTER CREDIT HOURS: 0**

This one-day course is designed to provide HVAC Technicians with the required review and training to take their Carbon Monoxide Analysis Certification. The course provides instruction in basic information regarding signs and symptoms of carbon monoxide poisoning, sources of carbon monoxide poisoning, testing procedures, combustion and principles of combustion gas, pressure measurements, measuring air flow, and preparing building and combustion appliance zones. At the conclusion of this course, students will be eligible to take the Carbon Monoxide Analysis Certification exam.

VCPD 8 COMBUSTION ANALYSIS AND FUEL EFFICIENCY SEMNAR**CONTACT HOURS: THEORY- 8 LAB-0 (8 HOURS)****TOTAL QUARTER CREDIT HOURS: 0**

This one-day course is designed to provide basic information HVAC service technicians need to know to be productive and effective when installing and servicing combustion appliances. Topics such as carbon dioxide formation and release, carbon monoxide generation, thermal heat transfer and flame temperature, as well as steps and procedures to increase efficiency and reduce emissions and carbon monoxide safety precautions will be covered. Students should expect to increase their knowledge of combustion, the combustion process, combustion control, and draft and venting of fuel fired appliances.

VCP4 Electrical Metallic Conduit Bending and Fabrication Course**CONTACT HOURS: THEORY-10.0 LAB-07 (17 Hours)****TOTAL QUARTER CREDITS: 0.0**

In this course, the apprentice electrician will learn fundamentals of preparing and installing an electrical metallic tubing (EMT Conduit) system. Students will learn types of bends and their applications, mathematical calculations for bending, bending techniques, cutting techniques, securing the system in place, and applying safe work practices.

VCPD5 HVAC (DET) Certification & Fabrication Course**CONTACT HOURS: THEORY-8.0 LAB-8.0 (16 Hours)****TOTAL QUARTER CREDITS: 0.0**

Students will learn the skills and calculations necessary to acquire certification in testing of HVAC ducts and envelopes installed in structures. The lecture portion covers the fundamentals of ducts and envelopes, the importance of tightness in these systems as it applies to energy conservation, and the process of setting up the test. A computer-generated exam is administered to each student at the completion of the first day of theory. The second day of class involves work in the lab in which the student tests the tightness of a system through simulation, utilizing real-life testing equipment including vacuum and pressurizing equipment. A paper test is administered to each student at the completion of the hands-on portion of this course. Results of both tests are submitted to the certifying agency for grading and issuance of certificates.

VNSG1405 HEALTH SCIENCE**CONTACT HOURS: THEORY-45 LAB-30 (75 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.0****PREREQUISITE(S): N/A**

The student will be instructed in general principles of anatomy and physiology, nutrition and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions.

VNSG1231 PHARMACOLOGY**CONTACT HOURS: THEORY-30 LAB-60 (90 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.0****PREREQUISITE(S): N/A**

The student will be instructed in fundamentals of medications and their diagnostic, therapeutic and curative effects including the fundamentals of medication dosage and administration. This course incorporates nursing interventions utilizing the nursing process.

VNSG1323 BASIC NURSING**CONTACT HOURS: THEORY-45 LAB-30 (75 HOURS)****TOTAL QUARTER CREDIT HOURS: 6.0****PREREQUISITE(S): N/A**

The student will receive instruction towards the mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions will be an integral part of this course.

VNSG1324 BASIC NURSING SKILLS**CONTACT HOURS: THEORY-0 LAB-96 CLINICAL-24 (120 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITE(S): N/A**

The basic concepts of critical thinking and beginning caring behaviors are emphasized as the student explores the roles of the

vocational nurse. Clinical is conducted mainly in the simulation lab. Twenty-four (24) hours will be conducted in various health care settings as clinical learning experiences in direct patient care. Clinicals are unpaid external learning experiences. Focus is on the care of the patient utilizing entry level nursing skills and competencies.

VNSG2304 FOUNDATIONS OF NURSING
CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE(S): VNSG 1231-VNSG 1405

This course provides an introduction to the nursing profession including history, standards of practice, legal and ethical issues and the role of the practical/vocational nurse. Topics include the practical/vocational nurse as provider of care, coordinator of care, professional memberships, mental health, therapeutic communication, cultural and spiritual diversity, introduction to the nursing process, elements of critical thinking, elements of caring behaviors, holistic awareness (human needs, stress, and adaptation), and elements of professional behavior that includes accountability, responsibility and honesty. The student will learn about the client (patient) care team and to the health care system, agencies, financing and trends.

VNSG2238 MENTAL HEALTH AND ILLNESS
CONTACT HOURS: THEORY-30 LAB-37 CLINICAL-8 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE(S): VNSG 1231-VNSG 1405

The student will be instructed in human behavior with the emphasis on emotional and mental abnormalities and modes of treatment to include the basis for psychotherapy as well as the pharmacological aspect of such utilizing the nursing process. The lab portion allows students to role play and utilizes therapeutic communication skills. Eight (8) hours will be conducted in various mental health care settings as clinical learning experiences in observation and direct patient care. Clinicals are unpaid external learning experiences. Focus is on the care of mental health patients

VNSG2400 NURSING IN HEALTH AND ILLNESS I
CONTACT HOURS: THEORY-60 LAB-0 (60 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITE(S): VNSG 1231-VNSG 1405

The student will be instructed in general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. Thirty (30) hours will be dedicated to basic nutrition and its role in health and illness.

VNSG2260 CLINICAL VOCATIONAL NURSING I
CONTACT HOURS: THEORY-0 LAB-0 CLINICAL-135 (135 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE(S): VNSG 1231-VNSG 1405

The student will receive instruction in basic, intermediate and advanced health professions, and will participate in work-based instruction that will help with synthesizing new knowledge, applying previous knowledge or gaining experience managing the workflow. A practical experience called 'clinical' corresponds to lessons in the theory component of the class. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor) generally in a clinical setting. Clinical education is an unpaid learning experience.

VNSG2219 PROFESSIONAL DEVELOPMENT
CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE(S): VNSG 1231-VNSG 1405

The student will be introduced to the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations and continuing education. The course will also include content related to beginning leadership and management skills and legal and ethical concerns affecting the practice of vocational nursing.

VNSG3509 NURSING IN HEALTH AND ILLNESS II
CONTACT HOURS: THEORY-90 LAB -0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITE(S): VNSG 1231-VNSG 2219

The student will be instructed in common health problems requiring medical and surgical interventions. The course focuses on health promotion and health maintenance of middle-aged and elderly persons, application of the nursing process and critical thinking skills to provide nursing care to diverse clients while offering opportunities for collaboration with member of the multidisciplinary health care team. Content includes common, but specific medical/surgical problems, sociological needs, and the adaptation to internal and external influences. Fifteen (15) hours will be dedicated to nutrition and its role in health and illness.

VNSG3262 CLINICAL VOCATIONAL NURSING II
CONTACT HOURS: THEORY-0 LAB-0 CLINICAL-180 (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITE(S): VNSG 1231-VNSG 2219

The student will experience direct patient care at a clinical site. Clinical experiences are unpaid external learning experiences. This course provides instruction towards mastery of nursing skills and competencies related to common problems of the adult requiring medical and surgical interventions.

VNSG3307 CHILD HEALTH NURSING
CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE(S): VNSG 1231-VNSG 2219

The student will receive instruction relating to childhood diseases and childcare from infancy through adolescences. Focus is on the care of both the well and ill child by applying principals of growth and development and the nursing process.

VNSG3163 CHILD HEALTH CLINICAL
CONTACT HOURS: THEORY-0 LAB-8 CLINICAL-37 (45 HOURS)
TOTAL QUARTER HOURS: 1.0
PREREQUISITE(S): VNSG 1231-VNSG 2219

The student will apply knowledge and skills learned in theory to perform in the lab and in various clinical settings. Clinicals are unpaid external learning experiences. Focus is on the care of both the well and ill child utilizing principals of growth and development and the nursing process.

VNSG4306 MATERNAL NEWBORN NURSING
CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITE(S): VNSG 1231-VNSG 3163

The student will receive instruction in biological, psychological and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Topics include physiological changes relating to pregnancy, fetal development and nursing care of the family during labor, delivery and puerperium.

VNSG4161 MATERNAL NEWBORN CLINICAL
CONTACT HOURS: THEORY-0 LAB-8 CLINICAL-37 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 1.0
PREREQUISITE(S): VNSG 1231-VNSG 3163

The student will receive detailed education, training in the lab setting and work-based setting, and in direct patient care at various clinical sites. Clinicals are unpaid external learning experiences. Focus is on the care of the family including childbearing and neonatal care.

VNSG4510 NURSING IN HEALTH AND ILLNESS III
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITE(S): VNSG 1231-VNSG 3163

Nursing in Health and Illness III is a continuation of Health and Illness II. The student will receive instruction regarding common medical/surgical health problems of the adult including concepts of mental illness. The course incorporates knowledge necessary to make the transition from student to graduate vocational/practical nurse.

VNSG4361 CLINICAL VOCATIONAL NURSING III
CONTACT HOURS: THEORY-0 LAB-0 CLINICAL-180 (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITE(S): VNSG 1231-VNSG 3163

Clinical Practical Nursing III provides the student detailed education, training and experience in direct patient care at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the faculty. Clinicals are unpaid external learning experiences.

VT100 VETERINARY MEDICAL TERMINOLOGY
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 9.0
PREREQUISITES: VT101

Veterinary Medical Terminology introduces students to word parts, directional terminology, and analysis of common veterinary terms.

VT101 ANIMAL CARE**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOUR: 6.5****PREREQUISITES: N/A**

Animal Care introduces principles of handling, care, and management of animals. The student is instructed in recognition of health and vital signs of animals and infectious diseases that cause deviation of these signs. The student will learn nutrition, reproduction and husbandry as well as advanced nursing skills such as venipuncture, catheter placement and therapeutic techniques.

VT102 VETERINARY PHARMACOLOGY**CONTACT HOURS: THEORY-90 LAB- 0 (90 HOURS)****TOTAL QUARTER CREDIT HOUR: 9.0****PREREQUISITES: VT101**

Veterinary Pharmacology provides the principles of pharmacy management, record keeping, and classifications of drugs. It covers pharmacological concepts applicable to veterinary medicine, prescriptions, preparation of medications for dispensing, and administering. It also includes the interactions of drugs in different animal species.

VT103 VETERINARY ANATOMY AND PHYSIOLOGY I**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOUR: 6.5****PREREQUISITES: VT101**

Veterinary Anatomy and Physiology introduces students to the gross anatomy of domestic animals including physiological explanations of how each organ system functions.

VT104 ANIMAL CLINICAL PATHOLOGY**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOUR: 6.5****PREREQUISITES: VT100-VT103, VT105**

Animal Clinical Pathology includes the study of common diseases affecting domestic and farm animals. Topics such as causation, progression, transmission, treatment, and prevention of diseases as well as the impact on public health and the role of the veterinary professionals are covered.

VT105 VETERINARY ANATOMY AND PHYSIOLOGY II**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOUR: 6.5****PREREQUISITES: VT101**

Anatomy and Physiology II is a continuation of the study of the gross anatomy of domestic animals and includes physiological explanations of how each organ system functions.

VT106 VETERINARY RADIOLOGY**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOUR: 6.5****PREREQUISITES: VT100-VT103, VT105**

Veterinary Radiology covers basic principles of radiation safety, preparing charts, taking x-rays and processing the radiographs of domestic animal species.

VT107 VETERINARY ANESTHESIA AND SURGICAL ASSISTING**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOUR: 6.5****PREREQUISITES: VT104, VT106, VT208-VT209**

Veterinary Anesthesia and Surgical Assistance is designed to prepare students to prepare animals for anesthesia, administer anesthesia, monitor animals during anesthesia and assist in surgical procedures.

VT208 ADVANCED PHARMACOLOGY**CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)****TOTAL QUARTER CREDIT HOUR: 6.5****PREREQUISITES: VT100-VT103, VT105**

This is a continuation of the basic Pharmacology course (VT102). It will include an overview of drugs and/or drug use that is unique to veterinary practices with sections covering the pathophysiology of veterinary diseases as they apply to veterinary pharmacotherapy, proper dosing techniques, dosage forms, and storage and handling of veterinary products.

VT209 LARGE ANIMAL MEDICINE AND SURGERY
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: VT100-VT103, VT105

This course will introduce students to both equine and food animal species. Anatomy, physiology, nutrition, common diseases, restraint techniques, and nursing skills will be covered. Students will familiarize themselves with the large animal setting in addition to various tools and techniques found in large animal medicine. The importance of the role of the veterinary profession in public health will also be emphasized.

VT210 VET TECH REVIEW
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 9.0
PREREQUISITES: VT107

Vet Tech Review is designed to provide a re-examination of the program content as it applies to the Veterinary Technician Examination (VTNE) and state examination requirements.

VT211 VETERINARY TECHNOLOGY EXTERNSHIP
CONTACT HOURS: THEORY-0 LAB- 0 EXTERNSHIP-180 (180 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.0
PREREQUISITES: VT100-VT210

Students participate in hands-on clinical experience in a veterinary facility where they perform clinical, laboratory, surgical assisting, and pharmacy assisting duties. Students are required to complete 180 hours in an approved veterinary facility and will be directly supervised while they perform all aspects of patient care. This is an invaluable opportunity for the student to gain experience in all areas of the veterinary practice.

**VISTA COLLEGE
FACULTY AND STAFF**

Amarillo Campus

Administrative Staff

Campus Director

Susan Nottingham: *BS-Secondary Education/Math*

Director of Education

Donna Duncan: *MA-Political Science/Public Admin; BS-Criminal Justice*

Director of Financial Aid

Hilary Biggers

Director of Admissions

Marci Smith

Instructional Staff

Business

Ken Dorris, Adjunct: *MBA*

William Keithly, Adjunct: *BA/Math*

Morris McCartt, Adjunct: *Business Owner 10 yrs.*

Tom Plequette, Adjunct: *BA/Finance*

Rhonda Silverman, Adjunct: *BA/Business Admin*

Bernard Cohen, Adjunct: *MA/Accounting*

Criminal Justice

Laura Bownds, Adjunct: *BS/Criminal Justice*

Eric Dobbs, Adjunct: *Juris Doctorate*

Gregory Cearley, Adjunct: *BS/Criminal Justice*

Samuel Silverman, Adjunct: *Juris Doctorate*

Paralegal

Cecil Overstreet, Adjunct: *Juris Doctorate*

Samuel Silverman, Adjunct: *Juris Doctorate*

Information Technology

Deric Christensen: *BS/Information Technology*

Dorinda Rodriguez: *MA/Computer Resources & Information Management*

Nursing

Sally Gaines, DON: *MS/Nursing; BS/Nursing*

Nurse Aide Training Program

Collette Good, RN: *AS/Nursing*

Medical

Vikki Hicks, LVN: *AS/Nursing*

Bethany Turben, Adjunct: *LVN: AS/Nursing*

Rolla Fisher, Adjunct: *LVN: AS/Nursing*

Zephia Spears, RN: *AS/Nursing*

Patrick Wood, Adjunct: *BS/Biology & Chemistry*

Heating, Ventilation, and Air Conditioning

Michael Baker: *HVAC Certificate*

Nick Zetta: *HVAC Certificate*

Instructional Staff

Business

Adrian Nunez: *BS/Sociology & Communications*

Hugo Almanza: *MA/Business Administration; BS/Business Management*

Keoki Carruthers: *MA/Health Administration; BS/Human Resources Management*

Rose Cisneros: *BA/Accounting*

Martin Contreras: *BS/Management*

Laura Gutierrez: *BBA/Accounting*

Criminal Justice

Norma Barbosa: *BA/Criminal Justice*

Edgar Garcia: *BA/Criminal Justice*

Lea Gutierrez: *BA/Criminal Justice*

Jill Horner: *BS/ Social Rehab*

Michael Horner: *BS/Criminology*

Dental

Yolanda Ortiz, RDA, Program Director: *MBA/Business Administration; BS/Business Marketing*

Linda Rey, RDA: *Diploma/ Dental Assistant*

Irene Sainz: *BS/Criminal Justice; Registered Dental Assistant*

Delilah Vargas: *Diploma/Dental Assistant*

Bernadette Vasquez, RDA: *Diploma Dental Assistant*

Lucy Compean, RDA: *BA/Business Admin & Management; Diploma/Dental Assistant*

Electrical Mechanics

Open

HVAC

Robert Torres, Program Director: *Diploma /Air Conditioning Technology*

Eduardo Rosales: *AOS/Refrigeration & HVAC*

Rene Garcia: *AOS/Refrigeration & HVAC*

Medical/Medical Insurance Billing & Coding

Juana Cervantes, CMA, Program Director: *AAS/Medical Assisting Technology*

Alexis Berta: *MS/Educational Psychology; BS/Biological Sciences; Certificate Medical Technology*

Salvador Carrillo, MD: *Mexico Medical School; BA/Business Administration*

Mary Cook: *Diploma/ Medical Clinical Assistant*

Amy Espinoza, RMA: *AAS/Criminal Justice; MA Certificate of Completion*

Hector Lopez: *Phlebotomy Certification*

Anthony Turner: *Diploma/ Allied Health Science*

James Cervante: *AS/Medical Assisting Technology*

Angie Alverez: *Diploma/Medical Assisting*

Rose Alsop: *HS Diploma/10 years practical experience*

Information Technology

Stephen White, CCNA, Program Director: *BS/Computer Science*

Michael Speed: *AOS/ Microcomputer Technology*

Michael Murillo: *BS/Computer Information Systems*

Andrew Luna: *MBS/Technology Management; BBA/Computer Information Systems*

William Hidalgo, CCNA: *AA/Computer Information Systems*

Nurse Aide Training Program

Cynthia Estrada, Program Director

Nursing

Delores Iheanacho, RN, Program Director: *AAS/Nursing*

Janlin Ciparro, RN: *AS/Nursing*
Patricia Quinn, LVN: *AA/Vocational Nursing*
Michelle Saenz: *Associate Degree/Nursing*
Bertha Salmon, RN: *BS/Nursing*
Marie Villa, RN: *BS/Nursing*
Elva Lizette Lopez, RN: *BS/Nursing*
Helnz-Ulrich Landeck, RN: *BS/Nursing*
Luis Gallegos, LVN: *Licensed Vocational Nurse*
Yolanda Tawiah, LVN: *Diploma/Practical Nursing*
Jaclyn Reyes, RN, Clinical Instructor: *BS/Nursing*
Tammy Purdon, RN, Clinical Instructor: *Associate Degree/Nursing*
Elva Lopez, RN, Clinical Instructor: *BS/Nursing; BA/Psychology*

Killeen Campus

Administrative Staff

Campus Director

Open

Director of Education

Scott Cronin

Director of Financial Aid

Natalie Swartz

Director of Admissions

Nolan Rivers

Instructional Staff

Cosmetology

Damita Corbett, *Certified Cosmetology Instructor*
Romana Deneffield, *Certified Cosmetology Instructor*
Patricia Ann Haynes, *Certified Cosmetology Instructor*
Shanna Casey, *Certified Cosmetology Instructor*

Medical

Brittney Johnson: *Medical Assistant Diploma 5 years phlebotomy experience*
Mariah Chaney: *Certified Clinical Medical Assistant, Certified Phlebotomy Tech, Certified EKG Tech*

Las Cruces Campus

Administrative Staff

Campus Director

Lorena Castillo: *BA/Communications*

Director of Education

John Cubelo

Director of Financial Aid

Karen Gonzales

Director of Career Services

Erin Jeffries

Director of Admissions

Luis Cano

Instructional Staff

Business

David Duenez, Instructor: *MBA*

Jesus Servin, Instructor: *MBA: BA/HR Mgmt*

Cosmetology

Gloria Hernandez, Program Director: *Master Barber/Licensed Instructor*

Lupe Ortega: *Licensed Instructor*

Brenda Gutierrez-Renteria: *Licensed Instructor*

Lisette Bencomo: *Licensed Instructor*

Prenadena Lopez: *Licensed Instructor*

Aryen Villegas: *Licensed Instructo*

Sue Ellingsworth: *Licensed Instructor*

Criminal Justice

Mike Briggs, Instructor: *BS/Management*

Pricilla Quinones-Chaves: *MSM/HR; BS/CJ*

HVAC

Joel Montalva, Program Director: *AAS Technology*

Jerry Chavez, Instructor: *16 yrs HVAC exp.*

Curtis Neuharth, Instructor: *HVAC diploma/Mitchell Tech Institute*

Medical/Medical Billing & Coding

Michael Ponce, Program Director: *Medical Assistant Diploma/AAS Fine Arts*

Frank Antunez: *Doctor of Medicine/MBA/Global Management*

Sandra Olivas, Instructor: *AAS Radiology Technology*

Isaac Hernandez, Instructor: *Radiation Tech*

Rhea Aguirre, Instructor: *Certified Professional Coder*

Carlos Espinoza, Instructor: *MA Diploma*

Lisa Serna, Instructor: *Certified Professional Coder; AAS*

Luis Solis, Instructor: *MA/Public Health*

Sylvia Villasenor, Instructor: *Certified Professional Coder/ AAS/BS/Community Health*

Information Technology

Rene Ayala: Instructor

Edward Dixon, Instructor: *BA/Bus Mgmt*

Francisco Martinez, Instructor: *BA/Business, Microsoft Certified Trainer*

Nursing

Bettie Green, RN -Program Director: *PhD/MSN/BSN*

Edward Martinez, RN-Instructor: *BSN*

Devin Pike, RN- Instructor: *BSN*

Marsha Turner, RN- Instructor: *BSN*

Catherine Fetterhoff, RN-nstructor: *BSN*

Janet Eberwine, RN- Instructor: *ADN*

Deanna Hinojosa RN-Instructor: *BSN*

Laura Curtis, RN- Instructor: *BSN*

Songcha Boice, RN- Instructor: *BSN*

Micahel Jaurequi, RN- Instructor: *BSN*



Longview Campus

Administrative Staff

Campus Director

Tim Armstrong: *MBA/ Administration and Finance; BA/Operational Management*

Director of Education

Felecia Herndon: *Master's / Business Administration: BS/Business Management*

Director of Financial Aid

Roxanne Garza

Director of Admissions

Brad Trnvasky

Instructional Staff

Business

Emma Smith: *Masters Business Administration*

Anthony Cox: *BS/Business*

Juanita Casa: *BA/Business*

Charmyn Tumey: *BS/Business*

Information Technology

Jared Hill: *BA/A+ Network Certified*

Victoria Lynn: *Associate Degree/MCIS*

Medical/Medical Insurance Billing & Coding

Evelyn Long: *Diploma/Medical Assistant*

Deborah Moniz: *Associates Degree/4 years experience*

Kristina Neckel *Diploma/Medical Assistant*

Pegues, RN: *Associates Degree*

Robin Morris, *Bachelor Degree/Certified Coder*

Trenese Burke, *6 years exp in MA & MIS fields*

Lynette Locklear: *Licensed Vocational Nurse Monica*

Debbie Murrell: *HS diploma/practical experience*

Dental

Anita Sykes: *RDA/18 years exp as dental assistant*

Tina Hill: *RDA/20 years exp as dental assistant*

Kathryn Wigington: *RDA/8 years exp as dental assistant*



Lubbock Campus

Administrative Staff

Campus Director

Scott Deprefontaine

Director of Education

Dr. LaRoyce Morgan

Director of Financial Aid

Rett Anderton

Director of Admissions

Kim Wade

Instructional Staff

Business

James White: *MBA/Marketing*

Neil Burfield: *MBA*

Tamara Pendleton: *MBA*

Steve Greenwood: *MBA*

Ricky Neelley: *MBA*

Cosmetology

Katasha Prince: *Certified Instructor*

Elise Ruiz: *Certified Instructor*

JoAnn Kirk: *Masters of Education/Certified Instructor*

Criminal Justice

Griselda Saenz: *BS/Criminology*

Serena Martinez: *AAS*

HVAC

Mark Adams: *AAS/Airframes & Power Plant*

Emil Avila: *Master Degree in Christian Education/AAS in HVAC*

Information Technology

Manzy Leggett: *BBA*

Brandon Lewis: *BA/Mathematics*

Medical/Medical Insurance Billing & Coding

Regina Arellano: *LVN*

Deborah Heberly: *AD/Nursing*

Medical Information Specialist

Margaret Scott: *LVN*

Elodia Acosta: *Diploma/Medical Office Specialist*

Nursing

Cathy Johnson, RN: *MS/Nursing*

Sherry Alberts, RN: *BS/Nursing*

Lawanna Burns, RN: *AD/Nursing*

Deborah Mullenax, RN: *BS/Nursing*

Phyllis Norton, RN: *BS/Nursing*

Veterinarian Technology

Kamen Keegan, Program Director: *Doctorate Veterinary Medicine*

Andrea Bernal: *Bachelor of Science*

Wendee Langon: *PhD/Animal Science*

**PROGRAMS/COURSES/SEMINARS
TUITION AND FEES
(TEXAS CAMPUSES)**

Program	Quarter Credit Hours	Program Tuition	Equipment and Fees**	Total Program Cost
Business Administration	67	\$20,500	\$125	\$20,625
Business Management, AAS	121	\$35,875	\$125	\$36,000
Business Management-Accounting, AAS	121	\$35,875	\$125	\$36,000
Business Management-Human Resources, AAS	121	\$35,875	\$125	\$36,000
Business Management AAS, Distance Ed	121	\$35,875	\$125	\$36,000
Criminal Justice, AAS	115	\$35,000	\$125	\$35,125
Dental Assistant	57	\$21,600	\$125	\$21,725
Dental Assistant, AAS	107	\$36,000	\$125	\$36,125
Electrical Mechanics	52	\$20,900	\$125	\$21,025
Executive Administrative Assistant, AAS	111	\$35,000	\$125	\$35,125
Heating, Ventilation, and Air Conditioning (HVAC)	52	\$20,900	\$125	\$21,025
Information Technology	52	\$20,000	\$125	\$20,125
Information Technology, AAS	98	\$35,000	\$125	\$35,125
Medical Assistant	66	\$23,400	\$125	\$23,525
Medical Assisting, AAS	112	\$39,000	\$125	\$39,125
Medical Info Specialist	63	\$22,500	\$125	\$22,625
Medical Info Specialist, AAS	109	\$37,500	\$125	\$37,625
Medical Ins Billing/Coding	66	\$22,500	\$125	\$22,625
Medical Ins Billing/Coding, AAS	112	\$37,500	\$125	\$37,625
Medical Laboratory Technician	87	\$30,800	\$125	\$30,925
Paralegal, AAS	98	\$35,000	\$125	\$35,125
Trades Management—Electrical Mechanics AAS	105	\$36,575	\$125	\$36,700
Trades Management—HVAC, AAS	105	\$36,575	\$125	\$36,700
Veterinary Technology, AAS	112	\$37,825	\$125	\$37,950
Vocational Nurse	87	\$25,775	\$125#	\$25,900

*Non-Title IV Eligible

**Includes an application fee of \$25; registration fee of \$100

Does not include \$35 TEAS fee and \$40 Criminal Background Check fee

Programs/Seminars	Clock Hours	Program Tuition and Books	Equipment and Fees**	Total Program Cost
Cosmetology (<i>Program</i>)	1500	\$18,800	\$125	\$18,925
Massage Therapy (500)* (<i>Program</i>)	500	\$8,700	\$125	\$8,825
Massage Therapy (770) (<i>Program</i>)	770	\$12,800	\$125	\$12,925
Nurse Aide Training Program*	90	\$750	-0-	\$750
CISCO Networking (<i>Seminar</i>)*	280	\$2,900	-0-	\$2,900
Phlebotomy for Healthcare Professionals (<i>Seminar</i>)*	45	\$500	-0-	\$500
NFPA 70E Standard for Electrical Safety in Workplace (<i>Seminar</i>)*	8	\$320.66	-0-	\$320.66
EKG Technician (<i>Seminar</i>)*	99	\$600	-0-	\$600
EMR Technician (<i>Seminar</i>)*	90	\$600	-0-	\$600
Health Unit Coordinator (<i>Seminar</i>)*	160	\$950	-0-	\$950
ICD 10-CM Online Training (<i>Seminar</i>)*	10	\$99	-0-	\$99
Electrical Metallic Conduit Bending/Fabrication (<i>Seminar</i>)*	16	\$580	-0-	\$580
Heat Pump Tech Certification Exam (<i>Seminar</i>)*	16	\$500	-0-	\$500
Carbon Monoxide Analysis Certification Exam (<i>Seminar</i>)*	8	\$250	-0-	\$250
Combustion Analysis & Fuel Efficiency Seminar*	8	\$250	-0-	\$250
HVAC Duct & Envelope Tightness Testing Certification (<i>Seminar</i>)*	16	\$500	-0-	\$500
Texas Residential Appliance Installer Electrical License Exam Prep (<i>Seminar</i>)*	8	\$365	-0-	\$365

**TUITION AND FEES
(LAS CRUCES, NM)**

Program	Quarter Credit Hours	Program Tuition	Equipment and Fees**	Total Program Cost
Business Administration	67	\$18,800	\$125	\$20,354.31
Business Management, AAS	121	\$32,900	\$125	\$35,520.63
Business Management-Accounting, AAS	121	\$32,900	\$125	\$35,520.63
Business Management-Human Resources, AAS	121	\$32,900	\$125	\$35,520.63
Criminal Justice, AAS	115	\$35,000	\$125	\$37,779.44
Medical Assistant	66	\$22,500	\$125	\$24,334.13
Medical Assisting, AAS	112	\$37,500	\$125	\$40,468.50
Medical Info Specialist	63	\$21,050	\$125	\$22,774.47
Medical Ins Billing/Coding	66	\$21,050	\$125	\$22,774.47
Practical Nurse	90	\$30,200	\$125#	\$32,616.44
Network Administrator	98	\$18,800	\$125	\$20,354.31
Heating, Ventilation, and Air Conditioning (HVAC)	52	\$19,700	\$125	\$21,322.38

Programs/Seminars/ Courses	Clock Hours	Program Tuition and Books	Equipment and Fees**	Total Program Cost***
Cosmetology	1600	\$18,800	\$125	\$20,354.31
Nurse Aide Training <i>Program*</i>	90	\$750	-0-	\$806.72
Phlebotomy for Healthcare Professionals <i>Seminar *</i>	45	\$650	-0-	\$699.16

(Las Cruces tuition is subject to state tax)

*Non-Title IV Eligible

**Includes an application fee of \$25; registration fee of \$100

***Includes New Mexico tax of 7.5625%

+Proficiency Fee, \$200

Does not include \$35 TEAS fee and \$40 Criminal Background Check fee

2014 Academic Calendars

HOURS OF OPERATION

Administrative offices are open from 8 a.m. until 5 p.m., Monday through Friday. The Admissions office is open from 8 a.m. until 7 p.m. Monday through Friday, and on Saturdays 10a.m.—2 p.m. Administrative hours vary by campus.

Day and Evening Starts

Class start dates occur on Mondays, except in the case of an observed holiday when the school is closed.

Class Schedules and Progress Evaluations

Class schedules for each student are subject to revision each start date. In general, day and night program schedules will be planned according to the following periods of instruction. Schedules may vary by campus.

Morning Schedules 8:30 a.m. to 1:00 p.m.

Afternoon Schedules 1:00 p.m. to 5:30 p.m.

Evening Schedules 5:30 p.m. to 10:00 p.m.

Progress evaluations will be made at the end of each grading term.

Program End Dates and Graduation

Program end dates vary by course of study. Each program consists of a specific number of credit hours that must be earned. Each student must complete his/her program of study in accordance with the requirements of the academic catalog. The number of class hours listed for each program is intended as a guideline only. Graduation ceremonies are held twice per year. In order to take part, students must complete an application to graduate and be approved for participation in a ceremony by the Campus Director.

2014 HOLIDAYS OBSERVED

New Year's Day	January 1, 2014
Good Friday	March 28, 2014
Memorial Day	May 26, 2014
July 4th	July 4, 2014
Labor Day	September 1, 2014
Thanksgiving	November 27, 2014
Day after Thanksgiving	November 28, 2014
Christmas Eve	December 24, 2014
Christmas Day	December 25, 2014

**DIPLOMA / ASSOCIATE APPLIED SCIENCE PROGRAMS
2014 CALENDAR**

Start / End Dates

START	END
01/06/2014	02/06/2014
02/10/2014	03/13/2014
03/17/2014	04/17/2014
04/21/2014	05/22/2014
05/26/2014	06/26/2014
06/30/2014	07/31/2014
08/04/2014	09/04/2014
09/08/2014	10/09/2014
10/13/2014	11/13/2014
11/17/2014	12/18/2014

**VOCATIONAL NURSE (AMARILLO, BEAUMONT, EL PASO)
2014 CALENDAR**

Start / End Dates

START	END
01/27/2014	04/25/2014
04/28/2014	07/25/2014
07/28/2014	10/24/2014
10/27/2014	02/09/2015

**VOCATIONAL NURSE (LUBBOCK)
2014 CALENDAR**

Start / End Dates

START	END
03/10/2014	06/06/2014
06/09/2014	09/05/2014
09/08/2014	12/05/2014
12/08/2014	03/20/2015

**PRACTICAL NURSE (LAS CRUCES)
2014 CALENDAR**

Start / End Dates

START	END
03/10/2014	06/06/2014
06/09/2014	09/05/2014
09/08/2014	12/05/2014
12/08/2014	03/20/2015

**COSMETOLOGY (TX)
2014 CALENDAR**

Start / End Dates

START	Day	END
01/07/2014		01/07/2015
04/22/2014		04/17/2015
08/05/2014		08/01/2015
11/18/2014		11/14/2015
	PM	
02/24/2014		06/09/2015
07/14/2014		10/27/2015
12/01/2014		04/16/2016

**COSMETOLOGY (NM)
2014 CALENDAR**

Start / End Dates

START	Day	END
01/07/2014		02/01/2015
04/22/2014		05/16/2015
08/05/2014		08/29/2015
11/18/2014		12/12/2015
	PM	
02/24/2014		07/28/2015
07/14/2014		12/15/2015
12/01/2014		05/15/2016

**MASSAGE THERAPY (BEAUMONT)
2014 CALENDAR**

Start / End Dates

START	END
01/08/2014	10/21/2014
02/26/2014	12/09/2014
04/16/2014	02/11/2015
06/05/2014	04/02/2015
07/24/2014	09/15/2015
09/15/2014	07/15/2015
11/03/2014	09/13/2015