Vista College Catalog

Diploma/Certificate/Degree

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Fort Smith Branch Campus*
1200 S. Waldron Road, Suite 122
Fort Smith, Arkansas 72903
(479) 310-9466

Welcome from the Chief Executive Officer

Vista College has just completed its thirteenth 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 be proud to be a part of Vista College. Our rewards will come from your accomplishments and success 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.

ALL INFORMATION CONTAINED IN THIS STUDENT CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.
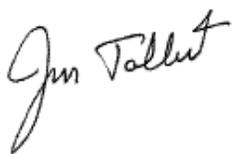
Jim Tolbert
Chief Executive Officer

This catalog is effective as of the date of publication. Vista College ("Vista") reserves the right to make changes in course schedules, curriculum, policies, procedures, and organizational structure as circumstances dictate, or as required by regulatory changes. This catalog with all addenda comprise the complete College Catalog. It is each student's responsibility to know the content within.

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MISSION AND OBJECTIVES

The mission of Vista College is to provide high quality, specialized career preparation or enhancement. 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 evolving 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 offered programs.
- To provide programs designed to help students to meet the needs of allied health, business and trades vocations.
- To acquire and maintain data from graduates, employers, publications, and professional conferences that is organized and shared with faculty, staff and advisory board members to ensure that courses and program content are relevant and timely.
- To collaborate with community employers to develop and revise curricula that include competency-based vocational skills training and traditional occupational classroom experiences for students.
- To assist displaced workers with training of new and marketable skills.
- To assist graduates with securing training-related careers.
- To be an active and contributing member of the community.
- To maintain an environment of professional, positive integrity that serves as a role model for enrolled students.

ACCREDITATION, LICENSES, AND AFFILIATIONS

Vista is eligible for participation in Title IV programs and financial aid is available for those who qualify. Vista provides training services for vocational rehabilitation programs as applicable by program and by campus. Vista is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code Veterans' Benefits. The College is accredited by the Commission of the Council on Occupational Education 7840 Roswell Ridge, Bldg. 300, Suite 325, Atlanta, Georgia 30350, www.council.org.

AFFILIATIONS
CompTIA Authorized Academy Partner
Esco Testing Center (EPA 608 Certification)
National Healthcare Association (NHA) Testing Center
North American Technical Excellence (NATE)
PearsonVue Testing Center

APPROVING BODIES
Arkansas Department of Higher Education

PROGRAMMATIC ACCREDITING BODIES
National Center for Construction, Education & Research

SCHOOL MEMBERSHIPS
Chamber of Commerce

PROGRAM TUITION / TEXTBOOKS / FEES

Programs	Credential / Weeks	Credit Hours	Tuition	Textbook	Toolkit	Registration Fee	Total Tuition
Business Administration	Diploma / 40	67.0	$22,200	$200		$100	**$22,500**
Dental Assistant	Diploma / 50	57.0	$22,500	$200		$100	**$22,800**
Heating, Ventilation, & Air Conditioning (HVAC)	Diploma / 50	65.0	$23,000	$250	$750	$100	**$24,100**
Industrial Maintenance Mechanic	Diploma / 50	65.0	$17,500	$250	$750	$100	**$18,600**
Information Technology (IT)	Diploma / 45	52.0	$20,500	$175	$500	$100	**$21,275**
Medical Assisting (Teachout effective 05/28/2019)	Diploma / 45	69.0	$25,200	$200		$100	**$25,500**
Medical Assisting (Effective 07/01/2019)	Diploma / 45	58.0	$25,200	$200		$100	**$25,500**
Business Administration (Teachout effective 05/28/2019)	Associate / 70	121.0	$39,242	$350		$100	**$39,692**
Business Administration (Effective 07/01/2019)	Associate / 75	105.0	$39,242	$350		$100	**$39,692**
Information Technology (IT)	Associate / 75	98.0	$37,917	$325	$500	$100	**$38,842**
Medical Assisting	Associate / 80	123.0	$42,000	$325		$100	**$42,425**
Medical Insurance Billing & Coding (MIBC)	Associate / 85	113.0	$42,000	$325		$100	**$42,425**
Medical Insurance Billing & Coding (MIBC)	Associate / 80	112.0	$41,975	$350		$100	**$42,425**

Non-Title IV Programs	Credential / Weeks	Credit Hours	Tuition	Textbook	Toolkit	Registration Fee	Total Tuition
Phlebotomy for Healthcare Professionals Seminar	Certificate / 2.5	3	$500				**$500**

TUITION CHARGES - BREAKDOWN

Programs	Credential	Total Tuition *	Program Contact Hours	10-Week Tuition	10-Week Textbooks	General Education Course Cost 2½-Week Class
Business Administration	Diploma	$22,500	720	$5,550.00	$50	N/A
Dental Assistant	Diploma	$22,800	900	$5,000.00	$50	N/A
Heating, Ventilation, & Air Conditioning (HVAC)	Diploma	$24,100	900	$4,600.00	$50	N/A
Industrial Maintenance Mechanic	Diploma	$18,600	900	$3,500.00	$50	N/A
Information Technology (IT)	Diploma	$21,275	815	$5,125.00	$50	N/A
Medical Assisting (Teachout effective 05/28/2019)	Diploma	$25,500	1020	$5,600.00	$50	N/A
Medical Assisting (Effective 07/01/2019)	Diploma	$25,500	900	$5,600.00	$50	N/A
Business Administration (Teachout effective 05/28/2019)	Associate	$39,692	1260	$5,606.00	$50	$1,401.50
Business Administration (Effective 07/01/2019)	Associate	$39,692	1350	$5,606.00	$50	$1,401.50
Information Technology (IT)	Associate	$38,842	1355	$5,416.71	$46.43	$1,354.18
Medical Assisting	Associate	$42,425	1650	$5,600.00	$46.43	$1,400.00
Medical Insurance Billing & Coding (MIBC)	Associate	$42,425	1565	$5,600.00	$50	$1,399.17
Medical Insurance Billing & Coding (MIBC)	Associate	$42,425	1440	$5,596.67	$50	$1,399.17

ADMISSION

The admissions process depends on a truthful exchange of information between the applicant and the school. Any applicant not accepted for admission will be notified and no charges will apply.

Potential students must meet the following requirements to be considered for acceptance – they must:

- Be at least 17 years of age or older, and students under 18 must have a parent/legal guardian signature on the enrollment agreement;
- Visit the school and tour the campus;
- Complete an interview with the Admissions Department;
- Sign the enrollment agreement and all enrollment documents (disclosures, consent forms, and releases, as applicable);
- Provide Vista with official documentation of completion of secondary education. Acceptable documentation includes official high school transcripts, original diploma, a verifiable General Educational Development (GED) certificate or a verifiable original diploma document or official transcript indicating completion of an associate degree at an accredited post-secondary institution. Homeschool documentation may also be accepted.
  - Veteran and military students who are unable to acquire any of the above-listed proof of graduation may submit a DD214 (military transcript).
- Applicants to all programs must take and pass the Wonderlic Scholastic Level Exam (SLE) entrance assessment with a minimum score of 11.
  - Prospective students are allowed three attempts to achieve a passing score – two during the first visit to the campus, and a third no earlier than the following day after the second attempt. Failure to achieve the required score by the third attempt will result in waiting six (6) months after the date of the third attempt.
  - Vista graduates enrolling into a new program are not required to complete the Wonderlic entrance assessment unless the score standard is higher.

PROGRAMMATIC ENTRANCE REQUIREMENTS

HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

Applicants must fulfill the following acceptance requirements:

- Must complete a background check, with passing results received by the campus by Friday at midnight (local time) of week two (2) of the term.
- Must hold and maintain a valid, state-issued driver's license throughout the duration of the program.

RE-ENTRY FROM PRIOR DROP

Students who previously attended but withdrew prior to graduating, and who wish to return to the same program of study, may re-enter upon review and approval. Such review will include prior academic history, conduct history, and outstanding financial obligations. Vista reserves the right to refuse re-entry to any student based upon the attendance, academic, financial, or conduct history of the student.

Re-entry students are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry with the exception of the registration fee. If the program requires a background check for admission, a re-entry must fulfill this requirement for each enrollment. The Wonderlic exam is required only if the score standard is higher than for the prior enrollment.

A student who was academically dismissed may re-enter into the next grading period. A student who was dismissed for violating the attendance policy may apply for re-entry after sitting out of school a minimum of five weeks, but at least one full grading period.

Students re-entering within 180 days of the prior last date of attendance will be charged the tuition amount charged during the prior enrollment. Students re-entering outside of 180 days will be charged the tuition amount currently in effect. Tuition will be charged for remaining courses only; there will be no charge for credits already earned.

VISTA-TO-VISTA CAMPUS TRANSFER

Students who previously attended a Vista campus, and who wish to change to a different Vista campus, are subject to all admissions requirements and procedures as new applicants, If the student earned grades in any courses that associate to the program at the new campus, all earned grades will transfer (A, B, C, F, and W).

Vista reserves the right to refuse re-enrollment to any student based upon the attendance, academic, financial, or conduct history of the student.

TRANSFER OF CREDIT

Students may transfer course credit for up to 75% of a program from other post-secondary institutions accredited by an agency recognized by the US Department of Education. Transfer of credit will be based on an evaluation of the **official** academic transcript(s). Students may be required to provide the previous institution's course syllabus or school catalog containing course descriptions.

Courses will be eligible for transfer consideration if:

 ➢ The final grade is the equivalent of "C" or better;
 ➢ Credits were completed within the past seven (7) years (excluding General Education courses);
 ➢ The transfer course content matches the Vista course objectives, and is comparable in nature;
 ➢ The course applies to the graduation requirements of the program; and

Transfer credits will be awarded only if the course has not yet been taken at Vista. Transfer credit evaluation determinations are final.

VETERANS AND SERVICE MEMBERS

Students using military and VA education benefits are required to submit, by the end of the student's first term, all postsecondary institution official transcripts, a military transcript or a Joint Services Transcript (JST), and a DD214 (when applicable) for the mandatory evaluation of all potential transfer credits into any program for which the veteran or service member wishes to utilize his/her benefits.

PROFICIENCY CREDIT

A student may request course credit based on prior work or educational experience. Proficiency credit is not available for all courses, and the courses must be required for the program (see chart below for eligible courses).

The student will submit a written request for proficiency credit to the Director of Education no later than three weeks prior to the course start date, and the determination process must be completed before the course begins. The student must pass a proficiency exam (which may include skills assessment) that must be passed with a grade of 70 or higher in order to receive academic credit for the course.

Proficiency credit may be accepted for some CLEP tests 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, a letter grade of "PE" will appear on the student's transcript. Proficiency credit will not be calculated in the cumulative grade point average (CGPA), but will be used to determine rate of progress (ROP) for satisfactory academic progress (SAP). All tests and supporting documentation for proficiency credit will be retained in the student's academic file.

A fee of $100 per proficiency credit exam attempt during a single enrollment will be charged. Fee payment must be made by cash, cashier's check, or money order. A student may not apply Federal Title IV funding to proficiency credit exam fees.

Active military or military veterans are exempt from the proficiency credit fee. All other criteria must be met.

COURSES ELIGIBLE FOR PROFICIENCY CREDIT

Course Number	Course Name/Title	Course Number	Course Name/Title
BA100	Business I	CFT100	Basic Craft Skills
BA101	Management	GE201	Introduction to College Mathematics
BA102	Accounting	GE202	Introduction to Computer Science
BA103	Business Law	GE203	Introduction to Psychology
BA104	Business II	GE206	English Composition I

BA106	Economics	GE207	English Composition II
BA107	Business Computer Information Systems	HP100	Medical Terminology
BA208	Human Resources Management	HP101	Anatomy and Physiology
BA209	Production and Operations Management	HP104	Pharmacology
BA210	Strategic Management and Implementation		

COURSES ELIGIBLE FOR CLEP CREDIT

Course Number	Course Name	CLEP Subject Examination	Required Score
BA103	Business Law	Introductory Business Law	50
BA106	Economics	Microeconomics, Principles of OR Macroeconomics, Principles of	50
GE201	Introduction to College Mathematics	College Algebra OR College Mathematics	50
GE202	Introduction to Computer Science	Information Systems and Computer Applications	50
GE203	Introduction to Psychology	Psychology, Introduction	50
GE206	English Composition I	College Composition	50
GE207	English Composition II	College Composition OR College Composition Modular	50

FINANCIAL AID

Vista College's academic quarter (and academic term) for certificate, associate, and diploma programs is 10 weeks. Students enrolled in the associate degree programs must enroll for a minimum of 12 quarter-credits per academic term to be considered full-time students.

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

The college participates in the following Federal Student Aid programs:

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

Grant aid is funding that does not have to be paid back, and is available for students who qualify.

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 programs is available on the www.studentaid.gov website.

ADMINISTRATIVE FEES
 ➢ The registration fee is assessed upon initial attendance.
 ➢ Transcript—Students in good financial standing are provided one official transcript at no charge. Additional official transcripts are $5 each. Payment must be made in certified funds.
 ➢ Certificate/Diploma—Students in good financial standing are provided one certificate of completion or diploma at no charge. Additional diplomas are $10. Payment must be made in certified funds.

REFUND POLICY

The Institutional and Council on Occupational Education refund policy are calculated for students enrolled in the Arkansas campus. The determination of refunds will be calculated based on the most advantageous refund to the student.

CANCELLATION POLICY: A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight (local time) of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement (does not apply to Seminars). To cancel the Enrollment Agreement after it has been signed, the student must provide the Admissions Office of the College with a Notice of Cancellation which can be provided by

mail or delivered in person. If the notice is deposited in the mail, it is deemed effective as of the date of the postmark, if it is properly addressed with proper postage. If it is delivered in person, it is deemed effective as of the date it is delivered in person.

REFUND OF FEDERAL TITLE IV AID POLICY

The College participates in federal financial aid. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation (R2T4) will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the College. If a balance is owed to the College, you will have to make arrangements to pay it.

In compliance with Federal regulations, the College will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from the College. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the College and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to the College. If the amount received from federal funds is more than the amount earned, then a return will be made within forty-five (45) days of the date of determination, which is the date the College has determined that the student has officially or unofficially withdrawn.

For the purpose of determining the amount to be returned, if any, you shall be deemed to have withdrawn from the program when any of the following occurs: (a) You notify College of your withdrawal or the actual date of withdrawal; (b) the College terminates your enrollment; (c) You fail to attend classes for a 14-day period; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. Provisions (a) and (b) are considered official withdrawals, provisions (c) and (d) are considered unofficial withdrawals.

Withdrawal Before 60%: The College must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of termination or withdrawal. After the 60% point in the payment period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawal After 60%: For a student who is terminated or withdraws after the 60% point-in-time, there are no unearned funds. However, the College will still calculate the Institutional Refund and RT24 for financial aid recipients.

To calculate the amount earned for credit-hour programs, the College will determine the percentage by dividing the number of calendar days the student completed in the payment period as of the last day of attendance by the total number of calendar days in the payment period. Any scheduled break of 5 days or more is not counted in the total calendar days of the payment period. To calculate the amount earned for clock hour programs, the College will determine the percentage by dividing the number of clock hours the student attended in the payment period as of the last day of attendance by the total number of clock hours the student was scheduled to have attended in the payment period. If a return results from the calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are returned to the Title IV Programs in the following federally mandated order: (1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct PLUS loan; (4) Federal Pell Grants; (5) Federal Supplemental Education Opportunity Grant (SEOG); (6) other grant or loan assistance authorized by Title IV of the HEA, as amended.

If more Federal Title IV student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The College will notify the student within 30 days of the date of determination of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal Title IV financial assistance funds to be received. The student or parent, in the case of Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, the College may automatically

use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student. The College will make a post-withdrawal disbursement of any loan funds the student accepts within 180 days from the date the College determined the student withdrew.

If the Federal Title IV student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of: the institutional charges multiplied by the percentage of unearned Federal Title IV student financial assistance funds; or the entire amount of unearned funds. If there are remaining unearned Federal Title IV financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The College will notify the student as to the amount owed and how and where it should be returned.

INSTITUTIONAL REFUND POLICY

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 the receipt of written notice from the student; or
    c. Fourteen (14) consecutive calendar days following the last date of attendance excluding scheduled breaks and holidays.

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 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 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 other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the programs; 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 of 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 College.

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 College, or misrepresentations by the owner or representative of the College.

> ➢ The program of study is discontinued by the College 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 College. 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.

INSTITUTIONAL SCHOLARSHIPS

The Vista institutional scholarships are intended to assist eligible student with obtaining an affordable college education that can lead to gainful employment, while minimizing student loan debt.

MILITARY SCHOLARSHIP

Students applying the Military Scholarship are not eligible for additional institutional scholarships. Eligibility Information:
- ➢ Student is eligible to participate if using benefits at Vista College for one of the following programs:
  - – MGIB Montgomery GI Bill®[1], 9/11 GI Bill®[1], Forever GI Bill®[1], Yellow Ribbon
  - – The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)
  - – Vocational Rehabilitation & Employment Service Program
  - – Tuition Assistance for Active Duty
  - – My Career Advancement Account (MyCAA)
  - – Survivors & Dependents Educational Assistance (DEA)
- ➢ A Certificate of Eligibility (COE), 22-1905, or Financial Assistance document and transcripts must be provided
- ➢ If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount
- ➢ Be actively attending Vista College at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements in the withdrawn enrollment. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term in which a student withdraws.

[1] GI Bill is a registered trademark of the U.S. Department of Veterans Affairs ("VA"). More information about education benefits offered by the VA is available on the U.S. Government GI Bill website.

MATCHING SCHOLARSHIP PROGRAM

Matching funds are available to full-time students who receive scholarships from any non-profit agency, service club, or similar private organization. Vista will match the amount up to maximum of $1000 per student. **Vista reserves the right to reduce the match if a credit balance is created.** Students are required to provide proof of the outside scholarship award to the campus Office of Financial Aid. The scholarship and match if applicable, will be noted on the Estimated Educational Cost document (EEC). All such scholarship checks should be made payable to "Vista College".
- ➢ If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount.
- ➢ Students will be actively attending at time of scholarship disbursement. Withdrawn students will potentially lose eligibility for future scholarship disbursements. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term when a student withdraws.

MATCHING AGENCY SCHOLARSHIPS

Matching agency funds are available to full-time students who receive aid from federal, local, or state agencies. Stipends may be available pending case manager approval.

Eligibility Information:

- ➢ Resolve any financial aid application discrepancies
- ➢ Scholarships may not be combined with other institutional scholarships
- ➢ Provide documentation of entire contracted amount with Agency
- ➢ Funds received from other sources will reduce the amount of the Agency Scholarship if credit balances are created.

- ➢ For students who withdraw, the scholarship will be proportionally adjusted for applicable terms. Student is ineligible for future scheduled disbursements in the withdrawn enrollment.
- ➢ For select programs, the college will scholarship a dollar for dollar match of the agency award as long as no credit balances are created. If the match creates a credit balance it will be reduced accordingly.

HIGH SCHOOL SCHOLARSHIP

This scholarship for eligible recent High School graduates is offered periodically for all certificate, diploma, and degree programs of study. Detailed information is available on the Vista College website:

https://www.vistacollege.edu/high-school-scholarship-award-vista/

To qualify, the student must:
- ➢ Earn a 2.5 or 80% cumulative grade point average as a high school senior
- ➢ Submit a 250-word essay on *"Why I am Choosing to Pursue this Career Path"*
- ➢ Start a CCC program and pass the first course of the program.

This scholarship award does not meet the criteria of the Matching Scholarship. The award amount will be reduced if it creates a credit balance for the student.

HOPE SCHOLARSHIP

Vista College offers the Hope Scholarship to provide additional financial support to students who are receiving tribal funding to assist with educational costs that are not already covered by other sources of funding. Applicants must provide documentation of tribal funding award.

This scholarship will be awarded in a dollar for dollar match, not to exceed the total cost of the program if the total amount of aid received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount. Scholarships may not be combined with other institutional scholarships

REACHING YOUR GOAL SCHOLARSHIP

The Vista College *Reaching Your Goal Scholarship* is offered to assist full-time students who have previously attended Vista College but who were unable to complete their programs of study. The *Reaching Your Goal Scholarship* provides 100% debt forgiveness against any previous enrollment balance up to $3,000 upon graduation from the currently enrolled program.

To be eligible for the scholarship, the student must return to Vista College, enroll and start classes, and must successfully complete and graduate from a program during this enrollment.

OTHER FUNDING SOURCES

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 vocational rehabilitation 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.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

Participants must be deemed eligible for WIOA 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 employment. For detailed information concerning these programs contact the local workforce center.

VETERANS AFFAIRS

As part of the application process, the new student must visit the office of Financial Aid to complete application instructions and to receive important information. It is the student's responsibility to notify the Office of Financial Aid of any changes in course load. Students receiving VA benefits and requesting Military Leaves of Absence will experience an interruption of benefits and will be reported to the VA office. The VA office will be notified when the student returns from the Military Leave of Absence as scheduled.

ACADEMICS

GRADES

Effective January 7, 2019, the grade of "D" will no longer be awarded for any course in any Vista College program. All grades of "D" earned prior to January 7, 2019 will remain on students' academic histories and transcripts, and will be included in the students' SAP calculations.

Grade	Description	Satisfactory Academic Progress Calculations			Grade Points
		Included in Credits Earned	Included in Credits Attempted	Included in CGPA	
A	**Excellent (90-100)**	**Yes**	**Yes**	**Yes**	4
	The student has satisfactorily met course requirements and has earned credit for the course.				
B	**Above Average (80-89.99)**	**Yes**	**Yes**	**Yes**	3
	The student has satisfactorily met course requirements and has earned credit for the course.				
C	**Average (70-79.99)**	**Yes**	**Yes**	**Yes**	2
	The student has satisfactorily met course requirements and has earned credit for the course.				
F	**Failing (Below 70)**	**No**	**Yes**	**Yes**	0
	The student has not satisfactorily met course requirements and must repeat the course for credit				
EP	**Externship - Pass**	**Yes**	**Yes**	**No**	N/A
	The student has satisfactorily met course requirements and has earned credit for the course.				
EF	**Externship – Fail**	**No**	**Yes**	**No**	N/A
	The student has not satisfactorily met course requirements and has earned credit for the course.				
I	**Incomplete**	**No**	**Yes**	**No**	N/A
	Special circumstances only – see below**				
W	**Withdrawn**	**No**	**Yes**	**No**	N/A
	The student withdraws on or before the last day of a grading period.				
WX	**Withdrawn during the Add/Drop Period**	**No**	**No**	**No**	N/A
	New students who withdraw during the first 14 calendar days of their first term.				
WM	**Withdrawn Military**	**No**	**No**	**No**	N/A
	Only for active students who are called into military action and who choose to withdraw from school.				
ML	**Military Academic Leave**	**No**	**No**	**No**	N/A
	Military students who are called to active duty who do not withdraw, who do take an academic leave, and choose to not complete the coursework for a grade.				
T	**Transfer Credit**	**Yes**	**Yes**	**No**	N/A
	The student passed a similar course at another institution and earned the equivalent of a grade of 'C' or higher.				
PE	**Proficiency Exam**	**Yes**	**Yes**	**No**	N/A
	The student passed a proficiency test to earn credit for the class.				
NC	**No Credit**	**No**	**No**	**No**	N/A
	The student had a course break.				
AU	**Audit**	**No**	**No**	**No**	NA
	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.

Note: *Students whose enrollments are cancelled prior to posting attendance do not receive a grade.*

CLASS SCHEDULES

Students in good financial standing receive their class schedules prior to the first day of class. There are no breaks scheduled for meal times, although there will be no less than one ten-minute break each scheduled hour of class. A clock hour is defined as 50 minutes in a 60-minute period. The actual number of class hours required for completion of a specific certificate, diploma, or degree program varies.

The following schedules are approximate and may vary campus to campus:

Morning Schedule – Monday-Friday 8:30 AM to 1:00 PM (4.5 hours)		Afternoon Schedule – Monday-Friday 1:00 PM to 5:30 PM (4.5 hours)		Evening Class – Monday-Friday 5:30 PM to 10:00 PM (4.5 hours)	
START	END	START	END	START	END
8:30 AM	9:20 AM	1:00 PM	1:50 PM	5:30 PM	6:20 PM
9:30 AM	10:20 AM	2:00 PM	2:50 PM	6:30 PM	7:20 PM
10:30 AM	11:20 AM	3:00 PM	3:50 PM	7:30 PM	8:20 PM
11:30 AM	12:20 PM	4:00 PM	4:50 PM	8:30 PM	9:20 PM
12:30 PM	1:00 PM	5:00 PM	5:30 PM	9:30 PM	10:00 PM

The days and hours may vary in externships.

STUDENT/TEACHER RATIOS

The maximum student/teacher class ratios are:

➢ Theory: 30 to 1
➢ Laboratory: 20 to 1

2019-20 ACADEMIC CALENDAR

2019-20 Diploma/Associate of Applied Science Programs Start/End Dates

Start	End
04/22/2019	05/24/2019
05/27/2019	06/28/2019
07/01/2019	08/02/2019
08/05/2019	09/06/2019
09/09/2019	10/11/2019
10/14/2019	11/15/2019
11/18/2019	12/20/2019
01/06/2020	02/07/2020
02/10/2020	03/13/2020
03/16/2020	04/17/2020
04/20/2020	05/22/2020
05/25/2020	06/26/2020
06/29/2020	07/31/2020

Holiday Calendar 2019-20

New Year's Day 2019	Tuesday, January 1, 2019
Classes Resume	Monday, January 7, 2019
Martin Luther King Day	Monday, January 21, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Thanksgiving	Thursday/Friday, November 28-29, 2019
Christmas	Tuesday/Wednesday, December 24-25, 2019
New Year's Day 2020	Wednesday, January 1, 2020
Classes Resume	Monday, January 6, 2020
Martin Luther King Day	Monday, January 20, 2020
Memorial Day	Monday, May 25, 2020

UPDATE OF NAME AND CONTACT INFORMATION

At the time of application for admission, individuals must provide their legal name as it appears on the individual's social security card. After submission of the application for admission, any name changes must be reported in writing to the Registrar. In the case of a legal name change, a copy of the court order for the change must be provided to the Registrar. It is the student's responsibility to inform the college of any change in address or contact information.

VOLUNTARY WITHDRAWAL FROM SCHOOL

Enrolled students wishing to withdraw from school will notify the Director of Education, Program Director, Student Services Coordinator, or Registrar, either verbally or in writing. The withdrawal will be effective as of the date of the verbal request, the postmark date on a mailed request, or the send date of an electronic notification. Only the student may request to be withdrawn unless express written authorization is provided to a third party representative.

PROGRAM CHANGES WITHIN THE INSTITUTION

Students who wish to change programs must submit a *Program Change Request* form. Program changes cannot occur during a course. Previously-attempted Vista courses that apply to the new program will be applied to the student's new academic record, including all academic grades earned (A, B, C, F, and W).

If a student has previously withdrawn from Vista and wishes to return to school in a different program, the Program Change process will be followed, and the student will be a new enrollment.

COURSE BREAK

When a continuously-enrolled student encounters a grading period during which the student does not require any of the courses being offered, it may be possible for the student to have a Course Break. A Course Break is a period of 2.5 or five (5) consecutive weeks during which the student remains in "active" status, but is not scheduled for or attending a course. A student may have no more than two breaks of any length (2.5 or 5 weeks) per program (inclusive of multiple enrollments).

A student in a negative SAP status, or with poor attendance, may not be eligible for a Course Break. A Course Break may not be used for a student who wants to take time off, or who does not want to take the next scheduled course. Students on a Course Break who do not return on the first scheduled class day of the next term (immediately following a Course Break) will be dropped the morning of the following day.

EXTERNSHIP

Externship is the final academic course in many programs, and all externship hours must be completed within the designated number of weeks in order to pass the course and complete the program. The Externship course is a pass/fail course with grading based upon weekly, mid-course, and final assessment. All program (classroom) courses must be completed prior to starting externship in the following programs:

PROGRAM	HOURS*	WEEKS
Associate of Applied Science Information Technology (IT)	5 (classroom) /180 (site)	10 weeks
Associate of Applied Science Medical Assisting	180	10 weeks
Associate of Applied Science Medical Insurance Billing & Coding (MIBC)	180	10 weeks
Diploma Dental Assistant	180	10 weeks
Diploma Information Technology (IT)	5 (classroom) / 180 (site)	10 weeks
Diploma Medical Assisting (Teachout effective 05/28/19)	180	5 weeks
Diploma Medical Assisting (Effective 07/01/19)	10 (classroom) / 170 (site)	5 weeks

Externships are unpaid and may not exceed 40 hours per week

At least two weeks prior to starting externship, students are required to complete the Externship Clearance Checklist, interview, be accepted by, and agree to a schedule with, the externship location. If not completed two weeks prior to the externship start date, the student's externship course may be delayed.

For Allied Health programs that require either or both, CPR certification and immunizations must be complete prior to interviewing for externship. Some sites require a drug screening – a student who has a positive drug screen will be dismissed from the program and required to sit out one ten-week term. The student may appeal to return, but must have a negative drug screen.

Vista College does not guarantee evening or other shifts for externship. Whether or not students attended class during the day or in the evening, the majority of externship sites experiences will be during the day. Students are encouraged to plan ahead for any potential schedule conflict.

ACADEMIC LEAVE - MILITARY

Military students who are called to active duty may request, using the **Academic Leave – Military Request Form** with documented orders, an academic leave of no more than 16 consecutive calendar days. The request must be submitted at least five (5) calendar days in advance of the leave start date (unless the orders are dated less than five days prior to the start date of the leave). If the academic leave is granted, the student will not be withdrawn from school, and will have the opportunity to make up work to earn a grade. If the student returns on the scheduled date, there will be no negative impact to the student's Satisfactory Academic progress.

REPEATING A COURSE

When a student takes the same course more than once, all grades assigned remain on the student's transcript, but only the latest grade earned is included in the cumulative grade point average calculation. However, all courses count as credits attempted toward Maximum Time Frame (MTF). Students will be charged for repeat courses.

PROGRESSIVE EVALUATIONS

Grades will be distributed to students at the end of each grading period. Student progress evaluations and academic advising is provided at the end of an academic term, 10 week terms for all programs.

ENGLISH AS A SECOND LANGUAGE

Vista does not provide English as a second language instruction. All instructional materials and supplies are in English.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require student aid (Title IV) recipients to maintain satisfactory academic progress (SAP) toward achievement of their certificate, diploma, or degree. Every student, whether or not a Title IV recipient, is evaluated at the end of each term or payment period to assess academic standing and continued financial aid eligibility.
Students must meet both qualitative (cumulative grade point average) and quantitative (rate of progress) measurements to remain in good standing. Additionally, students must be able to complete their program of study within maximum time frame, which is defined as 1.5 times the published length of the program as measured in credit hours.
At the end of each quarter or payment period, the school will assess SAP, and students must demonstrate progress in the program at each of the evaluation points. The cumulative grade point average (CGPA) will be calculated at the end of each grading period for each program. The calculation will include all quarter credit hour courses completed during the program of study. In all calculations, a grade of "W" (Withdrawal) or "I" (Incomplete) will be treated as zero (0) credits earned.

Qualitative Component Benchmark	Quantitative Component Benchmark
2.00 Cumulative Grade Point Average	66.67% Successful Completion of Attempted Credits

At each SAP evaluation point, students will be placed in one of the following four statuses:

Good Standing
    Students who achieve both SAP benchmarks are considered to be in good academic standing.

Financial Aid/Academic Warning (FA Warning)
    The first time a student fails to meet one or both SAP benchmarks will be notified and placed on FA Warning status for one academic term, during which the student will retain federal financial aid eligibility. Students who are placed on FA Warning will be reinstated to Good Standing at the end of the academic term upon achieving both SAP benchmarks. All students on FA Warning will complete and commit to an academic improvement plan.

Financial Aid/Academic Probation (FA probation)

A student who does not meet one or both of the SAP measurements for a second consecutive academic term will be notified and placed on FA Probation, and may retain federal financial aid eligibility if the student is able to successfully appeal the SAP decision. The student must agree to follow an academic plan that supports the student's ability to achieve satisfactory academic benchmarks by the end of the next term. A student will be reinstated to Good Standing at the end of the evaluation period upon meeting both SAP benchmarks.

Financial Aid/Academic Suspension (FA Suspension)

A student who does not meet one or both of the SAP measurements for a third consecutive academic term will be notified and placed on FA Suspension. The student will lose federal financial aid eligibility, but may be able to continue school with alternative funding arrangements if the student is able to successfully appeal the SAP decision. The student must agree to follow an academic plan that supports the student's ability to achieve satisfactory academic benchmarks upon graduation from the program and within the maximum time frame.

A student may not progress from FA Suspension directly to Good Standing. However, upon meeting both SAP measurements at the end of the subsequent term, the student may be eligible to return to FA Probation and reinstate Title IV funding if the student is able to successfully appeal the SAP decision.

SAP APPEALS

Students placed on FA Probation or FA Suspension are required to appeal in writing to remain eligible to continue their programs of study. After being placed in a negative SAP status, appeals must be submitted in writing to the Director of Education by no later than noon on the Friday of the first week of the subsequent term.

A submitted SAP Appeal Application must include:

➢ A description of the extenuating or mitigating circumstances that negatively affected the student's ability to meet satisfactory academic progress requirements. The circumstances must be temporary in nature and directly linked to performance for that term.
➢ An explanation of how circumstances have changed that will allow the student to meet SAP in future terms.
➢ What the student will do differently to overcome obstacles that would cause them to be placed on a SAP status in the future.
➢ Any supporting documentation that evidences the circumstances described in the appeal application. Supporting documentation could include; car repair bills, letter from the court, a doctor's note, attestations from non-related people who are aware of the situation, etc.

Mitigating circumstances include, but are not limited to, the following:

– Death of an immediate family member
– Student illness requiring hospitalization
– Illness of a family member where the student is a primary caretaker
– Abusive relationship
– Divorce proceedings
– Previously undocumented disability

– Natural Disaster
– Family emergency
– Financial hardship such as foreclosure or eviction
– Loss of transportation where there was no alternative method of transportation
– Temporary incarceration

If approved, the student will be notified and placed on an academic plan.

If the appeal is denied, all charges accrued for the grading period will be removed. The student will then be dismissed from school, and assigned a grade of WX for the current course. The student may appeal only once per grading period. Students wishing to re-enter from a prior withdrawal or dismissal, with a most recent SAP status of FA Probation, must successfully appeal to re-enter. Students will be on FA probation upon re-entry, and must fulfill all the requirements of the appeal.

GRADUATION REQUIREMENTS

Students must meet the following diploma/degree requirements as of 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.
> ➢ A student must earn a cumulative grade point average of 2.0 for all course work completed at Vista.

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

ATTENDANCE

Students are expected to attend each class meeting for every class in which they are officially enrolled.
The following attendance requirements apply to all diploma and degree programs:

> ➢ 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.
> ➢ Students are expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor.
> ➢ Completing make-up work does not eliminate a previous absence. If allowed it may be evaluated for credit. It is the student's responsibility to contact instructors for assignments during the absence, and to be current with schoolwork at all times. Absence from school does not excuse program obligations required for satisfactory academic progress.

ATTENDANCE VIOLATIONS

The following violations apply to all diploma and degree programs.

Percent Absent

Student attendance is monitored daily. At any point during a ten-week term, if a student is absent more than 20% of the scheduled hours in the term, the campus will notify the student of attendance probation status for the subsequent term, and will continue to monitor the student throughout the remainder of the current term.

When the current term is complete, and the next term begins, the student will be placed on attendance probation for one term. If the student exceeds 20% absence during the attendance probation term, the student will be immediately dismissed from school.

Students who exceed 20% absence for the scheduled hours in the program will be dismissed immediately from school. When dismissed for either the term or program violation, students may apply to re-enter after sitting out of school a minimum of five weeks, but at least one full grading period. If the student is accepted for re-entry, upon attending the student will be in active status with no attendance probation.

Consecutive Days Absent

A student will be dismissed from school if absent for 14 consecutive calendar days (excluding scheduled breaks and holidays) within a single grading period.

DATE OF DETERMINATION

The date of determination (DOD) will be the date the school determined the student would not return to school, and will be used to determine the timeliness of the refund. The DOD is the earliest of the following three (3) dates:

> ➢ The date the student notifies the school (verbally or in writing) that s/he is not returning (request to withdraw);
> ➢ The date the student violates the published attendance policy; or
> ➢ No later than the 14th calendar day after the LDA; scheduled breaks and holidays are excluded when calculating the DOD.

The student must be withdrawn from school by the morning following the DOD.

GENERAL INFORMATION

ADMINISTRATIVE HOURS OF OPERATION

Administrative offices are open Monday through Friday, between 8am to 5pm (local time). The Admissions office is open Monday through Friday at 8 a.m. until 7 p.m. (local time) and on Saturdays 9 a.m. - 1 p.m. (local time).

AMERICAN WITH DISABILITIES ACT (ADA) AND SECTION 504

Vista is committed to providing full academic access to all qualified students, including those with disabilities. For the purposes of ADA and Section 504 considerations, a disability is a physical or mental impairment that substantially limits one or more major life activities, a record of a physical or mental impairment that substantially limited one or more major life activities, or a condition which causes an individual to be regarded as having an impairment, whether they have the impairment or not.

If a student wishes to have accommodations during the program, it is the student's responsibility to request accommodations using the ADA/Section 504 Accommodation Request Form. The student will complete the form, include medical documentation no older than two years old, and submit to the Campus Director.

The Accommodations Review Committee will consider the following factors when making the determination regarding appropriate accommodations and/or auxiliary aids/services:

- The nature and extent of the limitations resulting from the disability;
- Accommodations and/or auxiliary aids/services that have worked for the student in the past;
- Whether the requested accommodations and/or auxiliary aids/services would allow the student to effectively access and participate in the course/program; and
- Whether the requested accommodations and/or auxiliary aids/services would alter the essential requirements of the course/program.

Vista will provide reasonable accommodations and/or auxiliary aids/services to qualified students with identified physical or mental limitations, although the student is not required to accept some or all accommodations provided. Requests for accommodations and/or auxiliary aids/services are considered on a case-by-case basis, and will vary depending on the individual's circumstances.

Questions regarding ADA/Section 504 accommodations should be directed to:

ADA/Section 504 Coordinator:
Jody Cohen
Senior Vice President of Compliance
Education Futures Group, LLC
(972)733-3431
jcohen@vistacollege.edu

PARKING

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 is also not responsible for any theft from vehicles and 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

All cell phones must be set to vibrate/silent mode while in classrooms and labs. Cell phone activities (i.e. texting, social media, browsing, etc.) must take place in the student break room or outside of the building and away from the entrance.

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 using the Vista Alert System.

GUESTS

Guests must register at the receptionist desk, and may be required to wear a "Guest" nametag.

CHILDREN ON CAMPUS

Any child under the age of 17 on the campus must be supervised by an adult. Children under the age of 17 are not permitted in the labs or classrooms.

FOOD AND BEVERAGE

Food is not allowed in the classrooms or labs. Beverages with secure tops are allowed in the classrooms, but never in the labs.

LOST AND FOUND

Vista College is not responsible for personal belongings that are lost, damaged, or stolen in the building or parking lot. Students are responsible for having their belongings in their possession at all times. Labeling possessions with name and phone number is highly recommended. The lost and found is located at the Front Desk. Students are responsible for reporting lost items immediately, and for checking to see if lost items have been recovered.

FUNDRAISING AND SOLICITING

Fundraising and soliciting on the grounds of Vista College is prohibited. Individuals who are fundraising or soliciting should be reported to the Campus Director. In order for a Vista College recognized student organization to raise funds as part of a service project, approval must be obtained from the Campus Director in advance of the event.

EMERGENCY EVACUATION

Each room in the school has a fire evacuation route map posted for easy view by staff and students with the address of the building posted on the map. Twice a year, fire and emergency evacuation drills are conducted at each campus and documentation of the drills are retained in the Campus Director's office. The drills describe the time, date and whether the test was announced or unannounced. All staff are made aware of emergency procedures during onboarding and/or in staff meetings to ensure all safety precautions have been met. Additionally, Vista provides ongoing staff training on emergency procedures and evacuation, workplace safety, and fire prevention.

In the event of a fire or other emergency, all students and staff must evacuate immediately by means of the nearest available exit and gather at a designated meeting point outside the facility. Staff must report to the Campus Director for headcount and students will be accounted for by their instructor and/or program director. No one will be allowed to return to the campus facility until directed to do so by the Campus Director or designee.

No staff are assigned to perform medical or rescue duties during emergency evacuation situations

SCHOOL CLOSINGS

In the event of any weather condition that could cause hazardous or risky travel conditions, students should use good judgment concerning whether or not to attend class. The Campus Director will communicate any decision to close school due to emergency situations via one or multiple of the following forms of communication: the Vista Alert system, TV, radio, updates to the website, voice mail, etc. When reasonable, a make-up schedule for classes missed due to emergency closures will be communicated to students.

STUDENT HEALTH - ERGONOMICS
Keyboarding Tips

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

Computer Monitor

➢ Keep the monitor one arm's length away from your eyes
➢ Adjust monitor height so that your head is in a comfortable, relaxed position while working
➢ Follow the 20/20/20 Rule (20 second break every 20 minutes, look at least 20 feet away)
➢ Keep a clean screen

Computer Mouse

➢ Move the mouse with the elbow, not the wrist
➢ Limit tracking/scrolling device use
➢ Use keyboard shortcuts
➢ If surfing the web or editing a long document, consider a mouse with a scroll wheel
➢ Don't click too hard
➢ Hold the mouse correctly
➢ Don't let fingers "hover" above the mouse or trackball
➢ 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

Posture

➢ Keep open angles (knees at 90 degree angle)
➢ Keep thighs parallel with the floor
➢ Don't slouch
➢ Recline slightly
➢ Avoid pressure points
➢ Rest feet flat on the floor
➢ Periodically get up and move around

STUDENT SERVICES

STUDENT RESOURCES

The student services department is dedicated to assisting students in meeting their educational goals. The following list is some of the student services that are available:

➢ Tutoring Assistance
➢ Attendance Advising
➢ Academic Advising

Vista College also provides students with referrals and contact information to multiple resources in the community for assistance with needs such as the following.

➢ Housing
➢ Childcare
➢ Employment
➢ Transportation
➢ Mental health
➢ Alcohol and drug counseling

STUDENT ACTIVITIES

Vista College promotes student organizations and community services projects. The administration encourages participation and provides support and guidance in student activities. Activities include participation on campus during events, community service projects and student organizations. Activities also include off-campus community service projects. Community service opportunities are available to increase awareness of the community and develop both leadership and stewardship skills among students.

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 entry level career goals, qualifications and experience. 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. Career Services staff:

- Strive to meet with every student prior to graduation for an exit interview that includes the creation of a customized job search profile, creation of a marketable entry level resume, and a mock interview assessment
- Provide resume writing assistance, interview preparation tools, and career preparation tutorials
- Provide group and one on one advising regarding entry level salary expectations and negotiation techniques including offer letters, preparation for standard performance reviews, and applications for internal promotions
- Host events such as: job fairs, online application workshops, dress for success, elevator speech, and networking workshops
- Share best practices for establishing a professional identity in social media which includes professional networking sites, job boards, and affinity groups with an emphasis on quality content and ethical conduct.
- Maintain an engaged presence in the local community for the purpose of promoting student externship experiences and graduate employment

STUDENT HONOR SOCIETIES

Alpha Beta Kappa

The Vista College Honor Society is composed of students with a 3.75 G.P.A. or higher and at least a 50% program completion rate. All students who meet and maintain eligibility requirements in academics and program completion will be admitted to candidacy for election to membership. Continued eligibility shall be reviewed on a regular basis, and will take into consideration academic performance, program completion, service, leadership, and character.

National Technical Honor Society

The Vista College National Technical Honor Society is composed of students with a 3.5 G.P.A. or higher, at least a 50% program completion rate, and recommendation from the Program Director. All students who meet and maintain eligibility requirements in academics and program completion will be admitted to candidacy for election to membership. Continued eligibility shall be reviewed on a regular basis, and will take into consideration academic performance, program completion, service, leadership, and character.

STUDENT CODE OF CONDUCT

The Vista Student Code of Conduct (Code) standards promote individual and social responsibility, and set forth the authority of the school to fairly and thoughtfully enforce responsive disciplinary actions. The goal of the Code is to maintain the highest standards of campus safety and promote a positive, professional learning environment for all students, faculty, and staff.

Students are expected to behave professionally, courteously, and in a manner consistent with the Vista College Student Code of Conduct at all times. Students committing misconduct, or inappropriate behaviors, will be subject to disciplinary action that may lead to suspension or dismissal. Suspension is for a relatively short, defined timeframe during which absences from class will be tracked and included in the calculation of percentage absence. A student who is dismissed is dropped from school, and will have to appeal to be considered for re-entry to school.

Additionally, every student is subject to federal and state laws, as well as county and city ordinances.

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 than 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; or

➢ Engages in any activity related to other persons that are prohibited by law or court order.

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 by, or in the possession of, another person or 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; or
➢ Commits a computer-related offense.

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;
➢ Violations of the Copyright Policy;
➢ Violations of the Internet Access and Usage policy;
➢ Actions that bring the name or reputation of Vista College into disrepute; or
➢ Smokes/use of e-cigarettes in the building or within 25 feet of any entrance.

An offense related to welfare, health or safety is committed when a student:
➢ Uses, possesses, or manufactures 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; or
➢ Charges of, or conviction of, a serious crime such that the College administration determines that the continued presence of the student would constitute a threat or danger to the students, faculty, or staff of Vista College;
➢ Is charged with, or convicted of, a violation of the Vista College Drug and Alcohol policy.

DRESS CODE
Students must practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students must wear their unaltered, appropriately-sized school-issued shirts/scrubs at all times, and they must be clean and free of wrinkles, stains or tears. For programs not requiring scrubs, pants must be clean, fit properly, and be in good condition. Personal protective equipment (PPE) must be worn in the labs as required.
All students must also wear their ID badges while on campus. Students found in violation of the dress code will be subject to disciplinary action.

ALLOWED	NOT ALLOWED
Uniforms issued by the College	Non College-issued scrubs
Neat and clean	Wrinkled, dirty, torn
Lab jacket issued by the College	Hoodies, sweaters, sweatshirts, other jackets
Plain long sleeve white or black t-shirt under top	Other color t-shirts, short sleeve, embellished, tank top
Pants no longer than the top of the shoe	Extra-long or sagging pants
Black or brown unadorned headband, 1" or narrower	Head coverings such as hats, caps, or bandanas
Closed-toe shoes or tennis shoes (preferably non-cloth)	Sandals or flip-flops
Personal Adornments	
Jewelry – minimal, no dangling earrings, no rings during labs. Earlobe gauges must be in a neutral color,	Large hoop or dangling earrings, spike, bar or extreme pierced cartilage jewelry, necklaces, bracelets.
Jewelry in piercings sufficiently small and unobtrusive so as to not interference with the student's ability to function or academically perform.	Jewelry in piercings (oral and dermal) that may impede classroom or lab safety, or the student's ability to academically perform, must be removed.
Tattoos in the classroom setting.* *Students will be required to follow the externship/clinical site dress code regarding tattoos (this may include having to completely cover all visible tattoos.)	Tattoos that include images or words that may be offensive or vulgar to others (at the discretion of the Campus Director).
Personal Hygiene	
Fingernails – clean, short, smooth, unchipped polish	False/enhanced (length) nails
Hair – natural tones, clean, neatly styled, off the collar and all pulled back from the face. Long hair secured in the back.	Unnatural hair colors, unsecured hair
Beards/mustaches neat and closely trimmed	Other facial hair such as long sideburns
Makeup – minimal, natural-looking	Extreme or dark colors, heavy make-up
Clean, fresh-scented	Offensive body odor, cigarette smells, heavy cologne or after-shave

Additional programmatic dress code requirements may apply.

All student attire must be tasteful in appearance and conducive to the educational and public-facing environment.

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.

STUDENT GRIEVANCE PROCEDURE

The Vista College grievance procedure is available to any student who believes that a school decision or action has adversely affected his/her status, rights, or privileges. The following process should be followed in order to reasonably and fairly resolve the grievance:

1. Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved.
2. If the grievance or complaint has not resolved with the individual instructor or staff member, the student should then bring the concerns to 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.

3. If the grievance or complaint has not resolved with the Director of Education, the student should then bring the concerns to the Campus Director. The Campus Director will investigate the claim and attempt to resolve the issue. Resolution may include a mediated conversation between involved parties. The Campus Director's decision is considered final at the institutional level.

If a student is still not satisfied, the student may escalate the issue to the Corporate Office (see address/phone below). Student grievances will be addressed confidentially, unless maintaining confidentiality would impede the ability to investigate and attempt to resolve the student's concerns. Information will be shared only with those necessary to resolve the concerns. No reprisals of any kind will be taken by any party or by any member of the Vista College administration against any party involved.

Education Futures Group
Attn: Compliance
300 N. Coit, Suite 1400
Richardson, TX 75080
(972) 733-3431
Compliance@vistacollege.edu

The student may also contact:
The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(800) 917-2081

A student in a degree, diploma or certificate program may also file a complaint with:
ICAC Coordinator
Arkansas Department of Higher Education
114 East Capitol
Little Rock, AR 72201
Information on filing a complaint with ADHE can be found on ADHE's website at
http://www.adhe.edu/Pages/home.aspx

PROGRAMS OF STUDY - DIPLOMA AND CERTIFICATE

The following programs of study are approved and regulated by the Arkansas Department of Higher Education, 423 Main Street, Suite 400, Little Rock, AR 72201. Programs are accredited by the Council on Occupational Education (www.council.org), 7840 Roswell Rd., Bldg. 300, Ste. 325, Atlanta, Georgia 30350, (800) 917-2081.

Dental Assistant

Heating, Ventilation, & Air Conditioning (HVAC)

Industrial Maintenance Mechanic

Information Technology (IT)

Medical Assisting

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

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.

DENTAL ASSISTANT

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 may seek employment in dental offices or related business. Upon completion of the program, a diploma is awarded.

Potential job titles: Bilingual Dental Assistant, Chairside Assistant, Dental Assistant, Dental Front Desk, Insurance and Billing Coordinator, Lead Dental Assistant, Patient Coordinator, Patient Services Representative.

Course Number	Course Title	Theory/Lab/Extern 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
DA211	Dental Assistant Externship*	00/00/180	6.0
	TOTALS	**300/420/180**	**57.0**

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

HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

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 seek 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.

Potential job titles: A/C General Maintenance Technician, AC Installer, AC Technician, Air Handler Tester, Assembler, Assistant Maintenance Technician, Braze Operator, Commercial Refrigeration Technician, Refrigeration Technician, Field Technician, General HVAC Maintenance, HVAC Laborer, HVAC Assembler, HVAC Sales, HVAC Sheet Metal Installer/Helper.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
CFT100	Basic Craft Skills	45/45	6.5
HVA101	Introduction to HVAC*	45/45	6.5
HVA102	Principles of Electricity*	45/45	6.5
HVA103	Brazing, Soldering, and Piping*	45/45	6.5
HVA104	Duct Systems*	45/45	6.5
HVA105	Air Conditioning*	45/45	6.5
HVA106	Heating*	45/45	6.5
HVA107	Commercial HVAC*	45/45	6.5
HVA108	Commercial Refrigeration*	45/45	6.5
HVA201	Supervisory Skills and Crew Leadership*	45/45	6.5
	TOTALS	**450/450**	**65.0**

Total Clock Hours: 900

Estimated Completion Time: 50 Weeks

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

INDUSTRIAL MAINTENANCE MECHANIC

The Industrial Maintenance Mechanic program is designed to provide students with a foundation in industrial plant and production machinery installation, maintenance, repair, and fabrication. Areas of study include the mechanics of machines used in businesses, trade math and blueprint reading, layout, piping, tubing, hydraulics/pneumatics, lubrication principles and analysis, diagnostics, troubleshooting, and repair of industrial machinery, and preventive, predictive, and precision maintenance. Students will learn the safe use of rigging techniques, how to function as a safe and productive part of the maintenance team, and supervisory skills and crew leadership, including types of machines, such as pumps, valves, hydraulic/pneumatic, and bulk material handling. Graduates of this program are prepared to seek employment in entry-level industrial maintenance settings.   Upon completion of the program, a Diploma is awarded.

Potential job titles: Maintenance Mechanic, Facilities Maintenance, Maintenance Technician, Machinery Maintenance, Maintenance Worker, Machine Adjuster and Calibration Technician.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
CFT100	Basic Craft Skills	45/45/00	6.5
IMM101	Industrial Mechanics Tools and Techniques*	45/45/00	6.5
IMM102	Trade Math, Drawings, and Diagrams*	45/45/00	6.5
IMM103	Lubrication Principles and Analysis*	45/45/00	6.5
IMM104	Layout, Piping, and Plates*	45/45/00	6.5
IMM105	Hydraulics*	45/45/00	6.5
IMM106	Heat and Pneumatic Systems *	45/45/00	6.5
IMM107	Alignment*	45/45/00	6.5
IMM108	Troubleshooting and Preventive Maintenance*	45/45/00	6.5
IMM109	Supervisory Skills and Crew Leadership*	45/45/00	6.5
	TOTALS	**450/450/00**	**65.0**

Total Clock Hours: 900

Estimated Completion Time: 50 Weeks
*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.

INFORMATION TECHNOLOGY (IT)

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 eligibility to sit for the CompTIA A+ & Network+ certifications expected by today's employers. Upon completion of this program a Diploma is awarded.

Potential job titles: Help Desk Analyst, Customer Support Representative, Technical Support Specialist, Network Installer, Field

Service Technician.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
INT100	Computer Hardware Essentials	45/45/00	6.5
INT101	Computer Software Essentials*	45/45/00	6.5
INT102	Windows Fundamentals*	45/45/00	6.5
INT103	Introduction to Networking*	45/45/00	6.5
INT104	Network Security Fundamentals*	45/45/00	6.5
INT105	Network Analysis and Design*	45/45/00	6.5
INT106	Server Administration*	45/45/00	6.5
INT211	Information Technology Externship*	05/00/180	6.5
	TOTALS	**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 ASSISTING (Effective July 1, 2019)

The Medical Assisting diploma 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 Assisting program may seek employment in doctors' offices, hospitals, and related businesses. Upon completion of the program, a Diploma is awarded.

Potential job titles: Certified Medical Assistant, Health Care Provider, Medical Assistant, Medical Receptionist, Office Assistant - Medical, Clinic Research Assistant, Clinical Assistant, Clinical Support Coordinator, Front Desk Medical Assistant, Laboratory Assistant, Medical Back Office Clerk, Patient Service Specialist.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
AHP100	Medical Terminology	45/45/00	6.5
AHP101	Anatomy and Physiology	45/45/00	6.5
MAS100	Introduction to Medical Assisting	45/45/00	6.5
MAS201	Cardiopulmonary Procedures*	45/45/00	6.5
MAS202	Body Control and Balance Procedures*	45/45/00	6.5
MAS203	Nutrition and Wellness Procedures*	45/45/00	6.5
MAS204	Human Life Cycle Procedures*	45/45/00	6.5
MAS300	Medical Assisting Capstone*	45/45/00	6.5
MAS350	Medical Assisting Externship*	10/00/170	6.5
	TOTALS	**370/360/170**	**58.0**

Total Clock Hours: 900

Estimated Completion Time: 45 Weeks

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

MAS350 – All courses must be completed prior to externship.

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

PROGRAMS IN TEACHOUT - DIPLOMA

BUSINESS ADMINISTRATION (Teachout effective November 20, 2018)

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

Potential job titles: Account Representative, Team Lead, Manager-In-Training, Assistant Manager, Bookkeeper, Front Office, Office Associate, Quality Analyst.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours

BA100	Business I	90/00/00	9.0
BA101	Management	90/00/00	9.0
BA102	Accounting	90/00/00	9.0
BA103	Business Law	90/00/00	9.0
BA104	Business II*	90/00/00	9.0
BA105	Computerized Accounting Systems*	20/70/00	5.5
BA106	Economics*	90/00/00	9.0
BA107	Business Computer Information Systems*	70/20/00	8.0
	TOTALS	**630/90/00**	**67.0**

Total Clock Hours: 720

Estimated Completion Time: 40 Weeks

* Students must complete prerequisite courses prior to entry into this course.
Total Quarter Credit Hours have been rounded down to the nearest whole number.

MEDICAL ASSISTING (Teachout effective May 28, 2019)

The Medical Assisting diploma 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 Assisting program may seek employment in doctors' offices, hospitals, and related businesses. Upon completion of the program, a diploma is rewarded.

Potential job titles: Certified Medical Assistant, Health Care Provider, Medical Assistant, Medical Receptionist, Office Assistant - Medical, Clinic Research Assistant, Clinical Assistant, Clinical Support Coordinator, Front Desk Medical Assistant, Laboratory Assistant, Medical Back Office Clerk, Patient Service Specialist.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
MAS1120	Human Life Cycle Systems	60/60/00	9.0
MAS1135	Cardiovascular Systems	40/40/00	6.0
MAS1140	Nutrition and Elimination Systems	60/60/00	9.0
MAS1150	Body Coordination & Control Systems	60/60/00	9.0
MAS1155	Body Defense and Chemical Balance Systems	40/40/00	6.0
MAS1165	Respiratory Systems	40/40/00	6.0
MAS1170	Human Body Mechanics Systems	60/60/00	9.0
MAS2290	Medical Assisting Capstone*	60/60/00	9.0
MAS2399	Medical Assisting Externship*	00/00/180	6.0
	TOTALS	**420/420/180**	**69.0**

Total Clock Hours: 1020

Estimated Completion Time: 45 Weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.
MAS2399 – All courses must be completed prior to externship.
**Total Quarter Credit Hours have been rounded down to the nearest whole number.

PROGRAMS OF STUDY – ASSOCIATE OF APPLIED SCIENCE DEGREE

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Associate of Applied Science in Business Administration

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

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.

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION (Effective July 1, 2019)

The Associate of Applied Science in Business Administration program provides students an opportunity to build on the knowledge, skills, competencies, and training from the diploma program, and to gain further experience in automated systems used in the business environment, work with human resources concepts, and explore entrepreneurship. Graduates may seek employment in offices, government agencies, or other business-related environments, such as retail and hospitality settings. Upon completion of the program, an Associate of Applied Science is awarded.

Potential job titles: Account Representative, Team Lead, Manager-in-Training, Assistant Manager, Bookkeeper, Front Office, Office Associate, or the student may choose to start a business.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
BUS100	Business Fundamentals	45/45/00	6.5
BUS101	Computer Applications	45/45/00	6.5
BUS102	Business Communications	45/45/00	6.5
BUS103	Customer Service	45/45/00	6.5
BUS104	Management*	45/45/00	6.5
BUS105	Marketing*	45/45/00	6.5
BUS106	Business Law*	45/45/00	6.5
BUS107	Accounting*	45/45/00	6.5
BUS208	Business Computer Information Systems*	45/45/00	6.5
BUS209	Human Resources*	45/45/00	6.5
BUS210	Advanced and Computerized Accounting*	45/45/00	6.5
BUS211	Small Business and Entrepreneurship*	45/45/00	6.5
GE201	Introduction to College Mathematics	90/00/00	9.0
GE203	Introduction to Psychology	45/00/00	4.5
GE206	English Composition I	45/00/00	4.5
GE207	English Composition II *	45/00/00	4.5
GE232	Survey of the Sciences	45/00/00	4.5
	TOTALS	**810/540/00**	**105.0**

Total Clock Hours: 1350

Estimated Completion Time: 75 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.

PROGRAMS IN TEACHOUT – ASSOCIATE DEGREE

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION (Teachout effective May 28, 2019)

The Associate of Applied Science in Business Administration 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. Graduates may seek entry-level employment in offices, government agencies, and business-related environments such as retail and hospitality settings. Upon completion of the program, students will receive an Associate of Applied Science degree.

Potential job titles: Account Representative, Team Lead, Manager-In-Training, Assistant Manager, Bookkeeper, Front Office, Office Associate, Quality Analyst.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
BA100	Business I	90/00/00	9.0
BA101	Management	90/00/00	9.0
BA102	Accounting	90/00/00	9.0
BA103	Business Law	90/00/00	9.0
BA104	Business II *	90/00/00	5.5
BA105	Computerized Accounting Systems *	20/70/00	9.0
BA106	Economics *	90/00/00	8.0
BA107	Business Computer Information Systems *	70/20/00	9.0
BA208	Human Resources Management *	90/00/00	9.0
BA209	Production and Operations Management *	90/00/00	9.0
BA210	Strategic Management and Implementation *	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
GE206	English Composition I	45/00/00	4.5
GE207	English Composition II *	45/00/00	4.5
	TOTALS	**1170/90/00**	**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 INFORMATION TECHNOLOGY (IT)
(Teachout effective November 20, 2018)

The Associate of Applied Science degree in Information Technology program with an emphasis in Networking Administration 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 hands-on experience, customer service skills, and eligibility to take A+, Network+, and CCNA certifications expected by today's employers. The associate of Applied Science degree in Information Technology program prepares graduates to advance into specialized areas of the IT field. Upon completion of this program, an Associate of Applied Science degree is awarded.

Potential Job Titles: Network Technician, Help Desk Analyst, IT Technician, Desktop Support Specialist, Technical Support Specialist.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
INT100	Computer Hardware Essentials	45/45/00	6.5
INT101	Computer Software Essentials*	45/45/00	6.5
INT102	Windows Fundamentals	45/45/00	6.5
INT103	Introduction to Networking*	45/45/00	6.5
INT104	Network Security Fundamentals*	45/45/00	6.5
INT105	Network Analysis and Design*	45/45/00	6.5
INT106	Server Administration*	45/45/00	6.5
INT208	Enterprise Routing and Switching*	45/45/00	6.5

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
INT209	Client Network Implementation*	45/45/00	6.5
INT210	Windows Server Security*	45/45/00	6.5
INT211	Information Tech Externship	05/00/180	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
GE206	English Composition I	45/00/00	4.5
GE207	English Composition II *	45/00/00	4.5
	TOTALS	**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 (Teachout effective November 20, 2018)

The Associate of Applied Science in Medical Assisting 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 through a body systems approach to provide administrative and clinical patient care. Each course includes system-specific information in terminology, anatomy, and physiology, pharmacology –dosages –math, law and ethics, administration and technology competencies, documentation and electronic medical records, safety/OSHA regulations, clinical competencies, and professionalism and soft skills. Graduates of this program may seek employment in doctors' offices, hospitals, and other related businesses. Upon completion of the program, an Associate of Applied Science degree is awarded.

Potential job titles: Certified Medical Assistant, Health Care Provider, Medical Assistant, Medical Receptionist, Office Assistant-Medical, Clinic Research Assistant, Clinical Assistant, Clinical Support Coordinator, Front Desk Medical Assistant, Laboratory Assistant, Medical Back Office Clerk, Patient Service Specialist.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
MAS1120	Human Life Cycle Systems	60/60/00	9.0
MAS1135	Cardiovascular Systems	40/40/00	6.0
MAS1140	Nutrition and Elimination Systems	60/60/00	9.0
MAS1150	Body Coordination and Control Systems	60/60/00	9.0
MAS1155	Body Defense and Chemical Balance Systems	40/40/00	6.0
MAS1165	Respiratory Systems	40/40/00	6.0
MAS1170	Human Body Mechanics Systems	60/60/00	9.0
MAS2210	Essentials of Healthcare Management*	60/60/00	9.0
MAS2330	In-Patient Care Skills (Elective A)*	60/60/00	9.0
MAS2335	Advanced Diagnostic Procedures (Elective A)*	60/60/00	9.0
	OR		
MAS2350	Managing Compliance in Healthcare (Elective B)*	60/60/00	9.0
HRM2355	Human Resource Management (Elective B)*	60/60/00	9.0
MAS2290	Medical Assisting Capstone*	60/60/00	9.0
MAS2399	Medical Assisting Externship*	00/00/180	6.0
GE201	Introduction to College Mathematics	90/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE206	English Composition I	45/00/00	4.5
GE207	English Composition II *	45/00/00	4.5
	TOTALS	**870/600/180**	**123.0**

Total Clock Hours: 1650

Estimated Completion Time: 80 Weeks

* Indicates prerequisites exist.
Students choose either the "Elective A" track or the "Elective B" track.
Externship students may complete a maximum of 8 hours per day and no more than 40 hours per week.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL INSURANCE BILLING & CODING (MIBC)
(Teachout effective December 6, 2018)

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. Upon completion of the program, an Associate of Applied Science degree is awarded.

Potential Job Titles: Medical Insurance Billing and Coding Clerk, Medical Front Office Clerk, Medical Receptionist, Medical Claims Processor, Insurance Coordinator, Medical Records Clerk, Eligibility Clerk, Billing Clerk, and Patient Service Specialist.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
AHP101	Medical Terminology	45/45/00	6.5
AHP102	Anatomy and Physiology	45/45/00	6.5
BU1130	Computer Applications	40/40/00	6.0
MBC1140	Medical Insurance	45/45/00	6.5
MBC1150	Managing Medical Office Procedures	45/45/00	6.5
MBC1160*	Practice Management and Electronic Health Records	40/50/00	6.5
MBC1170*	Diagnostic Coding	45/45/00	6.5
MBC1180*	Procedural Coding	45/45/00	6.5
MBC2220	Advanced Medical Coding and Auditing	40/50/00	6.5
MBC2230	Hospital Coding and Billing	45/45/00	6.5
MBC2240	Health Information Management	45/45/00	6.5
MBC2290	Medical Insurance Billing and Coding Capstone	40/50/00	6.5
MBC2299*	Medical Billing and Coding Externship	20/00/160	7.0
GE201	Introduction to College Mathematics	90/00/00	9.0
GE203	Introduction to Psychology	45/00/00	4.5
GE206	English Composition I	45/00/00	4.5
GE207	English Composition II *	45/00/00	4.5
GE232	Survey of the Sciences	45/00/00	4.5
	TOTALS	**810/595/160**	**113.0**

Total Clock Hours: 1565

Estimated Completion Time: 85 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 MEDICAL INSURANCE BILLING & CODING (MIBC)
(Teachout effective November 20, 2018)

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. Upon completion of the program, an Associate of Applied Science degree is awarded.

Potential Job Titles: Medical Insurance Billing and Coding Clerk, Medical Front Office Clerk, Medical Receptionist, Medical Claims Processor, Insurance Coordinator, Medical Records Clerk, Eligibility Clerk, Billing Clerk, and Patient Service Specialist.

Course Number	Course Title	Theory/Lab/Extern Hours	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 Diagnostic Coding	45/45/00	6.5
MB109	Health Information Management*	45/45/00	6.5
HP207	Introduction to Electronic Medical Records*	45/45/00	6.5
MB208	Advanced CPT/HCPCS Coding*	45/45/00	6.5
MB209	Advanced Diagnostic Coding*	45/45/00	6.5
MB211	MIBC 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
GE206	English Composition I	45/00/00	4.5
GE207	English Composition II *	45/00/00	4.5
	TOTALS	**903/355/180**	**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.
**Total Quarter Credit Hours have been rounded down to the nearest whole number.

COURSE DESCRIPTIONS

AHP100 MEDICAL TERMINOLOGY
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE

This course introduces students to the medical terminology, symbols, and application of the language of the medical and healthcare fields. Terms are covered as they relate to body structure, function, and disease, with the main focus being placed on the medical vocabulary and construction of terms using word roots, prefixes, and suffixes.

AHP101 ANATOMY & PHYSIOLOGY
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE

Upon completion of the course students will have acquired an overview of the anatomical structures and physiology of the human body. Each body system is discussed in terms of major anatomical structures and functions including how each system participates in homeostasis of the body. In addition, the course covers selected major pathologies, diagnostic procedures, and treatment methods.

BUS100 BUSINESS FUNDAMENTALS (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE

This course explores fundamental processes of global business. Topics include: risk and profit in the business environment; economics, ethics, and social responsibility; organizational structure, management, and leadership; human resources; marketing; and managing financial resources.

BUS101 COMPUTER APPLICATIONS (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE

This course focuses on Microsoft® Office applications and how they are used in business. Topics include: business documents, tables, graphics, and templates; spreadsheets, worksheets, and data; using formulas and functions; charts and tables; databases and tables; data relationships and queries; creating, editing, and delivering presentations.

BUS102 BUSINESS COMMUNICATIONS (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE

This course is the study of communications in a business environment. Topics include: establishing credibility; interpersonal and team communication; difficult conversations and communicating across cultures; effectiveness and readability; communication tools and social media; types of business messages; and reports and presentations.

BUS103 CUSTOMER SERVICE (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE

This course explores skills, behavior, and culture of customer service. Topics include: Verbal and nonverbal communication skills, listening, service breakdowns and recovery, maintaining relationships, and retaining customers.

BUS104 MANAGEMENT (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: BUS100, BUS101, BUS102, BUS103

This course introduces management principles in an organizational environment. Topics include: the evolution of management; culture, ethics, and corporate responsibility; planning and decision making; human resources, diversity, and inclusion; leadership, motivation, communication, and teamwork; and innovation and change.

BUS105 MARKETING (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: BUS100, BUS101, BUS102, BUS103
This course is an overview of marketing in business. Topics include: marketing strategies and plans; social and mobile marketing; analyzing the marketplace; consumer, business-to-business, and global marketing; products, branding, packaging, and services; establishing value; supply chain management; retail and multichannel marketing; marketing communications, advertising, promotion, public relations, and sales.

BUS106 BUSINESS LAW (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: BUS100, BUS101, BUS102, BUS103
This course examines the legal environment in business, focusing on legal and ethical issues. Topics include: administrative law; constitutional law; criminal law and business; tort law; real, personal, and intellectual property; contract law; domestic and international sales law; negotiable instruments and banking; agency; business organizations; and government regulation.

BUS107 ACCOUNTING (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: BUS100, BUS101, BUS102, BUS103
This course involves accounting principles and introduces topics such as: business transactions and T accounts; general journal and general ledger; closing entries and trial balance; accounts receivable and accounts payable; cash and banking procedures; payroll; accruals and deferrals; and financial statements.

BUS208 BUSINESS COMPUTER INFORMATION SYSTEMS (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: BUS100, BUS101, BUS102, BUS103, BUS104, BUS105, BUS106, BUS107
This course is the study of business computer information system. Topics include: how organizations use information; databases; networking; business information systems; information systems management; information security; enterprise resource planning; business intelligence; and common business computer hardware, operating systems, and application software.

BUS209 HUMAN RESOURCES (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: BUS100, BUS101, BUS102, BUS103, BUS104, BUS105, BUS106, BUS107
This course focuses on the various aspects of human resources. Topics include: environmental forces, importance of human resources, roles and responsibilities, economic recovery, availability of new technologies, laws, human resources plan, selection and screening process, training systems, development of employees, assessing and improving performance, rewarding and compensating, collective bargaining, labor relations, and human resources on a global basis.

BUS210 ADVANCED AND COMPUTERIZED ACCOUNTING (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: BUS100, BUS101, BUS102, BUS103, BUS104, BUS105, BUS106, BUS107
This course examines advanced topics in accounting. It begins with a look at accounting principles and reporting standards, then explores accounting for accounts receivable and uncollectible accounts; notes payable and receivable; merchandise inventory; and property, plant, and equipment. Other topics include accounting for partnerships and corporations; financial statement analysis; systems of cost accounting; and cost-revenue analysis. The course also provides an overview of the functionality of integrated accounting software systems (specifically, QuickBooks Online), including step-by-step entry guidelines for financial transactions, generation and analysis of accounting reports, and production of financial statements.

BUS211 SMALL BUSINESS MANAGEMENT AND ENTREPRENEURSHIP (Effective July 1, 2019)
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: BUS100, BUS101, BUS102, BUS103, BUS104, BUS105, BUS106, BUS107

This course takes a practical approach to small business and entrepreneurship. Topics include conceiving, planning, organizing, and managing a small business.

CFT100   BASIC CRAFT SKILLS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: NONE
This course introduces students to basic craft skills including the proper use of hand tools, power tools, and rigging. Students will receive instruction on handling techniques for hazardous and non-hazardous construction materials, basic skills in drawing and reading blue prints, and working in confined spaces. In addition, students review basic mathematical functions, communication, and job readiness skills.

DA100   INTRODUCTION TO DENTISTRY
CONTACT HOURS: THEORY - 60 LAB - 30 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.5
PREREQUISITES: NONE
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: NONE
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 -3 0 LAB - 60 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE
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: NONE
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 OFFICE MANAGEMENT
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; DA105
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(180 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: DA104-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.

GE201   INTRODUCTION TO COLLEGE MATHEMATICS
CONTACT HOURS: THEORY- 90 LAB - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
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: NONE
This course introduces various information and communications technologies and explains how information systems are used to solve problems.

GE203   INTRODUCTION TO PSYCHOLOGY
CONTACT HOURS: THEORY- 45 LAB - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
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.

GE206   ENGLISH COMPOSITION I
CONTACT HOURS: THEORY- 45 LAB - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

GE207   ENGLISH COMPOSITION II
CONTACT HOURS: THEORY- 45 LAB - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: GE206

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.

GE232   SURVEY OF THE SCIENCES (Effective July 1, 2019)
CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

The methods of rational inquiry and problem solving for the sciences are covered within this course. Students will explore and analyze selected topics from physics, chemistry, biology, astronomy and earth science.

HVA101   INTRODUCTION TO HVAC
CONTACT HOURS: **THEORY - 45 LAB - 45 (90 HOURS)**
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

Students will be instructed in the fundamental theories, knowledge and skills pertaining to the HVAC trade.

HVA102   PRINCIPLES OF ELECTRICITY
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

Students will be introduced to the concept of power generation and distribution, common electrical components, AC and DC circuits, and reading and interpreting wiring diagrams.

HVA103   BRAZING, SOLDERING and PIPING
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

Students will be introduced to types and sizes of tubing, the purposes 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.

HVA104   DUCT SYSTEMS
CONTACT HOURS: THEORY- 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

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. An introduction to zoning will also be covered.

HVA105   AIR CONDITIONING
CONTACT HOURS: THEORY- 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

Students will be introduced to refrigeration systems applied to air conditioning, air distribution and balance, installation, controls, typical operating conditions, and troubleshooting. Additional topics include compressors, refrigerant and oils, leak detection, evacuation, recovery, and charging.

HVA106   HEATING
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

Students will be introduced to gas-fired forced-hot-air furnaces, other types of furnaces, multi-purposes of multi-positional gas fuels, manifold pressures, oil heat, oil-fired forced-warm air furnaces, hydronic heat, indoor air quality, electric heat, and troubleshooting.

HVA107   COMMERCIAL HVAC
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100, HVA101-HVA106
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.

HVA108   COMMERICAL REFRIGERATION
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREQUISITES: CFT100, HVA101-HVA106
Students will be introduced to the evaporator and the refrigeration system, condensers, compressors, expansion devices, special refrigeration system components, application of refrigeration systems, commercial ice machines and troubleshooting, and typical operating conditions for commercial refrigeration.

HVA201   SUPERVISORY SKILLS AND CREW LEADERSHIP
CONTACT HOURS: THEORY- 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100, HVA101-HVA106
This course introduces students to human resource criteria, concepts, and skills for craftspeople in leadership roles. Topics include leadership styles, communication, delegating, problem solving, job-site safety, project planning, scheduling, and estimating. Students will also study green topics as they relate to HVAC.

IMM101 INDUSTRIAL MECHANICS TOOLS AND TECHNIQUES
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100
This course provides an orientation to industrial mechanics and introduces basic terminology, hand tools, pneumatic and electric power tools, powder actuated tools, and measuring tools used in industrial maintenance. Students will examine equipment, test instruments, hardware and systems, safety requirements, cutting, installation, materials handling, rigging, packing, procedures and methods of operation used in industrial maintenance.

IMM102 TRADE MATH, DRAWINGS, AND DIAGRAMS
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100
This course is the study of specific mathematical principles used in industrial mechanics, such as ratios, proportions, algebra, area, volume, circumference, and the Pythagorean Theorem. In addition, students will read and interpret plot plans, structural drawings, elevation drawings, as-built drawings, equipment drawings, P&IDs, isometric drawings, basic circuit diagrams, and detail sheets.

IMM103 LUBRICATION PRINCIPLES AND ANLYSIS
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100
This course examines the basics of lubrication and how it is used in industry. Students will learn classifications of lubricants, selection criteria, safety and storage of lubricants, additives, lubrication equipment, and lubricating charts. The course will also introduce concepts, function, terminology, and installation procedures for bearings, couplings, and mechanical seals.

IMM104 LAYOUT, PIPING, AND PLATES
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100
This course focuses on methods and tools used to lay out baselines, components and functions of piping systems, piping practices, and tube work. Students will learn how to set baseplates, pre-alignment, leveling, precision measuring tools, and basic plumbing.

IMM105 HYDRAULICS
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

This course explores the fundamentals of fluid power, hydraulic transmission of force and energy, types and properties of hydraulic fluids, pumps, drivers, valves, hydraulic symbols and prints, and hydrostatic and pneumatic testing. Students will learn about steam systems and distillation towers and vessels.

IMM106 HEAT AND PNEUMATIC SYSTEMS
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

Students will continue to build upon the foundations of Industrial Mechanics Tools and Techniques with emphasis on heat systems, compressors, and pneumatic systems, and installation and maintenance of drive belts and chain drives. The course also includes the basics of the refrigeration cycle and preparation for the EPA608 certification.

IMM107 ALIGNMENT
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

This course involves the study of alignment and motor controllers. Topics include types of misalignment, conventional alignment, reverse alignment techniques, principles of laser alignment, control circuits, variable frequency drives, and motor troubleshooting.

IMM108 TROUBLESHOOTING AND PREVENTIVE MAINTENANCE
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

In this course, students will learn how to develop and administer maintenance programs, preventive and predictive maintenance, non-destructive and pressure testing, lubricant analysis, and acoustic, infrared, and vibration testing. Topics include troubleshooting and repairing pumps, gearboxes, and conveyors. Students will also be introduced to the basics of reactor and refinery processes.

IMM109 SUPERVISORY SKILLS AND CREW LEADERSHIP
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100

This course introduces students to human resource criteria, concepts, and skills for craftspersons in leadership roles. Topics include leadership styles, communication, delegating, problem solving, job-site safety, project planning, scheduling, and estimating. Students will participate in a project to develop and plan administration of an industrial maintenance program. Topics also include introduction to Programmable Logic Controllers (PLC), and forklift operation.

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 study to 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. Students will have the opportunity to build their own personal computer. Upon the completion of IT100 and IT101, students will be eligible to sit for CompTIA A+ certification.

INT101   COMPUTER SOFTWARE ESSENTIALS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100

In Computer Software Essentials, the student will be exposed to 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 practice the application of proper troubleshooting theory and procedure. Upon the completion of IT101 and IT100, students will be eligible to sit for CompTIA A+ certification.

INT102   WINDOWS FUNDAMENTALS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100
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: INT100
Introduction to Networking course 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 help the student 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 the CompTIA Network+ certification.

INT104   NETWORK SECURITY FUNDAMENTALS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100-INT103
In Network Security Fundamentals, the student will be given an opportunity to 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 and virtualization, will be covered. This course allows the student to 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: INT100-INT103
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 explores 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: INT100-INT103
In the Server Administration course the student will practice 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 should be able to complete a server virtualization setup.

INT211   INFORMATION TECHNOLOGY EXTERNSHIP
CONTACT HOURS: THEORY - 5 LAB - 0 EXTERNSHIP - 180 (185 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100-INT106
The 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.

MAS100   INTRODUCTION TO MEDICAL ASSISTING (Effective July 1, 2019)
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
This prerequisite course orients students to the fundamental clinical and administrative procedures of a Medical Assistant. Foundational recall and introductory application of common skills performed by medical assistants will be introduced.

MAS201   CARDIOPULMONARY PROCEDURES (Effective July 1, 2019)
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100
This course applies the fundamental clinical, laboratory, and administrative skills of a medical assistant in conjunction with the commonly performed patient care practices found in cardiology, pulmonary, phlebotomy, and hematology specialties. Topics include pharmacology, dosage calculations, medical administration, communication, patient care, medical records documentation, safety, and professionalism. Both administrative and clinical skills according to national competencies as they relate are included.

MAS202   BODY CONTROL AND BALANCE PROCEDURES (Effective July 1, 2019)
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100
This course applies the fundamental clinical, laboratory, and administrative skills of a medical assistant in conjunction with the commonly performed patient care practices found in cardiology, pulmonary, phlebotomy, and hematology specialties. Topics include pharmacology, dosage calculations, medical administration, communication, patient care, medical records documentation, safety, and professionalism. Both administrative and clinical skills according to national competencies as they relate are included.

MAS203   NUTRITION AND WELLNESS PROCEDURES (Effective July 1, 2019)
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100
This course applies the fundamental clinical, laboratory, and administrative skills of a medical assistant in conjunction with the commonly performed patient care practices found in gastroenterology, urology, urinalysis, nutrition and wellness, and dermatology specialties. Topics include pharmacology, dosage calculations, medical administration, communication, patient care, medical records documentation, safety, and professionalism. Both administrative and clinical skills according to national competencies as they relate are included.

MAS204   HUMAN LIFE CYCLE PROCEDURES (Effective July 1, 2019)
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100
This course applies the fundamental clinical, laboratory, and administrative skills of a medical assistant in conjunction with the commonly performed patient care practices found in obstetrics & gynecology, pediatrics, geriatrics, and orthopedics specialties. Topics include pharmacology, dosage calculations, medical administration, communication, patient care, medical records documentation, safety, and professionalism. Both administrative and clinical skills according to national competencies as they relate are included.

MAS300   MEDICAL ASSISTING CAPSTONE (Effective July 1, 2019)
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100, MAS201, MAS202, MAS203, MAS204
Students prepare for entering the professional workforce by demonstration of competencies related to administrative and clinical skills through application, analysis, and evaluation of procedures used in a variety of healthcare settings.

MAS350   MEDICAL ASSISTING EXTERNSHIP (Effective July 1, 2019)
CONTACT HOURS: THEORY - 10 LAB – 0 EXTERNSHIP 170 (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100, MAS201, MAS202, MAS203, MAS204, MAS300
This course is designed to provide the student hands-on experience in the field working as an extern in a healthcare facility.

Professionalism in dress, behavior, and attitude are presented throughout the program.

COURSES IN TEACHOUT PROGRAMS

BA100   BUSINESS I
CONTACT HOURS: THEORY - 90 LAB - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE

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: NONE

Management covers the concepts, terminology, principles, theories, and issues that relate to 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: NONE

This course 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 using journals and ledgers, 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.

BA103   BUSINESS LAW
CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE

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 effecting 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

This course is an overview of the functionality of integrated accounting software systems. Topics include step-by-step entry guidelines for financial transactions, generation and analysis of accounting reports, and production of financial statements.

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 completion, money and banking, production, income, and employment, economic activities and policies, and international economics.

BA107   BUSINESS COMPUTER INFORMATION SYSTEMS
CONTACT HOURS: THEORY – 70 LAB – 0 (90 HOURS)
TOTAL QUARTER 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.

BA208   HUMAN RESOURCES MANAGEMENT
CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: BA104-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
PREREQUISITES: BA104-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: BA104-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.

BU1130 COMPUTER APPLICATIONS
CONTACT HOURS: THEORY – 40 LAB – 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE
This course focuses on Microsoft® Office applications and how they are used in a work environment. Topics include: documents, tables, graphics, and templates; spreadsheets, worksheets, and data; using formulas and functions; charts and tables; databases and tables; data relationships and queries; creating, editing, and delivering presentations.

HP100   MEDICAL TERMINOLOGY
CONTACT HOURS: THEORY- 90 LAB - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
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 - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: NONE
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 - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: NONE
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: NONE
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.

HP104   PHARMACOLOGY
CONTACT HOURS: THEORY - 90 LAB - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
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.

HP207 INTRODUCTION TO ELECTRONIC MEDICAL RECORDS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HP104; MB105-MB106; 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.

HRM2355   HUMAN RESOURCE MANAGEMENT (*ELECTIVE B*)
CONTACT HOURS: THEORY- 60 LAB - 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MAS2210
The student will be exposed to human resource management skills used by business managers in day-to-day operations.

INT208   ENTERPRISE ROUTING AND SWITCHING
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT104-INT106
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: INT104-INT106
This course focuses on implementation and management of client networks. Topics include types of client networks; installing, configuring, and monitoring a network infrastructure; routing and switching aspects of networks; and Internet protocols. Upon completion of this course, students will be eligible to sit for the Cisco Certified Network Administrator (CCNA) Routing and Switching certification exam.

INT210   WINDOWS SERVER SECURITY
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT104-INT106
In the Windows Server Security class, the student will have the opportunity to develop an advanced working knowledge of Windows Server security features, policies, and settings. The student will receive instruction in relation to designing, deploying, managing, and troubleshooting 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.

MAS1120   HUMAN LIFE CYCLE SYSTEMS
CONTACT HOURS: THEORY- 60 LAB - 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
This course provides an overview of patient care areas involving the reproductive system, maternal child and geriatric life stages, and the role of the healthcare professional in patient care needs associated with genetics, growth and development, pregnancy and the reproductive system. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization, and time management are emphasized.

MAS1135   CARDIOVASCULAR SYSTEMS
CONTACT HOURS: THEORY - 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE
This course provides an overview of the patient care areas involving cardiovascular and blood systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1140   NUTRITION AND ELIMINATION SYSTEMS
CONTACT HOURS: THEORY- 60 LAB - 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
This course provides an overview of patient care areas involving nutrition, metabolism, gastrointestinal and genitourinary systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1150   BODY COORDINATION AND CONTROL SYSTEMS
CONTACT HOURS: THEORY - 60 LA - 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
This course provides an overview of patient care areas involving the nervous and endocrine systems, and the role of the healthcare

professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1155   BODY DEFENSE AND CHEMICAL BALANCE SYSTEMS
CONTACT HOURS: THEORY - 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE
This course provides an overview of the patient care areas involving lymphatic, immune, fluids and electrolytes, and acid/base balance systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1165   RESPIRATORY SYSTEMS
CONTACT HOURS: THEORY - 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE
This course provides an overview of the patient care areas involving respiratory systems, and the various roles of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1170   HUMAN BODY MECHANICS SYSTEMS
CONTACT HOURS: THEORY - 60 LAB - 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
This course provides an overview of patient care areas involving cells, tissues, integumentary and musculoskeletal systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS2210   ESSENTIALS OF HEALTHCARE MANAGEMENT
CONTACT HOURS: THEORY- 60 LAB - 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MAS1120-MAS1170
This course explores fundamentals of management in a healthcare setting. Topics include leadership in healthcare, medical office operations, medical records and systems, marketing for healthcare, and healthcare insurance.

MAS2290   MEDICAL ASSISTING CAPSTONE
CONTACT HOURS: THEORY- 60 LAB - 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MAS1120-MAS1170
This course is a capstone review of roles and responsibilities in medical assisting. Students will demonstrate competencies related to administrative and clinical skills used in a variety of healthcare settings, and will also focus on preparation for employment in the field of medical assisting.

MAS2330   IN-PATIENT CARE SKILLS (*ELECTIVE A*)
CONTACT HOURS: THEORY- 60 LAB - 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MAS2210
This course is the study of skills and techniques used in an in-patient healthcare setting. Topics include wound care, ostomy care, traction care, catheterization and catheter care, patient transfers and ambulation, patient intake and output, medical diets and feeding the impaired, patient safety, and infection control.

**MAS2335   ADVANCED DIAGNOSTIC PROCEDURES (*ELECTIVE A)*
CONTACT HOURS: THEORY- 60 LAB - 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MAS2210**

This course introduces advanced clinical skills used in a variety of healthcare settings. Topics include drug screens, electrocardiography and telemetry, and phlebotomy.

**MAS2350   MANAGING COMPLIANCE IN HEALTHCARE (*ELECTIVE B)*
CONTACT HOURS: THEORY- 60 LAB - 60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MAS2210**

This course is an introduction to compliance and its role in healthcare organizations and administration. Topics include responsibilities of the compliance officer, facility accreditation, quality assurance, compliance metrics, laws and regulations, safety and emergency preparedness, and prevention of fraud and abuse in healthcare practices.

**MAS2399   MEDICAL ASSISTING EXTERNSHIP
CONTACT HOURS: THEORY- 0 LAB - 0 EXTERNSHIP-180 (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: MAS2290**

This course is designed to provide the student hands-on experience in the field working as an extern in a healthcare facility. Professionalism in dress, behavior, and attitude are presented throughout the program.

**MB105   INTRODUCTION TO CPT/HCPS CODING
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.

**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: HP104; MB105-MB106; 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: HP104; MB105-MB106; 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.

MB211   MIBC EXTERNSHIP
CONTACT HOURS: THEORY- 0 LAB - 0 EXTERNSHIP - 180 (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: HP104; MB105-MB106; 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.

MBC1140   MEDICAL INSURANCE
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: NONE
The course introduces students to the role of an insurance billing specialist and the common types of insurance coverage found in the United States. Taking on the basics of health insurance documentation, claims, and payment postings found in most outpatient settings. The course reviews the most commonly encountered third party billing options, including; Blue Plans, private insurance and managed care plans, Medicare, Medicaid and state programs, TRICARE and Veteran's Healthcare, Worker's Compensation, and Disability Income Insurance and Benefit Programs. Students have hands-on experience processing and auditing simulated medical insurance claims.

MBC1150   MANAGING MEDICAL OFFICE PROCEDURES
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: NONE
This course takes students through the basics of managing front office procedures, written communication in the medical office, fraud, abuse, and compliance, as well as other legal and ethical aspects, standard safety, and health management in the medical office. Students simulate the medical office procedures through completion of daily tasks.

MBC1160   PRACTICE MANAGEMENT and ELECTRONIC HEALTH RECORDS
CONTACT HOURS: THEORY – 40 LAB – 50 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP 101, AHP 102
The course takes students through the basics of managing medical records, common medical office practices of the back office billing, coding, and collections, healthcare technology requirements and applications, and the processing of medical office reports. Students simulate the medical office procedures through completion of common tasks used in practice management and electronic health record software.

MBC1170   DIAGNOSTIC CODING
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP 101, AHP 102
The course provides students with an overview of diagnostic coding and reporting guidelines as outlined by the Centers for Medicare and Medicaid Services, the National Center for Health Statistics, and the Department of Health and Human Services using the International Classification of Diseases. Students learn how to use the diagnostic coding manual and apply knowledge of chapter specific guidelines for encounters in multiple settings, including, hospital admission. Students have hands-on application in coding manuals and electronic coding software.

MBC1180   PROCEDURAL CODING
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP 101, AHP 102
The course provides students with an overview of physician coding and reporting guidelines using the Current Procedural Terminology manual and the Healthcare Common Procedural Coding System manual. The course covers an in-depth explanation of the sections found in the manuals, and then following a body system approach to allow students to practice procedural coding. Emphasis is put on correctly coding Evaluation & Management, modifiers, and surgical procedures. Students have hands-on application in and CPT and HCPCS coding manuals and electronic coding software.

MBC2220   ADVANCED MEDICAL CODING and AUDITING
CONTACT HOURS: THEORY – 40 LAB – 50 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP 101, AHP 102, MBC 1140, MBC 1150, MBC 1160, MBC 1170, MBC 1180
This course presents the student with a wide array of cases from across major medical specialties. The students will be assigned more complex cases with fewer directives and less information to ensure the development of the ability to transfer previously learned knowledge into application. Realistic case reports will be used for coding, billing, auditing, and scheduling.

MBC2230   HOSPITAL CODING and BILLING
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: NONE
This course introduces the basics of hospital billing and coding through the evaluation of hospital structures, functions, and the regulatory environment. The course navigates the student through the hospital billing process, patient accounts and data flow along with procedural coding and guidelines, claims forms used in hospital billing, prospective payment systems, and management of accounts receivable. The students apply knowledge obtained in the course to complete case studies and review claim form data for employment application.

MBC2240   HEALTH INFORMATION MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP 101, AHP 102, MBC 1140, MBC 1150, MBC 1160, MBC 1170, MBC 1180
This course provides students with the necessary tools to develop as a health information management or health informatics professional. The course covers how to manage the success of data content, structure and standards, perform risk management assessment, disclosure management, manage technology solutions, perform analytics and data use in health informatics, review the revenue management cycle for quality assurance standards, uphold compliance standards of HIPAA, recognize fraud and abuse, and develop a leadership model for human resource management, training, strategic planning, financial management, and project management in healthcare systems.

MBC2290   MEDICAL INSURANCE BILLING AND CODING CAPSTONE
CONTACT HOURS: THEORY – 40 LAB – 50 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: NONE
This course presents the student with the opportunity to gain experience from an online internship for medical coding. The virtual multi-specialty medical clinic simulates the work experience each student needs to be successful in the field and assists the student in creating a customized portfolio for sharing with prospective employers. Students also prepare for the National Health Career Association, Certified Biller Coder Specialist exam.

MBC2299 MEDICAL BILLING AND CODING EXTERNSHIP
CONTACT HOURS: THEORY – 10 LAB – 0 EXTERNSHIP - 170 (180 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP101, AHP102, BU1130, MBC1140 – MBC1180, MBC2220 – MBC2240, and MBC2290
Students learn from hands-on experience in medical administrative duties. Students are required to complete 180 hours of supervised training in the administrative aspects of a physician's office, clinic, insurance office, or hospital setting. This course gives students the ability to obtain work experience and become familiar with all aspects and duties of a medical insurance billing and coding representative.

Vista College maintains compliance with the following: Title IV (of the Higher Education Act), Title IX (of the Education Amendments of 1972), The Equal Credit Opportunity Act (Discrimination in Lending), the Age Discrimination Act and the Americans with Disabilities Act.

NON-DISCRIMINATION POLICY - AFFIRMATIVE ACTION STATEMENT

Vista does not deny admission or discriminate on the basis of race, color, sex, age, religion, creed, disability, national origin, veteran's status, or sexual orientation. Vista does not make pre-admission assumptions or inquiries regarding an individual's disability.

Vista admits students of any race, color, national and ethnic origin or other protected characteristics to all rights, privileges, programs and activities generally made available to students, and is non-discriminatory in its administration of educational policies, scholarship and loan programs, and other school-administered programs.

In addition, the institution complies with the Civil Rights Act of 1964, related Executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990, and all applicable state civil rights laws.

DRUG FREE SCHOOLS

All campuses are designated as drug-free. Upon enrollment, the campus will provide each student the Vista College Policy on Alcohol and Drugs containing information on the penalties associated with drug related offenses. The possession, sale, furnishing, or use of alcohol or controlled substances on campus is prohibited. Students will be held accountable for the use of alcoholic beverages or controlled substances on Vista or externship property, including the purchase, consumption, possession, furnishing, or sale of such items. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws.

In compliance with the Drug Free Schools and Communities Act of 1989, Vista College provides the following information regarding the use of illicit drugs and the abuse of alcohol in its Policy on Alcohol and Drugs: 1) Vista College Disciplinary Action, 2) Applicable Local, State, and Federal Laws, 3) Health Risks Associated with the Use of Drugs and Abuse of Alcohol, and 4) Drug/Alcohol Counseling and Rehabilitation Programs.

A student that violates the Vista College prohibition on controlled substances or alcohol is subject to disciplinary action up to and including immediate suspension or dismissal from Vista College, and legal implications including criminal prosecution, fine and/or imprisonment. Students dismissed for misconduct will be advised by the Campus Director. Readmission is subject to the Campus Director's approval.

RECORDS 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 Vista College. 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 Vista College 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.

RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 1974

In compliance with FERPA and the Buckley Amendment, Vista College gives notice that the following types of directory information may 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 earned

Students currently enrolled may request all or part of their director information be withheld from the public by filing a written request with 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 have a right to inspect and review upon written request to the campus. In addition, the student has the right to request an amendment of the education records including information that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

CAMPUS SECURITY ACT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (the "Clery Act"), Vista College publishes an Annual Security Report ("ASR"). The ASR contains information and crime statistics for the previous three calendar years regarding crimes that occurred on campus and on public property within, or immediately adjacent and accessible to the campus. The report also contains information regarding campus security and personal safety topics such as crime prevention, fire safety, crime reporting policies, the Policy on Alcohol and drugs, and other information related to safety and security.

A copy of the ASR is available to students and on Vista's website: https://www.vistacollege.edu/campus-safety/

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state regarding registered sex offenders. Information may be requested from the Department of Public Safety about convicted sex crime offenders. The website is located at https://www.ark.org/offender-search/index.php. This is the official internet source for public record information on sex offender registrations in the state of Arkansas.

The Campus Sex Crimes Prevention Act also requires that sex offenders who are required to register in the state to provide notice of each institution of higher education in the state at which the offender is employed, enrolled, or carries on a vocation. Vista College recognizes that it is the responsibility of local law enforcement officials to notify the community of potential public danger. Therefore, Vista College does not disseminate sex offender registry information to students. Vista College will 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.

SEXUAL HARASSMENT

Sexual harassment is illegal, and 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. Vista's zero tolerance policy is a commitment to providing a sexual harassment-free environment.

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 the In-Touch Hotline at 1-877-241-0084. In-Touch is a confidential, anonymous, toll-free number for students and employees to use to report any unethical or questionable behavior.

Sexual harassment is any unwanted conduct of a sexual nature, which includes, but is not limited, to unwelcome sexual advances; the use or threatened use of sexual favors as a basis for academic or employment decisions; conduct that creates a hostile, intimidating or offensive academic or working environment; conduct that has the effect of unreasonably interfering with an individual's academic or work performance; and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity.

TITLE IX REGULATIONS

Vista College is committed to maintaining a campus environment free from inappropriate conduct based on gender. Vista does not discriminate on the basis of sex in its education programs and activities, and it encourages any student who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct by another student, member of the faculty or staff, or campus visitor or contractor, to immediately report the incident to any institutional official, administrator, supervisor or the Title IX Coordinators.

Reports of sex discrimination or sexual harassment can be made to the Institution at any time, however, individuals are encouraged to report such incidents as soon as possible after the date of the alleged incident so prompt action can be taken to investigate and resolve the complaint. No person is required to report sex discrimination or sexual harassment to the alleged offender.

A complaint alleging sex discrimination or sexual harassment should be submitted, preferably in writing, to the Director of Compliance or the Executive Vice-President of Human Resources. The complaint should contain the following information:

- ➢ Name of the Complainant(s);
- ➢ Contact information, including address, telephone, and email;
- ➢ Date(s) and place(s) of alleged violation(s);
- ➢ Nature of alleged violation(s) as defined in this policy;
- ➢ Detailed description of the specific conduct that is the basis of alleged violation(s);
- ➢ Copies of documents pertaining to the alleged violation(s);
- ➢ Names of any witnesses to alleged violation(s);
- ➢ Action requested to resolve the situation;
- ➢ Complainant's signature and date of filing; and
- ➢ Any other relevant information

Institutional Title IX Coordinator (Students)	**Deputy Title IX Coordinator (Employees, Visitors, Contractors)**
Justin Gobert	
Director of Compliance	Stacy Dorsey
Education Futures Group	Executive Vice-President of Human Resources
300 N. Coit Rd, Suite 1400	Education Futures Group
Richardson, Texas 75080	300 N. Coit Rd, Suite 1400
(942) 733-3431 Ext: 1712	Richardson, Texas 75080
jgobert@vistacollege.edu	(972) 733-3431 Ext. 1723
	sdorsey@vistacollege.edu

Students may also contact the U.S. Department of Education, Office for Civil Rights to complain of a sex discrimination or sexual harassment including sexual violence; see:

https://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html

COLLEGE GOVERNANCE

Vista College and its subsidiaries are owned by Education Futures Management, Co.

BOARD OF DIRECTORS

Jim E. Tolbert
Louis Kenter
Michael P. McInerney

CORPORATE OFFICERS

Louis W. Kenter
Chairman

Jim E. Tolbert
Chief Executive Officer

Tim Armstrong
Vice President of Operations

Michael P. McInerney
Vice President and Secretary

William Klettke
Chief Financial Officer and
Assistant Secretary

Andrew Gray
Controller

CAMPUS DIRECTOR
Greg Gossett
Fort Smith (Branch Campus)

CAMPUS FACULTY & STAFF
A comprehensive listing of all campus faculty and staff members can be found in this catalog's supplement, Volume 3, effective May 1, 2019.

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 JPTA (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 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. The 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 to TCTI to Computer Career Center—Lubbock campus. 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 trade 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 the facilities in El Paso is approximately 73,550.

Computer Career Center opened a Beaumont, Texas campus in December 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 massage rooms.

Vista College opened a Longview, Texas campus in September 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 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.

A campus in College Station, Texas opened March 2014. The branch campus located at 2704 Texas Avenue South, College Station, Texas began offering classes April 2014. The school offers specialized vocational training and occupational education. Occupying approximately 18,680 square feet of space, the facility consists of administrative offices, multiple classrooms, medical labs, computer labs, and media center/library. Space is also available for additional programs and future expansion plans.

Vista College opened a campus at 1200 S. Waldron Road in Fort Smith, Arkansas in January, 2016. This facility occupies 25,800 square feet of space and consists of multiple lecture rooms, medical and dental laboratories, computer labs, media center/library, administrative offices and a conference room. The rooms are modern, well-equipped and provide adequate space for the approved programs.

Vista College graduates are awarded certificates, diplomas, or associate degrees, according to program. Curricula are reviewed and developed through an Occupational Advisory Committee 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 78778-001, (512)936-3100. Computer Career Center, a Division of Vista College is approved and regulated by the State of New Mexico Higher Education Department, 1068 Cerrillos Road, Santa Fe, New Mexico, 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, Texas 78752, (512) 427-6101 and the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898. The Ft. Smith campus is approved and regulated by the State of Arkansas Higher Education Department, 423 Main Street, Suite 400, Little Rock, Arkansas 72201, (501) 371-2000.

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 Cosmetology program began in Lubbock, Texas in May 2011 and is regulated by Texas Department of Licensing and Regulation, PO Box 12157 Austin, Texas 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. Meacham Road, Suite 100, Schaumburg, Illinois 60173, (800) 248-2862. Vista College is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898.

VISTA COLLEGE
FULL-TIME FACULTY & STAFF

FORT SMITH

STAFF

Name	Job Title	Name	Job Title
Open	Campus Director	Emily Meskimen	Business Office Manager
Alexis Richardson	Director of Admissions	Janaca Peevy	Registrar
Jay Edmonson	Director of Education	Open	Director of Career Services
Joesph Smith	Director of Financial Aid	Luke Loyd	Business Office Clerk
Jeff Bowers	IT Support Administrator	Hayden Payne	Career Services Coordinator
Wilma Johnson	Externship Coordinator	Jessica Kinsey	Student Services Coordinator
Amanda Scyrkels	Sr. Financial Aid Officer	Nathaniel Davis	Admissions Representative
Rachel Lutz	Admissions Representative	Rachel Lutz	Admissions Representative
Jonathan Morgan	Admissions Representative	Delvon Jones	High School Representative
Aubre Parker	Receptionist		

FACULTY

Name	Job Title	Major/Degree	Educational Institution
Amy Moore	Program Director - Allied Health	Licensed Practical Nurse	Arkansas Valley Technical Institute
Kim Turner	Instructor - Dental Assistant		
Eva Mello	Instructor - Medical Assisting	B.S. in Human Services and Management	University of Phoenix
Scott Salley	Instructor - Medical Assisting	A.S. in Psychology	Carl Albert State University
Jay Edmonson	Program Director – Business Administration	M.S. in Information Technology Management	Touro University International
Jeremy Varnell	Instructor - Business Administration	B.A. in Anthropology	University of Arkansas
Eva Mello	Instructor - Business Administration	B.S. in Human Services and Management	University of Phoenix
Shannon Kuykendall	Instructor - Business Administration	B.S. in Organizational Leadership	University of Arkansas – Fort Smith
Steven Stec	Instructor - Business Administration	B.S. in Business Administration	University of Arkansas
Jeremy Varnell	Instructor - General Education - English	B.A. in Anthropology	University of Arkansas
Shannon Kuykendall	Program Director - HVAC	B.S. in Organizational Leadership	University of Arkansas – Fort Smith
Steven Stec	Instructor - HVAC	B.S. in Business Administration	University of Arkansas
Shannon Kuykendall	Program Director - Industrial Maintenance Mechanic	B.S. in Organizational Leadership	University of Arkansas – Fort Smith
Steven Stec	Instructor - Industrial Maintenance Mechanic	B.S. in Business Administration	University of Arkansas
Jay Edmonson	Program Director – Information Technology	M.S. in Information Technology Management	Touro University International
Jeremy Varnell	Instructor - Information Technology	B.A. in Anthropology	University of Arkansas