Vista College Catalog

Diploma/Certificate/Degree

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Main Campus	Extension Campus	Extension Campus	Extension Campus
6101 Montana Avenue	7731 North Loop	5919 Brook Hollow	5929 Brook Hollow
El Paso, Texas 79925	El Paso, Texas 79915	El Paso, Texas 79925	El Paso, Texas 79925
(915) 779-8031	(915) 599-9010	(915) 779-8031	(915) 779-8031

Beaumont Branch Campus	College Station Branch Campus
3871 Stagg Drive, Ste. 194	2704 Texas Avenue South Ste. 2
Beaumont, Texas 77701	College Station, Texas 77840
(409) 291-4900	(979) 703-1306

Killeen Branch Campus	Longview Branch Campus	Lubbock Branch Campus
1001 S. Fort Hood Street	1905 West Loop 281, Ste. 21	4620 50th Street, Ste.14
Killeen, Texas 76541	Longview, Texas 75604	Lubbock, Texas 79414
(254) 432-5680	(903) 704-0544	(806) 785-2100

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

Jim Tolbert
Chief Executive Officer

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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 workplace. 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 Council on Occupational Education 7840 Roswell Ridge, Bldg. 300, Suite 325, Atlanta, Georgia 30350, www.council.org.

APPROVING BODIES
Texas Board of Nursing
Texas Department of Licensing and Regulating (TDLR)
Texas Health and Human Services (HHS)
Texas Higher Education Coordinating Board
Texas Workforce Commission, Career Schools and Colleges

PROGRAMMATIC ACCREDITING BODIES
National Center for Construction, Education & Research (NCCER)

SCHOOL MEMBERSHIPS
(Not all memberships are in effect at all campus locations)
Chamber of Commerce
Credit Bureau of El Paso
Greater El Paso and Hispanic Chamber of Commerce
National Center for Competency Testing

VISTA COLLEGE PROGRAMS

	Beaumont	College Station	El Paso (Main)	El Paso Annex A 5919 Brook	El Paso North Loop	El Paso Annex B 5929 Brook	Killeen	Longview	Lubbock
Associate of Applied Science									
Business Administration	X	X	X	X			X		
Construction Management			X	X		X			
Criminal Justice			X	X					
Information Technology (IT)		X	X	X			X		
Information Systems Security & Assurance (ISSA)				T/O					
Medical Assisting		X	T/O	T/O					
Medical Insurance Billing & Coding (MIBC)		X	T/O	T/O			X		
Medical Laboratory Technician			X	X	X				
Paralegal			X	X					
Trades Management - Heating, Ventilation, & Air Conditioning (HVAC)			X	X		X			
Diploma									
Business Administration	X		X	X				X	
Construction Technology				X		X			
Dental Assistant		X	X	X			X	X	
Electrical Technician				X		X			
Heating, Ventilation, & Air Conditioning (HVAC)	X	X		X		X	X	X	
Information Technology (IT)				X					
Medical Assisting	X	X	X	X			X	X	X
Medical Assisting for Spanish Speakers			X	T/O	X				
Medical Insurance Billing & Coding (MIBC)			X	X	X		X	X	
Pharmacy Technician				X					
Vocational Nurse	X		X	X	X		X		
Certificate									
Cosmetology	X						X	X	
Seminar									
Nurse Aide Training	X	X						X	X
Phlebotomy for Healthcare Professionals *	X	X	X				X	X	X

T/O = Teach-out program
*Approved by Texas Workforce Commission only

PROGRAM TUITION / TEXTBOOKS / FEES

Programs	Credential / Weeks	Credit Hours	Tuition	Textbook	Toolkit*	Registration Fee	Total Tuition
Business Administration	Associate / 70	105	$39,242	$350	N/A	$100	$39,692
Criminal Justice	Associate / 70	115	$39,340	$350	N/A	$100	$39,790
Construction Management	Associate / 70	105	$38,683	$350	$600	$100	$39,733
Information Technology (IT)	Associate / 70	98	$37,917	$325	$500	$100	$38,842
Information Systems Security & Assurance (ISSA)	Associate / 75	99	$43,367	$325	N/A	$100	$43,792
Medical Assisting	Associate / 75	105	$42,000	$325	N/A	$100	$42,425
Medical Insurance Billing & Coding (MIBC)	Associate / 80	111	$41,975	$350	N/A	$100	$42,425
Medical Laboratory Technician	Associate / 75	114	$41,875	$325	N/A	$100	$42,300
Paralegal	Associate / 70	98	$39,250	$350	N/A	$100	$39,700
Trades Management – Heating, Ventilation, & Air Conditioning (HVAC)	Associate / 90	118	$40,250	$350	N/A	$100	$40,700
Business Administration	Diploma / 40	52	$22,200	$200	N/A	$100	$22,500
Construction Technology	Diploma / 40	52	$20,250	$200	$600	$100	$21,150
Dental Assistant	Diploma / 45	57	$22,500	$200	N/A	$100	$22,800
Electrical Technician	Diploma / 50	65	$21,500	$250	$773	$100	$22,623
Heating, Ventilation, & Air Conditioning (HVAC)	Diploma / 50	65	$23,000	$250	$750	$100	$24,100
Information Technology (IT)	Diploma / 40	52	$20,500	$175	$500	$100	$21,275
Medical Assisting	Diploma / 45	58	$25,200	$200	N/A	$100	$25,500
Medical Assisting for Spanish Speakers	Diploma / 45	76	$25,200	$200	N/A	$100	$25,500
Medical Insurance Billing & Coding (MIBC)	Diploma / 50	65	$24,200	$200	N/A	$100	$24,500
Pharmacy Technician	Diploma / 40	60	$14,200	$200	N/A	$100	$14,500
Vocational Nurse (D)	Diploma / 60	73	$31,000	$400	N/A	$100	$31,500
Vocational Nurse (E)	Diploma / 75	73	$31,000	$400	N/A	$100	$31,500

Clock Hour Programs	Credential / Weeks	Clock Hours	Tuition	Textbook	Toolkit*	Registration Fee	Total Tuition
Cosmetology	Certificate / 44 (D) and 60 (E)	1,500	$19,000	$750	$1,250	$100	$21,100

Non-Title IV Programs	Credential / Weeks	Credit Hours	Tuition	Textbook	Toolkit*	Registration Fee	Total Tuition
Nurse Aide Training	Certificate / 5	4	$750	N/A	N/A	N/A	$750
Phlebotomy for Healthcare Professionals Seminar	Certificate / 2.5	3	$500	N/A	N/A	N/A	$500

*Non-institutional charge

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	Associate	$39,692	1350	$5,606.00	$50	$1,401.50
Criminal Justice	Associate	$39,790	1260	$5,620.00	$50	$1,405.00
Construction Management	Associate	$39,733	1260	$5,526.14	$50	$1,381.54
Information Technology (IT)	Associate	$38,842	1355	$5,416.71	$46.43	$1,354.18
Information Systems Security & Assurance (ISSA)	Associate	$43,792	1230	$5,782.27	$43.33	$1,445.57
Medical Assisting	Associate	$42,425	1440	$5,600.00	$46.43	$1,400.00
Medical Insurance Billing & Coding (MIBC)	Associate	$42,425	1530	$5,596.67	$50	$1,399.17
Medical Laboratory Technician	Associate	$42,300	1410	$5,982.14	$50	$1,495.54
Paralegal	Associate	$39,700	1260	$5,607.14	$50	$1,401.79
Trades Management – Heating, Ventilation, & Air Conditioning (HVAC)	Associate	$40,700	1440	$5,750.00	$50	$1,437.50
Business Administration	Diploma	$22,500	720	$5,550.00	$50	N/A
Construction Technology	Diploma	$21,150	720	$5,062.50	$50	N/A
Dental Assistant	Diploma	$22,800	900	$5,000.00	$50	N/A
Electrical Technician	Diploma	$22,623	900	$4,300.00	$50	N/A
Heating, Ventilation, & Air Conditioning (HVAC)	Diploma	$24,100	900	$4,600.00	$50	N/A
Information Technology (IT)	Diploma	$21,275	815	$5,125.00	$50	N/A
Medical Assisting	Diploma	$25,500	900	$5,600.00	$50	N/A
Medical Assisting for Spanish Speakers	Diploma	$25,500	1170	$5,600.00	$50	N/A
Medical Insurance Billing & Coding (MIBC)	Diploma	$24,500	990	$5,377.78	$50	N/A
Pharmacy Technician	Diploma	$14,500	900	$3,625.00	$50	N/A

Programs	Credential	Total Tuition*	Program Contact Hours	15-Week Tuition	15-Week Textbooks	General Education Course Cost 2½-Week Class
Vocational Nurse (day)	Diploma	$31,500	1185	$12,400.00	$160	N/A
Vocational Nurse (evening)	Diploma	$31,500	1185	$12,400.00	$160	N/A

* Tuition charges vary based on student's scheduled contact hours per term. To determine number of contact hours each term, please refer to course descriptions beginning on page 71 of the school catalog.

Clock Hour Program	Credential	Total Tuition	Clock Hours	Academic Year 1		Academic Year 2	
				Pay Period 1 (Incl. textbook & tool kit)	Pay Period 2	Pay Period 1	Pay Period 2
Cosmetology	Diploma	$21,100	1500	$7,700.00	$5,700.00	$3,800.00	$3,800.00

Non-Title IV Programs	Credential	Total Tuition	Clock Hours	Academic Year 1
				Pay Period 1 (Incl. textbook)
Nurse Aide Training	Certificate	$750	100	$750.00
Phlebotomy for Healthcare Professionals Seminar	Certificate	$500	45	$500.00

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).
- Must take and pass the Wonderlic Scholastic Level Exam (SLE) entrance assessment with a minimum score of 11 (except Vocational Nurse program applicants).
  - 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.

All campuses are authorized to enroll non-immigrant students participating in the Student and Exchange Visitor Program (SEVP).

PROGRAMMATIC ENTRANCE REQUIREMENTS

COSMETOLOGY

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

- Must be at least 18 years old to become eligible for state licensure by the Texas Department of Licensing and Regulations ("TDLR").
- Must not have accumulated more than 1,125 hours at another institution toward a cosmetology license.

CRIMINAL JUSTICE

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 a valid, state-issued driver's license.

HEATING, VENTILATION, & AIR CONDITIONING (HVAC), and TRADES MANAGEMENT – HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

- 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 a valid, state-issued driver's license.

PHARMACY TECHNICIAN

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 complete a drug test, with a negative screening result received by the campus by Friday at midnight (local time) of week two (2) of the term.

VOCATIONAL NURSE
Applicants must fulfill the following acceptance requirements:

- Pass the Test of Essential Academic Skills (TEAS) with a minimum score of 41.3%.
  - The TEAS test can be taken twice in a six-month period. After a second failed attempt, the applicant must wait until 180 days after the last attempt to test a third time. TEAS scores are valid for 365 days from the last attempt and expire on the 366th day.
- Pass the Texas Board of Nursing's criminal background check and drug screening by midnight (local time) on the third Friday of the first term.
- Complete American Heart Association CPR certification and all immunization requirements by Friday at midnight (local time) of week 12 of the first term or subsequent re-entry terms. After that point, students are required to maintain current immunity documentation for the following throughout their educational experience:
  - Immunity to Measles, Mumps and Rubella
  - Immunity to Varicella
  - Annual Tuberculin testing (PPD) with results < 3 months prior to the start of the program **OR** Submission of a chest x-ray and TB questionnaire for students known to have a positive TB skin test
  - Hepatitis B vaccination or proof of immunity
  - Td (tetanus-diphtheria) or, preferably, Tdap (tetanus-diphtheria-pertussis) within the past 10 years
  - Seasonal flu vaccination

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 in the Cosmetology program may re-enter at the clock hour point of withdrawal. 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. Students re-entering in the Vocational Nurse program are not required to retake the Test of Essential Academic Skills (TEAS).

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 Cosmetology hours and 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.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Students who may wish to transfer after attending Vista College are encouraged to contact the school they wish to attend to determine if their credits, certificate, diploma, or degree will transfer.

VETERANS AND SERVICE MEMBERS

Students using military and VA education benefits are required to submit all post-secondary institution transcripts, a military transcript or a Joint Service Transcript, and a DD214 (when applicable) by the end of the student's first term. The submitted documents will be used to conduct a mandatory evaluation of all potential transfer credits into any program for which the veteran or service member wishes to utilize his/her benefits.

VOCATIONAL NURSE PROGRAM

Vocational Nurse students may submit a request for transfer credit. To be considered for transfer credit, the official transcript(s) must reflect courses with a grade of "C" or better, and that were taken no longer than two years prior to the request. Additionally, applicants also may be required to pass a content or skills assessment.

TRANSFER HOURS - COSMETOLOGY PROGRAM

Students must submit transcripts to request transfer hours credit. In addition, the student must complete a performance assessment to determine entry into pre-laboratory classroom instruction or into laboratory learning experience. Hours earned in a high school program will be accepted as transfer credits as long as they meet TDLR criteria.

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 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
AHP100	Medical Terminology	CJ208	Crime and Criminals
AHP101	Anatomy and Physiology	CJ209	Criminal Investigation
BA100	Business I	CJ210	Criminal Behavior
BA101	Management	CM210	Communications

BA102	Accounting	GE201	Introduction to College Mathematics
BA103	Business Law	GE202	Introduction to Computer Science
BA104	Business II	GE203	Introduction to Psychology
BA106	Economics	GE206	English Composition I
BA107	Business Computer Information Systems	GE207	English Composition II
BA208	Human Resources Management	GE232	Survey of the Sciences
BA209	Production and Operations Management	HP100	Medical Terminology
BA210	Strategic Management and Implementation	HP101	Anatomy and Physiology
BO208	Business Operations	HP104	Pharmacology
BUS100	Business Fundamentals	INT100	Computer Hardware Essentials
BUS101	Computer Applications	INT101	Computer Software Essentials
BUS102	Business Communications	INT102	Windows Fundamentals
BUS103	Customer Service	PL100	Introduction to Law and Paralegal Studies
BUS104	Management	PL101	Office Procedures and Practices
BUS106	Business Law	PL102	Probate Administration and Estate Planning
BUS107	Accounting	PL103	Tort Law
BUS209	Human Resources	PL104	Family Law
CFT100	Basic Craft Skills	PL105	Real Estate
CJ100	Introduction to Criminal Justice	PL106	Criminal Law
CJ101	Fundamentals of Criminal Law	VN120	Introduction to Vocational Nursing
CJ102	Courts and Criminal Procedures	VN124	Anatomy and Physiology
CJ103	Corrections	VN128	Health Assessment
CJ104	Ethics	VN130	Nursing Terminology and Mathematics
CJ105	Victimology	VN148	The Older Adult
CJ106	Organized Crime	VN160	Pathophysiology
CJ107	Police System and Practice		

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
BUS106	Business Law	Introductory Business Law	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. The Vocational Nurse program term is 15 weeks. Neither applies to the clock hour Cosmetology program.

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 during which a full-time student is expected to complete 36 quarter-credit hours. Cosmetology has a 26-week academic year (day) and a 36-week academic year (evening).

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. FDLP loan are borrowed by the student, and must be repaid 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.
- 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.
- 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

Refund computations will be consistent with the Texas Workforce Commission, Career Schools and Colleges ("TWC") refund policy guidelines and are based on scheduled clock hours of attendance through the last date of attendance. 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.

TWC AND 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 Texas National Guard may elect one of the following options for each program in which the student is enrolled:

   a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and 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 students with obtaining an affordable college education that can lead to gainful employment, while minimizing student loan debt.

MILITARY SCHOLARSHIP

Students applying for 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[®I], 9/11 GI Bill[®I], Forever GI Bill[®I], 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 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.

[I]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

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 a 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 SCHOLARSHIP

Agency Scholarships are awarded to eligible students as follows:

- Students with an executed ITA or Purchase Order will be packaged to match the amount of tuition approved on the domicile state's ETP website for WIOA and TAA or the domicile state's approved amount for vocational rehabilitation services.
- Students will be entitled to maximize their Pell eligibility and may receive funds not required to cover published tuition in the form of stipend.
- 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 at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term when a student withdraws.

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 applies to 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:

- Achieve a cumulative 2.5 GPA or 80% grade average for the senior high school year (verified with the official high school transcript verifying graduation).
- Write a minimum 250-word essay on *"Why I Am Choosing to Pursue This Career Path"*.
- Start a Vista College program and pass the first five week course of the program.

This scholarship award does not meet the criteria of the Matching Scholarship Program. 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.

NEW PROGRAM / NEW GOAL SCHOLARSHIP

The *New Program/New Goal Scholarship* is designed to assist prior Vista students in the Vocational Nurse or Practical Nurse (VN or PN) programs who were unable to complete their Nursing program of study. To be eligible for the scholarship, the student must enroll in and start any other program; the scholarship will apply only to this single enrollment. This applies to new program enrollments only (the student may not have enrolled and started in the new program previously).

The *New Program/New Goal Scholarship* provides tuition credit in this single enrollment in any program for the amount paid while in the Nursing program (including all funding sources except Vista scholarships and Vista matching funds) of **up to $15,000**. The credit will be applied by term, and will be fully credited upon completion of the program.

In addition, Vista will forgive the enrollment balance (from the prior Nursing program) of **up to $3,000** upon graduation from the currently enrolled program. If the scholarship creates a credit balance on your account, the scholarship will be reduced until the credit balance is eliminated.

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 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 (no repeat required for Cosmetology students).				
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 not 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**	N/A
	Indicates the student attended class but was not required to complete all the activities***				
Vocational Nurse only					
A	**Excellent (90-100)**	**Yes**	**Yes**	**Yes**	4
B	**Above Average (80-89)**	**Yes**	**Yes**	**Yes**	3
C	**Average (75-79)**	**Yes**	**Yes**	**Yes**	2
F	**Failing (Below 75)**	**No**	**Yes**	**Yes**	0

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

***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 the Cosmetology and Vocational Nurse programs, and externships.

STUDENT/TEACHER RATIOS
The maximum student/teacher class ratios are:

- Theory: 30 to 1
- Laboratory: 20 to 1
- Cosmetology: 25 to 1
- Clinical (VN): 10 to 1

2019-20 ACADEMIC CALENDAR

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

Start	End
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

2019-20 Vocational Nurse Program Start/End Dates

Start	End
01/07/2019	04/19/2019
05/06/2019	08/16/2019
09/02/2019	12/13/2019
01/06/2020	04/17/2020
05/04/2020	08/14/2020
08/31/2020	12/11/2020

2019-20 Day Cosmetology Program Start/End Dates

Day Calendar		Evening Calendar	
Start	End	Start	End
		5/21/2018	8/16/2019
7/02/2018	5/10/2019	7/02/2018	9/27/2019
8/06/2018	6/14/2019	8/06/2018	11/01/2019
9/10/2018	7/19/2019	9/10/2018	12/06/2019
10/15/2018	8/23/2019	10/15/2018	01/10/2020
11/19/2018	9/27/2019	11/19/2018	02/14/2020
01/07/2019	11/15/2019	01/07/2019	03/13/2020
02/11/2019	12/20/2019	02/11/2019	04/17/2020
03/18/2019	02/07/2020	03/18/2019	05/22/2020
04/22/2019	03/13/2020	04/22/2019	06/26/2020
05/27/2019	04/17/2020	05/27/2019	07/31/2020
07/01/2019	05/22/2020	07/01/2019	09/04/2020
08/05/2019	06/26/2020	08/05/2019	10/09/2020

09/09/2019	07/31/2020	09/09/2019	11/13/2020
10/14/2019	09/04/2020	10/14/2019	12/18/2020
11/18/2019	10/09/2020	11/18/2019	02/05/2021

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 student'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 student in a negative SAP status, or with poor attendance, may not be eligible for 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 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 in Information Technology (IT)	5 (classroom) / 180 (site)	5 weeks
Diploma Information Technology (IT)	5 (classroom) / 180 (site)	5 weeks
Associate of Applied Science in Medical Assisting	10 (classroom) / 170 (site)	5 weeks
Diploma Medical Assisting	10 (classroom) / 170 (site)	5 weeks
Diploma Medical Assisting for Spanish Speakers	10 (classroom) / 170 (site)	5 weeks
Associate of Applied Science in Medical Insurance Billing & Coding (MIBC)	10 (classroom) / 170 (site)	5 weeks
Diploma Medical Insurance Billing & Coding (MIBC)	10 (classroom) / 170 (site)	5 weeks
Associate of Applied Science in Medical Laboratory Technician	240	10 weeks
Diploma Dental Assistant	180	5 weeks
Diploma Pharmacy Technician (Effective August 5, 2019) Pharmacy Review & Experience: Dispensing Pharmacy	180	5 weeks
Diploma Pharmacy Technician (Effective August 5, 2019) Pharmacy Review & Experience: Sterile Compounding & Long-Term Care	180	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. Students have the right to decline a site that requires a drug screening, although declining a site may delay program completion. 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 shifts for externship. Whether or not students attended class during the day or in the evening, the majority of externship site 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.

PROGRESS 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 except Vocational Nurse and Cosmetology. Vocational Nurse has 15-week terms. Cosmetology progress evaluations are distributed at the end of each progress evaluation point (refer to the Satisfactory Academic Progress (SAP) section below for details).

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 (calendar weeks for Cosmetology).

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 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

Additional SAP Requirements for Clock Hour Programs	
For Cosmetology, academic progress is measured at 450/900/1200/1500 hours scheduled (and every 300 hours thereafter)	
Benchmark Attendance: 80%	Benchmark Grade Point Average: 2.0

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 the student 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 of their status, be placed on FA suspension, and will lose federal financial aid eligibility. The student may appeal the SAP decision. If the student is successful and wins the appeal, then (s)he may continue to attend school with alternative funding. 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.

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.
- 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.

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.

Seminar students whose absences exceed 15% of total program hours or 5 consecutive days from school will be placed on probation and warned in writing to improve their attendance rate.

ATTENDANCE VIOLATIONS
The following violations apply to all programs except Cosmetology and Vocational Nurse.

Percent Absent
Students who exceed 20% absence in a term will be placed on attendance probation during the next term. Exceeding 20% absence in the attendance probation term will result in immediate dismissal from the program.

Students who exceed 20% absence for the scheduled hours in the program will be dismissed immediately from school and may not be considered for re-entry for a minimum of five (5) weeks.

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.

ATTENDANCE VIOLATIONS – COSMETOLOGY
Cosmetology students are expected to maintain an attendance percentage of 80% or higher of scheduled hours (less than 20% absent rate). Attendance is systematically and consistently evaluated in 10-week blocks beginning with the student's program start date. Students receiving VA benefits will **not** include make-up hours when calculating their overall attendance percentage.

Students who exceed 20% scheduled hours absence within a 10-week block will be placed on attendance probation during the next 10-week block. Exceeding 20% scheduled hours absence in the attendance probation period will result in immediate dismissal from the program.

Students who exceed 20% absence for the total scheduled hours in the program will be dismissed immediately.

Students who are dismissed from the program due to attendance violations must sit out a minimum of five (5) weeks before applying for re-entry into the program.

Cosmetology students must complete 100% of the scheduled hours in the program. Due to that requirement, they have the opportunity to make up attendance time for having been absent from class. The campus has scheduled times for the students to attend for make-up hours outside of their regularly scheduled class time and within the scheduled course dates. Students receiving VA benefits may include make up hours to satisfy the 100% of the scheduled hour requirement. When calculating attendance percentage for the determination of attendance violations, make-up hours will not be included in the calculation.

Consecutive Days Absent
A student will be dismissed from school if absent for 14 consecutive calendar days (excluding scheduled breaks and holidays) within a 10-week block.

ATTENDANCE - VOCATIONAL NURSE
Students are expected to attend every class, laboratory and clinical experience, arriving on time prepared to work. When a student arrives late for class or laboratory, returns from a scheduled break late, or leaves early, it is counted as absent time, and is recorded in 15-minute increments.
Students who are absent 10% of the total hours for any classroom or laboratory course element will receive a written warning. Students who are absent 15% or more of the total hours for any classroom or laboratory course element will be withdrawn from the course.
Students are provided with their individual schedule of clinical experiences. Clinical experiences include direct and indirect patient care activities as well as pre- and post-conference activities. Missed clinical experiences are missed opportunities to meet course objectives.
- Students who arrive more than 15 minutes late to clinical experiences will be sent home and marked absent for the entire clinical day.
- Students who leave early from a clinical experience are considered absent from the entire experience. Students who miss more than two (2) clinical experiences in Medical Surgical Nursing, Advanced Medical Surgical Nursing or Practical Nursing Capstone will be withdrawn from the course.
- Students who miss more than one (1) clinical experience in Mental Health Nursing or Parent Child Health will be withdrawn from the course.

Violations of the Attendance Policy are not eligible for appeal.

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; published scheduled breaks 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, at 8 a.m. until 5 p.m. (local time). The Admissions office is open Monday through Friday at 8 a.m. until 7 p.m. (local time) and on Saturdays 10 a.m. - 2 p.m. (local time). Administrative hours may vary by campus.

AMERICANS 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 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 three (3) 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
Compliance@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/ringer off mode while in classrooms and labs. Cell phone conversations must take place in the student break room or outside of the building and away from the entrance.
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.

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 16 on the campus must be supervised by an adult. Children under the age of 16 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
Students are responsible for having their belongings in their possession at all times. Vista College is not responsible for personal belongings that are lost, damaged, or stolen in the building or parking lot. Labeling possessions with name and phone number is highly recommended. The lost and found is located in the Campus Director's office. 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. Violators will 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 College 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
When the school is unexpectedly closed due to weather, utilities issues, emergency situations, etc., the Campus Director will communicate the decision to close school via one or multiple of the following forms of communication: the Vista Alert system (email, text, and voice mail notifications to students, faculty, and staff), TV, radio, updates to the website, voice mail, etc. The decision to resume operations will be communicated using the same means. 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.
Depending on the timing of the closure, there may be make-up classes offered. The school will use the same method of communication to inform 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 for community resources providing 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 active 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. Contact the Career Services department for information concerning employment assistance. 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 development 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 SOCIETY (Alpha Beta Kappa)

Vista College Honor Society is composed of students with a 4.0 G.P.A. and at least a 90% attendance rate. All students who meet and maintain eligibility requirements in academics and attendance and have completed at least 9 credit hours 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, attendance, service, leadership and character.

STUDENT CODE OF CONDUCT

The Vista Student Code of Conduct (Code) standards promote individual and social responsibility, and sets 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. Nursing and Cosmetology students should refer to their program-specific handbooks for dress code requirements.

All Cosmetology students may wear accessories and closed toe shoes in the color of their choice. All student attire must be tasteful in appearance and conducive to 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
300 N. Coit Road, Suite 1400
Richardson, TX 75080
(972) 733-3431
Compliance@vistacollege.edu

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

A student in a certificate or diploma program may file a complaint with:
Texas Workforce Commission Career Schools and Colleges
101 E. 15th Street
Austin, Texas 78778-0001
(512) 936-3100
Information on filing a complaint with TWC can be found on TWC's website at
www.texasworkforce.org/careerschoolstudents

A student in a degree program may file a complaint with:
Texas Higher Education Coordinating Board
Office of General Counsel
P. O. Box 12788
Austin, Texas 78711-2788
StudentComplaint@thecb.state.tx.us
All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form.

A Vocational Nurse program student may contact:
Texas Board of Nursing
William P. Hobby Building,
Ste. 3-460 333 Guadalupe Street
Austin, TX 78701

Texas Cosmetology students may contact:
Texas Department of Licensing and Regulation
P O Box 12157
Austin, TX 78711
(800) 803-9202

PROGRAMS OF STUDY - DIPLOMA AND CERTIFICATE

The following programs of study are approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15ᵗʰ Street, Austin, Texas 78778-0001. Programs are accredited by the Commission of the Council on Occupational Education (www.council.org), 7840 Roswell Rd., Bldg. 300, Suite, 325, Atlanta, Georgia 30350, (800) 917-2081.

The Vocational Nurse program is regulated by the Texas Board of Nursing, William P. Hobby Building, Ste., 3-460, 333 Guadalupe Street, Austin, Texas 78701. The Cosmetology program is approved by the Texas Department of Licensing and Regulation, P O Box 12157 Austin, Texas 78711, 800-803-9202, www.license.state.tx.us.

Students must meet all clinical facility requirements including drug screening and vaccinations before beginning training at externship/clinical sites where required. Costs incurred from this requirement are **not** part of the published tuition or fee charges for programs, excluding nursing.

Not all programs are offered at all campuses.

Business Administration

Construction Technology

Cosmetology*

Dental Assistant

Electrical Technician

Heating, Ventilation, & Air Conditioning (HVAC)

Information Technology (IT)

Medical Assisting

Medical Assisting for Spanish Speakers

Medical Insurance Billing & Coding (MIBC)

Nurse Aide Training

Pharmacy Technician

Vocational Nurse

Phlebotomy for Healthcare Professionals**

Programs not regulated by Texas Workforce Commission
**Program not regulated by Council on Occupational Education*

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.

CONTINUING EDUCATION SEMINAR COURSES

All continuing education seminar courses appear in the Continuing Education Seminar Catalog on the Vista College website at www.vistacollege.edu.

BUSINESS ADMINISTRATION

The Business Administration diploma program is a course of study designed to provide students the opportunity to learn foundational skills needed in today's automated business environment. Having studied accounting, computer applications, business communications, customer service, management, and marketing, graduates may seek 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.

Program Objectives – Students will be trained to:

- Effectively utilize concepts, terminology, principles, theories, and issues that relate to the field of business.
- Integrate behavioral and system approaches into the traditional analysis of business.
- Demonstrate the ability to communicate effectively.
- Perform basic accounting equations, debits and credits, and analyzing transactions using T-accounts, recording and posting transactions adjustments, closing entries, and post-closing trial balances.
- Prepare financial statements, including Income Statements, Statements of Owners Equity, and Balance Sheets.
- Identify the various types of business-related laws, such as Constitutional law, statutes, torts, criminal laws, and contract laws.
- Demonstrate an understanding of the role of law in business and society, including government regulations, consumer protection, environmental laws, worker health and safety, and employment discrimination.
- Review and identify business trends and events that will change the future business world.
- Use information systems to solve problems and make better business decisions.

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

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
	TOTALS	360/360/00	52.0

Total Clock Hours: 720

Estimated Completion Time: 40 Weeks

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

CONSTRUCTION TECHNOLOGY

The Construction Technology diploma program is designed to provide students a foundation in construction technology. Areas of study include building codes, construction site techniques and layout, framing, mechanical systems, and construction safety. Skills taught in the program include interpreting construction drawings; performing quality concrete and brickwork; framing walls, ceilings, and floors of a structure; installing the proper wiring and piping for electrical plumbing systems, and the fundamental concepts of sustainable design and green building practices. Graduates of this program may seek employment in entry-level construction positions. Upon completion of the program, a diploma is awarded.

Program Objectives – Students will be trained to:

- Demonstrate basic craft skills including the proper use of hand tools, power tools and rigging.
- Demonstrate proper handling techniques for hazardous and non-hazardous materials, blue print reading and effective communication skills.
- Identify the proper safety techniques, rules and regulations for a safe working environment.
- Demonstrate how to mix, move, place, finish and estimate concrete.
- Describe installation standards for various building systems including heating, ventilation, and air conditioning (HVAC), plumbing and electrical.
- Explain how building codes are administered and enforced.

- Describe how to spread, furrow, butter and estimate the most common types of masonry.
- Identify the different types of framing systems for floors and roofs and materials and methods used in roofing.
- Explain principles of HVAC, plumbing, and electrical work and installation methods and materials for each.
- Identify Green alternatives to conventional building practices and Leadership in Energy and Environmental Design ("LEED") rating process.
- Describe the role of Occupational Safety and Health Administration (OSHA) and how it enforces safe working practices.

Potential job titles: Drywall Installer, Framer, Construction Laborer, Apprentice, Construction Laborer, Construction Worker, Estimating Assistant, Handy Man/Contract Labor, Laborer/Construction Helper, Tile Worker.

Course Number	Course Title	Theory/Lab /Extern Hours	Quarter Credit Hours
CFT100	Basic Craft Skills	45/45/00	6.5
CON101	Introduction to Construction*	45/45/00	6.5
CON102	Building Codes*	45/45/00	6.5
CON103	Construction Techniques*	45/45/00	6.5
CON104	Construction and Framing*	45/45/00	6.5
CON105	Construction Materials and Applications*	45/45/00	6.5
CON106	Construction Systems*	45/45/00	6.5
CON108	Cabinet Making*	45/45/00	6.5
	TOTALS	360/360/00	52.0

Total Clock Hours: 720

Estimated Completion Time: 40 Weeks

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

COSMETOLOGY

- The Cosmetology certificate program is designed to expose students to the skills necessary for becoming licensed cosmetologists. The program focuses on preparing students for the state licensure exam and professional entry into the salon industry using both theoretical and practical instruction. Students are awarded Certificates of Proficiency upon completion of the program, including acquisition of 1500 hours to satisfy Texas state requirements. The course includes extensive instruction and practical experience in hair cutting, coloring and perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.
- The course is divided into pre-clinical classroom instruction and clinical service learning experiences:
- **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops where students cover design principles, technical information, and professional practices.
- **Clinic Learning Experience:** The remaining 1200 hours are spent in the clinic area, providing students with the opportunity for practical experience.
- Program Objectives – Students will be trained to:
- Adopt the practical skills, theoretical knowledge and professional attitudes necessary for success in the Cosmetology profession.
- Demonstrate the following skills:
  - Shampooing
  - Hair & scalp treatments
  - Cutting hair
  - Hair styling,
  - Chemical services (perms, relaxers and color),
  - All phases of manicuring
  - Apply make-up
  - Skin care (within the scope of the license).
- Explain the importance of human relationships with the ideas and attitudes of trustworthiness and of willingness to cooperate with employers and fellow employees.
- Demonstrate self-reliance, self-control and self-discipline.

- Illustrate an appreciation of professionalism in business practices.
- Prepare for the Texas cosmetology state board exams.

Course Number	Course Title	Theory/Lab /Extern Hours	Clock Hours
COS2018TX	Cosmetology Skills Fundamentals	1500	1500

Total Clock Hours: 1500

Estimated Completion Time: 44 Weeks (day) / 60 weeks (evening)

This program is approved and regulated by the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas, 78711, 800-803-9202, www.license.state.tx.us.

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

To be employed as a "licensed cosmetologist" in the state of Texas, an individual must possess a license issued by the Texas Department of Licensing and Regulation.

Vista will pay TDLR fees for first-time test takers only as follows (although TDLR allows students to retake the exam until they pass.):

- Vista will pay for one attempt only of the written exam, which can be taken any time after 1000 hours are completed;
- Vista will pay for one attempt only of the practical exam for graduates, which can be taken once 1500 hours are completed and after the written exam has been taken and passed.

For up to one year after the graduate successfully passes both the written and practical exams, Vista will pay the fees for the Operator License required by TDLR to perform any practice of cosmetology.

Every individual who applies for a license with TDLR is subject to a criminal background check to determine licensure suitability.

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.

Program Objectives – Students will be trained to:

- Understand the history, ethics, legalities, duties and responsibilities of the dental health team.
- Perform dental charting.
- Identify, utilize and perform sterilization of dental materials.
- Perform activities with various dental materials such as irreversible hydrocolloid impression materials and dental cements, manipulation of gypsum products, final impressions for crown and bridges, and cosmetic reconstructive procedures.
- Properly use applications and the safe handling procedures according to Occupational Safety and Health Administration (OSHA) compliance and the U.S. Food and Drug Administration for dental amalgam, composites, cements, bases and liners.
- Identifying common oral diseases, dental caries, methods for caries intervention, periodontal disease, preventative dental techniques, nutrition, and oral pathology.
- Perform dental radiology, dental film processing, radiographic techniques, quality control, infection control, and the foundations of extra-oral and intra-oral radiology following proper safety protocol.
- Demonstrate proper telephone etiquette and communication, effective appointment control, dental bookkeeping systems and practices, business writing and techniques for collecting.
- Assist with dental operative procedures, charting, instrumentation, infection control, care and maintenance of equipment and utilization of dental materials.

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

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
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: 45 Weeks

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

DA211 – All courses must be completed prior to externship.

ELECTRICAL TECHNICIAN

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

Program Objectives – Students will be trained to:

- Demonstrate proper adherence to safety guidelines while working in the field at all times.
- Identify related components, materials, and install, three-way switch circuits, single pole switches, meter cans, fixtures, ceiling fans, raceways, box fills, service feeders, panel boxes, branch circuits, and electrical service.
- Correctly size and install panel board; calculate conductor fill capacities.
- Properly mount all components and conduit.
- Check for proper connections, wiring and grounding.
- Compute and identify size of service to install.
- Determine amount of outlets per circuit in various rooms of a building.

Potential job titles: Apprentice Electrician, Building Automation Technician, Electrical Assistant/Helper, Electrical Support, Electrical Technician, Maintenance Technician, QA Inspector, Service Technician, Vol-Light Industrial Assembler and Wiring Technician.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
CFT100	Basic Craft Skills	45/45	6.5
ELT101	Basic Electricity*	45/45	6.5
ELT102	Electrical Concepts*	45/45	6.5
ELT103	Electric Equipment Installation*	45/45	6.5
ELT104	Control Systems and Applications*	45/45	6.5
ELT105	Overcurrent Protection and Commercial Systems*	45/45	6.5
ELT106	Electrical Applications*	45/45	6.5
ELT107	HVAC Electrical Systems and Special Topics*	45/45	6.5
ELT108	Introduction to Solar Photovoltaics*	45/45	6.5
ELT201	Advanced Photovoltaics*	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.

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.

Program Objectives – Students will be trained to:

- Identify the common tools and work procedures required to work safely and effectively as heating and air –conditioning technicians.
- Describe the basic theory of the refrigeration cycle and explain the basic scientific principles that apply to the refrigeration cycle.
- Identify basic refrigerants used in common commercial applications and the outline the accepted procedures for the safe handling and disposal of common refrigerants.
- Describe the basic components present in the heating and cooling systems and outline the standard techniques used to troubleshoot systems and identify faulty components.
- Identify the standard forms and functions of residential heating systems and describe the basic troubleshooting and repair procedures used for each.
- Describe the Occupational Safety and Health Administration's (OSHA) role in the HVAC and construction industry.
- Describe lock out tag out as it pertains to the HVAC industry.
- Define incidents and accidents and the significant costs associated with them.
- Identify the common causes of incidents and accidents and their related consequences.
- Define heat load and identify sources for both heating and cooling in residential/commercial systems.
- Identify and read basic wiring diagrams for all equipment in the HVAC industry.

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.
A valid, state-issued driver's license is required for employment in the field of Heating, Ventilation, & Air Conditioning (HVAC).

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+ & Network+ certifications expected by today's employers. Upon completion of this program, a diploma is awarded.

Program Objectives – Students will be trained to:

- Prepare for the CompTIA A+ and CompTIA Network+ certifications.
- Build a personal computer using appropriately identified tools and procedures.
- Demonstrate the traits of professionalism and appropriate communication associated with the profession.
- Identify and appropriately utilize preventive maintenance products, tools, safety procedures, and precautions.
- Recognize and describe the functions of basic components in a structured cabling system.
- Demonstrate an understanding of the purpose and properties of routers and switches.
- Plan and install a network.

- Describe the functions of key members of the transmission control protocol/Internet protocol ("TCP/IP") protocol suite.
- Create configuration management documentation and describe how it simplifies managing and upgrading a network and prevents errors.
- Using appropriate tools monitor the network to identify performance and connectivity issues.
- Operate Windows Server 2016/R2 in a networked environment.
- Demonstrate fundamental understanding of computer and network security.

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: 40 Weeks
*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.
INT211 – All courses must be completed prior to externship.

MEDICAL ASSISTING

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.

Program Objectives – Students will be trained to:
- Perform initial examinations of patients; take vitals; assisting in procedures; administer medication; perform first aid and CPR.
- Discuss and demonstrate professionalism in the healthcare professional role.
- Identify and describe structural organization, function, and common pathology of the human body.
- Apply the use of medical terminology for proper documentation, communication, and patient education.
- Identify and describe the relationship and impact on the human body with medications used for treatment, including desired effects, side effects, and adverse reactions.
- Identify measurement systems, conversions, abbreviations, and symbols utilized in calculating medication dosages and demonstrate basic pharmacology math computations.
- Discuss legal scope of practice including all levels of governmental legislation and regulation, including confidentiality, U.S. Food and Drug Administration, U.S. Drug Enforcement Agency, Occupational Safety and Health Administration (OSHA), Center for Disease Control, and the Health Insurance Portability and Accountability Act (HIPAA).
- Describe and utilize personal protective equipment, material data safety sheets, body mechanics, ergonomics, signs, symbols, labels and proper response to hazardous material disposal and standard safety precautions when performing fundamental procedures of a medical assistant.
- Discuss the importance of safety precautions and appropriate responses with explanation of process to follow if an error is made in patient care.
- Perform front office, back office, and general administrative skills, including procedural and diagnostic coding.
- Provide professional written, verbal and non-verbal communication with patients and other healthcare professionals.
- Maintain medical legal and ethical considerations for Patient's Bill of Rights, HIPAA, OSHA, Joint Commission, Clinical Laboratory Improvement Amendments (CLIA) laboratory testing, chain of custody protocols, and emergency response.

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, and 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.

MEDICAL ASSISTING FOR SPANISH SPEAKERS

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

Program Objectives – Students will be trained to:

- Perform initial examinations of patients; take vitals; assisting in procedures; administer medication; perform first aid and CPR.
- Discuss and demonstrate professionalism in the healthcare professional role.
- Identify and describe structural organization, function, and common pathology of the human body.
- Apply the use of medical terminology for proper documentation, communication, and patient education.
- Identify and describe the relationship and impact on the human body with medications used for treatment, including desired effects, side effects, and adverse reactions.
- Identify measurement systems, conversions, abbreviations, and symbols utilized in calculating medication dosages and demonstrate basic pharmacology math computations.
- Discuss legal scope of practice including all levels of governmental legislation and regulation, including confidentiality, U.S. Food and Drug Administration, U.S. Drug Enforcement Agency, Occupational Safety and Health Administration (OSHA), Center for Disease Control, and the Health Insurance Portability and Accountability Act (HIPAA). Describe and utilize personal protective equipment, material data safety sheets, body mechanics, ergonomics, signs, symbols, labels and proper response to hazardous material disposal and standard safety precautions when performing fundamental procedures of a medical assistant.
- Discuss the importance of safety precautions and appropriate responses with explanation of process to follow if an error is made in patient care.
- Perform front office, back office, and general administrative skills, including procedural and diagnostic coding.
- Provide professional written, verbal and non-verbal communication with patients and other healthcare professionals.
- Maintain medical legal and ethical considerations for Patient's Bill of Rights, HIPAA, OSHA, Joint Commission, Clinical Laboratory Improvement Amendments (CLIA) laboratory testing, chain of custody protocols, and emergency response.

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

The following classes will be included in this program for completion and graduation requirements. These classes are included in our accreditation and state approvals but students will not be charged for these classes and will not be eligible for Title IV Aid for these classes. Therefore, the classes below will not be included in the student's cost of attendance for Title IV Aid determination. These classes will not add to the overall weeks of completion time for this program but will add to the credit hours for completion and the total hours in the program for state and accreditation purposes.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
ELL101	English Language Lab 1	10/20/00	2.0
ELL102	English Language Lab 2	10/20/00	2.0
ELL103	English Language Lab 3	10/20/00	2.0
ELL104	English Language Lab 4	10/20/00	2.0
ELL105	English Language Lab 5	10/20/00	2.0
ELL106	English Language Lab 6*	10/20/00	2.0
ELL107	English Language Lab 7*	10/20/00	2.0
ELL108	English Language Lab 8*	10/20/00	2.0
ELL109	English Language Lab 9*	10/20/00	2.0
	TOTALS	**460/540/170**	**76.0****

Total Clock Hours: 1170

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.

MEDICAL INSURANCE BILLING & CODING (MIBC)

The Medical Insurance Billing and Coding diploma program is designed to focus on procedural knowledge of industry practices and close attention to details. The program includes instruction in the basic concepts and procedures necessary to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. Medical Insurance Billing and Coding (MIBC) professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Upon completion of the program, a diploma is awarded.

Program Objectives – Students will be trained to:

- Follow regulatory compliance guidelines for patient information; prevention of fraud and abuse; and adherence to federal laws such as Health Insurance Portability and Accountability Act (HIPAA), Stark Law, Fair Debt Collection Act, and False Claims Act.
- Manage all aspects of the medical billing process, including; insurance verification, procedural and diagnostic coding, charge entry, claims submission, payment posting, claim denial management; and reporting.
- Complete front office duties related to patient scheduling.
- Perform proper form preparation and charting.
- Conduct office logistics procedures; medical record retention and management; electronic health records and practice management software; financial management procedures; and maintain office equipment and supplies.
- Perform general office operations; opening and closing the medical office; greeting patients; proper telephone etiquette; and clear and accurate correspondences.
- Carry out patient education as it relates to patient's insurance responsibilities; Patient's Bill of Rights; patient consent;

and pre-operation or post-operation instructions.

Potential job titles: Medical Insurance Billing and Coding Clerks, Medical Front Office Clerks, Medical Receptionists, Medical Claims Processors, Insurance Coordinators, Medical Records Clerks, Eligibility Clerks, Billing Clerks, and Patient Service Specialists.

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
BUS101	Computer Applications	45/45/00	6.5
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
MBC2290	Medical Insurance Billing and Coding Capstone	40/50/00	6.5
MBC2299*	Medical Billing and Coding Externship	10/00/170	6.5
	TOTALS	**405/415/170**	**65.0**

Total Clock Hours: 990

Estimated Completion Time: 55 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.

MBC2299 – All courses must be completed prior to externship.

NURSE AIDE TRAINING

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

Program Objectives – Students will be trained to:

- Provide person-centered basic care to residents of long-term care facilities.
- Communicate and interact therapeutically with residents and their families, with sensitivity to the physical, social, and mental needs of residents.
- Assist residents in attaining and maintaining maximum functional independence.
- Protect, support, and promote the rights of residents.
- Provide safety and preventive measures in the care of residents.
- Demonstrate skill in observing, reporting, and documentation.
- Function effectively as a member of the health care team.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
NUR100	Introduction to the Healthcare Agency and Employment	15/03/00	1.5
NUR101	General Care of the Client	08/04/00	0.5
NUR102	Facility Policies	09/06/00	0.5
NUR103	Care of the Client and the Disease Process	07/03/00	0.5
NUR104	Professionalism for the Nurse Aide	05/00/00	0.5
NUR211	Nurse Aide Clinical*	00/00/40	1.0
	TOTALS	**44/16/40**	**4.0****

Total Clock Hours: 100

Estimated Completion Time: 5 Weeks

*Indicates prerequisites exist. Students must complete prerequisite course.

NUR211 – All courses must be complete prior to clinicals.

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

Graduates from this program are eligible to seek certification by successfully passing the National Nurse Aide Assessment Program (NNAAP) Skills exam.

PHLEBOTOMY FOR THE HEALTHCARE PROFESSIONAL

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

Entrance Requirements: proof of graduation from a high school recognized by Vista College or passing GED scores; and one of the following: graduated from a nationally accredited Allied Health program (i.e. Medical Assistant) or provide sufficient employment documentation in a medical environment.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
PH101	Phlebotomy for Healthcare Professionals	20/25/00	3.0
	TOTALS	**20/25/00**	**3.0**

Total Clock Hours: 45

Estimated Completion Time: 2.5 Weeks

PHARMACY TECHNICIAN (Effective August 5, 2019)

The Pharmacy Technician diploma program is designed to provide training as an entry-level pharmacy technician within a variety of contemporary pharmacy settings. Students will learn the skills needed to assist licensed pharmacists from topics such as patient assistance, pharmacy practice settings, processing and handling medications and medication orders, sterile and non-sterile compounding, procurement, billing, reimbursement, inventory management, patient and medication safety, technology and informatics, regulatory issues, and quality assurance. Graduates of the program will be eligible to pursue State Board of Pharmacy licensure as a Pharmacy Technician, and National Pharmacy Technician Board Examination as a Certified Pharmacy Technician. Graduates of program may obtain employment in retail pharmacies, long-term care facilities, hospitals, consulting pharmacies, infusion therapy and compounding pharmacies, mail-order pharmacies, nuclear pharmacies, pharmaceutical wholesalers, clinics, home care settings, and various other settings.

Program Objectives – Students will be trained to:

- Understand the history of pharmacy, the role of a pharmacy technician, and the laws and ethical practices that govern pharmacy.
- Differentiate between the various pharmacy practice settings and the prescription order and fill process for each setting.
- Define pharmacology and explain drug routes and formulations, and pharmacokinetics and pharmacodynamics.
- Interpret prescription orders and calculate drug dosages and days of supply.
- Perform the accepted procedures for pharmacy billing and inventory management.
- Perform workflow procedures for assisting the pharmacist to receive, fill, and dispense non-sterile prescription drug orders in retail and other dispensing pharmacy settings.
- Perform workflow procedures for assisting the pharmacist to receive, fill, compound, and dispense sterile and non-sterile drug orders in hospital, long-term care, and other institutional pharmacy settings.
- Differentiate and prepare drug compounds according to USP 795 and USP 797 pharmacy compounding guidelines.
- Performing proper garbing technique for sterile compounding pharmacy practice settings.
- Demonstrate knowledge of medication safety practices.
- Understand pharmacy compliance and the industry's leading governing organizations.

Potential job titles: Pharmacy Technician.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
PHT100	Introduction to Pharmacy Practice	90/00/00	9.0
PHT101	Pharmacy Calculations*	90/00/00	9.0
PHT102	Pharmacy Billing & Inventory Management*	60/30/00	7.5

PHT103	Pharmacy Lab/Simulation: Dispensing Pharmacy*	30/60/00	6.0
PHT104	Pharmacy Compliance & Medication Safety*	90/00/00	9.0
PHT105	Pharmacy Lab/Simulation: Sterile Compounding & Long-Term care*	30/60/00	6.0
PHT200	Pharmacy Review & Experience: Dispensing Pharmacy*	20/00/160	7.0
PHT201	Pharmacy Review & Experience: Sterile Compounding & Long-Term Care*	20/00/160	7.0
	TOTALS	**430/150/320**	**60.0****

Total Clock Hours: 900

Estimated Completion Time: 50 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.

PHT200 & PHT201 – All courses must be completed prior to externship.

VOCATIONAL NURSE

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

Program Objectives – Students will be trained to:

- Provide safe and appropriate care of individuals requiring assistance with well-defined health problems, and meet basic human needs under the direction of a registered nurse or physician.
- Utilize the nursing process in planning, administering, and evaluating patient care.
- Use effective written and verbal communication skills with patients and health care team members.
- Recognize and practice within the scope of the role and function of the Licensed Vocational Nurse in the health care delivery system.
- Assume responsibility for personal professional growth through continuing education.
- Practice within the legal/ethical parameters of their profession.
- Demonstrate proficiency of the differentiated essential competencies mandated by the Boards of Nursing.

Potential job titles: Licensed Vocational Nurse, Graduate Vocational Nurse.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
LEVEL I			
VN120	Introduction to Vocational Nursing	45/00/00	4.5
VN124	Anatomy and Physiology	45/00/00	4.5
VN128	Health Assessment	15/60/00	4.5
VN130	Nursing Terminology and Mathematics	30/00/00	3.0
LEVEL II			
VN148	The Older Adult	30/00/00	3.0
VN160	Pathophysiology	30/00/00	3.0
VN164	Medical Surgical Nursing	45/60/135	12.0
VN168	Pharmacology I	30/00/00	3.0
LEVEL III			
VN220	Mental Health Nursing	30/00/45	4.5
VN224	Advanced Medical Surgical Nursing	45/30/135	10.5
VN228	Pharmacology II	30/00/00	3.0
LEVEL IV			
VN240	Parent Child Nursing	45/00/45	6.0
VN244	Vocational Nursing Capstone	45/30/180	12.0
	TOTALS	**465/180/540**	**73.0****

Total Clock Hours: 1185

Estimated Completion Time: 60 Weeks (day) / 75 Weeks (evening)
**Total Quarter Credit Hours have been rounded down to the nearest whole number.
The Vocational Nurse Program is regulated by the Texas Board of Nursing (BON), William P. Hobby Building, Ste. 3- 46, 333 Guadalupe Street, Austin, TX 78701 and the Texas Workforce Commission (TWC), Career Schools and Colleges 101 E. 15th Street, Austin, TX 78778-0001.

PROGRAMS IN TEACH-OUT - DIPLOMA

BUSINESS ADMINISTRATION (Teach-out effective July 2, 2019)

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.

Program Objectives – Students will be trained to:

- Effectively utilize concepts, terminology, principles, theories, and issues that relate to the field of business.
- Integrate behavioral and system approaches into the traditional analysis of business.
- Demonstrate the ability to communicate effectively.
- Perform basic accounting equations, debits and credits, and analyzing transactions using T-accounts, recording and posting transactions adjustments, closing entries, and post-closing trial balances.
- Prepare financial statements, including Income Statements, Statements of Owners Equity, and Balance Sheets.
- Identify the various types of laws, such as Constitutional law, statutes, torts, criminal laws, and contract laws.
- Demonstrate an understanding of the role of law in business and society, including government regulations, consumer protection, environmental laws, worker health and safety, and employment discrimination.
- Review and identify business trends and events that will change the future business world.
- Use information systems to solve problems and make better business decisions.

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.

COSMETOLOGY (Teach-out effective January 1, 2018)

The Cosmetology certificate program is designed to expose students to the skills necessary for becoming licensed cosmetologists. The program focuses on preparing students for the state licensure exam and professional entry into the salon industry using both theoretical and practical instruction. Students are awarded Certificates of Proficiency upon completion of the program, including acquisition of 1500 hours to satisfy Texas state requirements. The course includes extensive instruction and practical experience in hair cutting, coloring and perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

The course is divided into pre-clinical classroom instruction and clinical service learning experiences:

Pre-clinical Classroom Instruction: The first 300 hours are devoted to classroom workshops where students cover design principles, technical information, and professional practices.

Clinic Learning Experience: The remaining 1200 hours are spent in the clinic area, providing students with the opportunity for practical experience.

Program Objectives – Students will be trained to:

- Adopt the practical skills, theoretical knowledge and professional attitudes necessary for success in the Cosmetology profession.
- Demonstrate the following skills:
    - Shampooing
    - Hair & scalp treatments
    - Cutting hair
    - Hair styling,
    - Chemical services (perms, relaxers and color),
    - All phases of manicuring
    - Apply make-up
    - Skin care (within the scope of the license).
- Explain the importance of human relationships with the ideas and attitudes of trustworthiness and of willingness to cooperate with employers and fellow employees.
- Demonstrate self-reliance, self-control and self-discipline.
- Illustrate an appreciation of professionalism in business practices.
- Prepare for the Texas cosmetology state board exams.

Course Number	Course Title	Theory/Lab Clock Hours	Total Clock Hours
COS1510	Introduction to Cosmetology	125/375/00	500
COS1520	Nail & Skin Care; Advanced Techniques in Hair Design, Texture & Color*	125/375/00	500
COS1530	Advanced Techniques in Ladies' & Men's Hair Sculpture; Skill Development & Preparation for State Board	125/375/00	500

Total Clock Hours: 1500

Estimated Completion Time: 44 Weeks (day) / 60 weeks (evening)

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

This Program is Approved and Regulated by Texas Department of Licensing and Regulation, P O Box 12157 Austin, Texas 78711, 800-803-9202, www.license.state.tx.us. To be employed as a "licensed cosmetologist" in the state of Texas, an individual must possess a license issued by the Texas Department of Licensing and Regulation.

MEDICAL ASSISTING (Teach-out effective July 2, 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.

Program Objectives – Students will be trained to:

- Perform initial examinations of patients; take vitals; assisting in procedures; administer medication; perform first aid and CPR.
- Discuss and demonstrate professionalism in the healthcare professional role.
- Identify and describe structural organization, function, and common pathology of the human body.
- Apply the use of medical terminology for proper documentation, communication, and patient education.
- Identify and describe the relationship and impact on the human body with medications used for treatment, including desired effects, side effects, and adverse reactions.
- Identify measurement systems, conversions, abbreviations, and symbols utilized in calculating medication dosages and demonstrate basic pharmacology math computations.

- Discuss legal scope of practice including all levels of governmental legislation and regulation, including confidentiality, U.S. Food and Drug Administration, U.S. Drug Enforcement Agency, Occupational Safety and Health Administration (OSHA), Center for Disease Control, and the Health Insurance Portability and Accountability Act (HIPAA). Describe and utilize personal protective equipment, material data safety sheets, body mechanics, ergonomics, signs, symbols, labels and proper response to hazardous material disposal and standard safety precautions when performing fundamental procedures of a medical assistant.
- Discuss the importance of safety precautions and appropriate responses with explanation of process to follow if an error is made in patient care.
- Perform front office, back office, and general administrative skills, including procedural and diagnostic coding.
- Provide professional written, verbal and non-verbal communication with patients and other healthcare professionals.
- Maintain medical legal and ethical considerations for Patient's Bill of Rights, HIPAA, OSHA, Joint Commission, Clinical Laboratory Improvement Amendments (CLIA) laboratory testing, chain of custody protocols, and emergency response.

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, and 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.

MEDICAL INSURANCE BILLING & CODING (MIBC) (Teach-out effective July 2, 2019)

The Medical Insurance Billing and Coding diploma program is designed to focus on procedural knowledge of industry practices and close attention to details. The program includes instruction in the basic concepts and procedures necessary to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. Medical Insurance Billing and Coding (MIBC) professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Upon completion of the program, a diploma is awarded.

Program Objectives – Students will be trained to:

- Follow regulatory compliance guidelines for patient information; prevention of fraud and abuse; and adherence to federal laws such as Health Insurance Portability and Accountability (HIPAA), Stark Law, Fair Debt Collection Act, and False Claims Act.
- Manage all aspects of the medical billing process, including; insurance verification, procedural and diagnostic coding, charge entry, claims submission, payment posting, claim denial management; and reporting.
- Complete front office duties related to patient scheduling
- Perform proper form preparation and charting.
- Conduct office logistics procedures; medical record retention and management; electronic health records and practice management software; financial management procedures; maintain office equipment and supplies.
- Perform general office operations; opening and closing the medical office; greeting patients; proper telephone etiquette; and clear and accurate correspondences.
- Carry out patient education as it relates to patient's insurance responsibilities; Patient's Bill of Rights; patient consent; and pre-operation or post-operation instructions.

Potential job titles: Medical Insurance Billing and Coding Clerks, Medical Front Office Clerks, Medical Receptionists, Medical

Claims Processors, Insurance Coordinators, Medical Records Clerks, Eligibility Clerks, Billing Clerks, and Patient Service Specialists.

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 Diagnostics Coding*	45/45/00	6.5
MB109	Health Information Management*	45/45/00	6.5
MB211	MIBC Externship*	00/00/180	6.0
	TOTALS	**500/220/180**	**66.0**

Total Clock Hours: 900

Estimated Completion Time: 50 Weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.
NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hours per week.
MB211 – All courses must be completed prior to externship.

MEDICAL INSURANCE BILLING & CODING (MIBC) (Teach-out effective July 2, 2019)

The Medical Insurance Billing and Coding diploma program is designed to focus on procedural knowledge of industry practices and close attention to details. The program includes instruction in the basic concepts and procedures necessary to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. Medical Insurance Billing and Coding (MIBC) professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Upon completion of the program, a diploma is awarded.

Program Objectives – Students will be trained to:

- Follow regulatory compliance guidelines for patient information; prevention of fraud and abuse; and adherence to federal laws such as Health Insurance Portability and Accountability(HIPAA), Stark Law, Fair Debt Collection Act, and False Claims Act.
- Manage all aspects of the medical billing process, including; insurance verification, procedural and diagnostic coding, charge entry, claims submission, payment posting, claim denial management; and reporting.
- Complete front office duties related to patient scheduling
- Perform proper form preparation and charting.
- Conduct office logistics procedures; medical record retention and management; electronic health records and practice management software; financial management procedures; maintain office equipment and supplies.
- Perform general office operations; opening and closing the medical office; greeting patients; proper telephone etiquette; and clear and accurate correspondences.
- Carry out patient education as it relates to patient's insurance responsibilities; Patient's Bill of Rights; patient consent; and pre-operation or post-operation instructions.

Potential job titles: Medical Insurance Billing and Coding Clerks, Medical Front Office Clerks, Medical Receptionists, Medical Claims Processors, Insurance Coordinators, Medical Records Clerks, Eligibility Clerks, Billing Clerks, and Patient Service Specialists.

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
BUS101	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
MBC2299*	Medical Billing and Coding Externship	20/00/160	7.0
	TOTALS	**370/360/160**	**58.0****

Total Clock Hours: 890

Estimated Completion Time: 55 Weeks

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

MBC2299 – 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

The following programs of study are approved and regulated by the Texas Higher Education Coordinating Board, 1200 East Anderson Lane, Austin, TX 78722 and the Texas Workforce Commission, Career Schools, 101 East 15th Street, Austin, Texas 78778-0001 and the Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Ste. 325, Atlanta, Georgia 30350, (800) 917-2081

Not all programs are offered at all campuses.

Associate of Applied Science in Business Administration

Associate of Applied Science in Construction Management

Associate of Applied Science in Criminal Justice

Associate of Applied Science in Information Technology (IT)

Associate of Applied Science in Information Systems Security and Assurance

Associate of Applied Science in Medical Assisting

Associate of Applied Science in Medical Insurance Billing, & Coding (MIBC)

Associate of Applied Science in Medical Laboratory Technician

Associate of Applied Science in Paralegal

Associate of Applied Science in Trades Management - Heating, Ventilation, & Air Conditioning (HVAC)

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

The Associate of Applied Science in Business Administration program is designed to provide 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.

Program Objectives – Students will be trained to:

- Effectively utilize concepts, terminology, principles, theories, and issues that relate to the field of business.
- Integrate behavioral and system approaches into the traditional analysis of business.
- Demonstrate the ability to communicate effectively.
- Perform basic accounting equations, debits and credits, and analyzing transactions using T-accounts, recording and posting transactions adjustments, closing entries, and post-closing trial balances.
- Prepare financial statements, including Income Statements, Statements of Owners Equity, and Balance Sheets.
- Identify the various types of laws, such as Constitutional law, statutes, torts, criminal laws, and contract laws.
- Demonstrate an understanding of the role of law in business and society, including government regulations, consumer protection, environmental laws, worker health and safety, and employment discrimination.
- Review and identify business trends and events that will change the future business world.
- Use information systems to solve problems and make better business decisions.
- Utilize accounting software to record financial transactions, generate and analyze accounting reports, and produce financial statements.
- Demonstrate advanced accounting concepts.
- Perform financial accounting.
- Demonstrate an understanding of supply chain, communication, and inventory management.
- Forecast the financial activity within a company.
- Demonstrate a comprehension of issues and regulations that relate to the field of Human Resources.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

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

ASSOCIATE OF APPLIED SCIENCE IN CONSTRUCTION MANAGEMENT

The Associate of Applied Science in Construction Management program is designed to provide students a foundation in construction technology management. Areas of study include building codes, construction site techniques and layout, framing, mechanical systems, and construction safety. Skills taught in the program include interpreting construction drawing; performing quality concrete and brickwork; framing walls, ceilings and floor of a structure; installing the proper wiring and piping for electrical and plumbing systems, and the fundamental concepts of sustainable design and green building practices. Upon completion of the program, an Associate of Applied Science degree is awarded.

Program Objectives – Students will be trained to:

- Demonstrate basic craft skills including the proper use of hand tools, power tools and rigging.
- Demonstrate proper handling techniques for hazardous and non-hazardous materials, blue print reading and effective communication skills.
- Identify the proper safety techniques, rules and regulations for a safe working environment.
- Demonstrate how to mix, move, place, finish and estimate concrete.
- Describe installation standards for various building systems including heating, ventilation, and air conditioning (HVAC), plumbing, and electrical.
- Explain how building bodes are administered and enforced.
- Describe how to spread, furrow, butter and estimate the most common types of masonry.
- Identify the different types of framing systems for floors and roofs and materials and methods used in roofing.
- Explain principles of HVAC, plumbing, and electrical work and installation methods and materials for each.
- Identify Green alternatives to conventional building practices and Leadership in Energy and Environmental Design ("LEED") rating process.
- Describe the role of Occupational Safety and Health Administration (OSHA) and how it enforces safe working practices.
- Develop verbal and nonverbal communication skills and effective listening skills.
- Effectively learn how to communicate amongst colleagues using a teamwork mentality.
- Explore various components of human resources including: motivating and managing employees, designing and evaluating roles of employees, compensation and incentive pay.
- Establish a fundamental understanding of the concepts, principles, and operations of the private enterprise system.
- Evaluate the advantages and disadvantages and compare and contrast sole proprietorships, partnerships, and corporations.
- Establish the functions of modern business management, marketing, human resources, motivating employees, ethics, and social responsibility.
- Develop skills in bookkeeping, accounting, financial management, and financial statements.
- Explore project modern practices in project management, planning, budgeting, scheduling, leadership, teamwork, and project management information systems.
- Address business organizational structures and communication, as well as evaluate employee selection processes and methods for managing employee success.
- Develop skills in various information and communications technologies and explain how information systems are used to solve problems.
- Examine 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
- Develop written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.
- Develop research techniques, citation techniques, documentation formats, and critical analysis of written topics.
- Develop the skills necessary to calculate simple interest, annuities, loan amortization, checkbook reconciliation, and business statistical problems such as mean, median, and mode.
- Interpret mathematical models and employ strategies to find solutions to problems
- Communicate through well-supported oral and written arguments.

Potential job titles: Drywall Installer, Framer, Construction Laborer, Apprentice, Construction Laborer, Construction Worker,

Estimating Assistant, Handy Man/Contract Labor, Laborer/Construction Helper, Construction Manager, Building Inspector, Tile Worker.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
CFT100	Basic Craft Skills	45/45/00	6.5
CON101	Introduction to Construction*	45/45/00	6.5
CON102	Building Codes*	45/45/00	6.5
CON103	Construction Techniques*	45/45/00	6.5
CON104	Construction and Framing*	45/45/00	6.5
CON105	Construction Materials and Applications*	45/45/00	6.5
CON106	Construction Systems*	45/45/00	6.5
CON108	Cabinet Making*	45/45/00	6.5
BO208	Business Operation*	90/00/00	9.0
PM209	Project Management*	70/20/00	8.0
CM210	Communications*	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	**880/380/00**	**105.00**

Total Clock Hours: 1260

Estimated Completion Time: 70 Weeks

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

ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE

The Associate of Applied Science in Criminal Justice program is designed to provide academic preparation in criminal law, legal procedures, court systems, law enforcement, and other related fields such as the fundamentals of law, corrections and various practices. The curriculum will prepare students to seek employment in the criminal justice profession in a variety of settings such as law enforcement, law offices, courts, licensing agencies, community support agencies, correction facilities, jails, retail environments, event/facility security, and management. Upon completion of the program, an Associate of Applied Science degree is awarded.

Program Objectives – Students will be trained to:

- Define key terms related to criminal justice topics.
- Explain the legal system and justice system.
- Analyze statutes, case law, and other sources of law.
- Analyze the court process from the committing of a crime through post-conviction.
- Differentiate procedural and substantive law in adult, juvenile, and specialized courts.
- Perform legal research and write professional summaries of the findings.
- Generate detailed reports and correspondence that meet industry standards.
- Prepare for competent court testimony.
- Discuss different types of evidence.
- Conduct interviews with suspects and witnesses.
- Examine issues and emerging trends in criminal justice.
- Analyze ethical situations as they relate to criminal justice.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

Potential job titles: Corrections Officer, Event Security, Guard, Security Officer, Security Monitor, Police Dispatcher, Security Analyst, Security Guard, Security Officer, Security Professional, Security Specialist, Security/Lieutenant, and Security Supervisor.

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

CJ100	Introduction to Criminal Justice	70/20/00	8.0
CJ101	Fundamentals of Criminal Law	70/20/00	8.0
CJ102	Courts and Criminal Procedures	70/20/00	8.0
CJ103	Corrections	70/20/00	8.0
CJ104	Ethics	70/20/00	8.0
CJ105	Victimology*	70/20/00	8.0
CJ106	Organized Crime*	70/20/00	8.0
CJ107	Police System and Practices	70/20/00	8.0
CJ208	Crime and Criminals*	70/20/00	8.0
CJ209	Criminal Investigation*	70/20/00	8.0
CJ210	Criminal Behavior*	70/20/00	8.0
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	**1040/220/00**	**115.0**

Total Clock Hours: 1260

Estimated Completion Time: 70 Weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.
A valid, state-issued driver's license is required for employment in the field of Criminal Justice.

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY (IT)

The Associate of Applied Science in Information Technology program, with an emphasis in Networking Administration, is designed to prepare 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 sit for CompTiA+, 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.

Program Objectives – Students will be trained to:

- Prepare for certification in CompTIA A+ and CompTIA Network+.
- Build a personal computer using appropriately identified tools and procedures.
- Demonstrate the traits of professionalism and appropriate communication associated with the profession.
- Identify and appropriately utilize preventive maintenance products, tools, safety procedures, and precautions.
- Recognize and describe the functions of basic components in a structured cabling system.
- Demonstrate an understanding of the purpose and properties of routers and switches.
- Plan and install a network.
- Describe the functions of key members of the TCP/IP protocol suite.
- Create configuration management documentation and describe how it simplifies managing and upgrading a network and prevents errors.
- Using appropriate tools monitor the network to identify performance and connectivity issues.
- Operate Windows Server 2016/R2 in a networked environment.
- Demonstrate fundamental understanding of computer and network security.
- Demonstrate an understanding of the purpose and properties of routers and switches.
- Plan and install small, medium and large scale networks.
- Analyze network design and configure and secure devices and media.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

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
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: 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 DEGREE IN MEDICAL ASSISTING

The Associate of Applied Science in Medical Assisting program is designed to provide 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, Occupational Safety and Health Administration (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.

Program Objectives – Students will be trained to:

- Perform initial examinations of patients; take vitals; assisting in procedures; administer medication; perform first aid and CPR.
- Discuss and demonstrate professionalism in the healthcare professional role.
- Identify and describe structural organization, function, and common pathology of the human body.
- Apply the use of medical terminology for proper documentation, communication, and patient education.
- Identify and describe the relationship and impact on the human body with medications used for treatment, including desired effects, side effects, and adverse reactions.
- Identify measurement systems, conversions, abbreviations, and symbols utilized in calculating medication dosages and demonstrate basic pharmacology math computations.
- Discuss legal scope of practice including all levels of governmental legislation and regulation, including confidentiality, Food and Drug Administration (FDA), (Drug Enforcement Administration (DEA), Occupational Safety and Health Administration (OSHA), Centers for Disease Control and Prevention (CDC), and Health Insurance Portability and Accountability (HIPAA).
- Describe and utilize personal protective equipment, material data safety sheets, body mechanics, ergonomics, signs, symbols, labels and proper response to hazardous material disposal and standard safety precautions when performing fundamental procedures of a medical assistant.
- Discuss the importance of safety precautions and appropriate responses with explanation of process to follow if an error is made in patient care.

- Perform front office, back office, and general administrative skills, including procedural and diagnostic coding.
- Provide professional written, verbal and non-verbal communication with patients and other healthcare professionals.
- Maintain medical legal and ethical considerations for Patient's Bill of Rights, HIPAA, OSHA, Joint Commission, Clinical Laboratory Improvement Amendments (CLIA) laboratory testing, chain of custody protocols, and emergency response.
- Explain and perform general laboratory tests and clinical procedures used in diagnostic and therapeutic practices across multiple disciplines.
- Perform patient education with special patient consideration.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

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
MAS400	Advanced Diagnostic Procedures*	45/45/00	6.5
MAS410	Phlebotomy*	40/50/00	6.5
MAS420	EKG Technology*	40/50/00	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 Sciences	45/00/00	4.5
	TOTALS	**765/505/170**	**105.0**

Total Clock Hours: 1440

Estimated Completion Time: 75 Weeks

* Indicates prerequisites exist.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL INSURANCE BILLING & CODING (MIBC)

The Associate of Applied Science in Medical Insurance Billing & Coding program is designed to focus 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.

Program Objectives – Students will be trained to:
- Follow regulatory compliance guidelines for patient information; prevention of fraud and abuse; and adherence to federal laws such as Health Insurance Portability and Accountability (HIPAA), Stark Law, Fair Debt Collection Act, and False Claims Act.
- Manage all aspects of the medical billing process, including; insurance verification, procedural and diagnostic coding, charge entry, claims submission, payment posting, claim denial management; and reporting.

- Complete front office duties related to patient scheduling.
- Perform proper form preparation and charting.
- Conduct office logistics procedures; medical record retention and management; electronic health records and practice management software; financial management procedures; maintain office equipment and supplies.
- Perform general office operations; opening and closing the medical office; greeting patients; proper telephone etiquette; and clear and accurate correspondences.
- Carry out patient education as it relates to patient's insurance responsibilities; Patient's Bill of Rights; patient consent; and pre-operation or post-operation instructions.
- Conduct office logistics procedures; medical record management; electronic health records and practice management software; financial management procedures.
- Conduct advanced diagnostic and procedural coding.
- Demonstrate skills in billing, patient charting, and reporting.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

Potential Job Titles: Medical Insurance Billing and Coding Clerks, Medical Front Office Clerks, Medical Receptionists, Medical Claims Processors, Insurance Coordinators, Medical Records Clerks, Eligibility Clerks, Billing Clerks, and Patient Service Specialists.

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
BUS101	Computer Applications	45/45/00	6.5
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	10/00/170	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	**805/555/170**	**111.0****

Total Clock Hours: 1530

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.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL LABORATORY TECHNICIAN

The Associate of Applied Science in Medical Laboratory Technician program utilizes highly specialized equipment to examine and analyze body fluids, cells, and tissues to identify pathogens. These analyses assist physicians in patient diagnosis, treatment, and prevention. Medical laboratory technicians are trained in different aspects of hematology, microbiology, clinical chemistry, immunology, and immunohematology. The role of the medical laboratory technician is also to analyze and examine urine and tissue specimens, match blood for transfusions, and test for drug levels that monitor a patient's response to treatment. Medical laboratory technician training includes the use of equipment and instruments such as microscopes and cell counters. Medical laboratory technicians may seek employment in hospital laboratories, clinics, research laboratories, blood centers, physician's offices, medical industry and biotechnology companies, and regulatory agencies. Upon completion of the program, an Associate of

Applied Science degree is awarded.

Program Objectives – Students will be trained to:

- Perform clinical calculations used in all areas of the laboratory to achieve accurate results.
- Comprehend the legal and ethical issues associated with being a Phlebotomist.
- Perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants.
- Practice patient identification, proper labeling of specimens, and quality assurance.
- Demonstrate proper specimen handling, processing and accessioning.
- Understand infection control and disease processes, defense mechanisms, and wound healing.
- Apply hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases.
- Conduct microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety.
- Practice of a wide variety of procedures related to transfusions including; donor selection, component preparation and use, and detection antigen/antibody reactions pre-transfusion testing procedures, neonatal and obstetrical transfusion practice, autoimmune hemolytic anemia, and adverse effects of transfusion.
- Perform serological procedures used to aid in the detection or diagnosis of certain diseases.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

Potential Job Titles: Laboratory Assistant, Donor Center Technician, Laboratory Collection Technician, Laboratory Technician, Medical Laboratory Technician, Medical Technologist.

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
ML102	Math for the Med Lab Technician	45/00/00	4.5
ML103	Introduction to Phlebotomy for Healthcare Professionals	45/00/00	4.5
ML104	Microbiology for the Medical Lab Technician*	60/30/00	7.5
ML105	Chemistry for the Medical Lab Technician*	60/30/00	7.5
ML106	Hematology for the Medical Lab Technician*	60/30/00	7.5
ML107	UA/Body Fluids*	60/30/00	7.5
ML120	Chemistry for Medical Lab Technician II*	60/30/00	7.5
ML121	Immunohematology*	60/30/00	7.5
ML122	Serology*	60/30/00	7.5
ML211	Medical Lab Technician Externship*	00/00/240	8.0
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	**960/210/240**	**114.0****

Total Clock Hours: 1410

Estimated Completion Time: 75 Weeks

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

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

NOTE: Graduates will be eligible to sit for the Medical Lab Technician Certificate through American Medical Technologists.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN PARALEGAL

The Associate of Applied Science in Paralegal program is designed to prepare students to perform specialized, delegated, substantive legal work under the supervision of a lawyer. The Paralegal program training includes preparing legal reports and

documents, drafting legal correspondence, researching, questioning interrogators, and writing briefs, pleadings, contracts, and wills. Students may seek entry-level employment as paralegals in either the public or private sector, for lawyers, law offices, corporations, government agencies, or other entities. Upon completion of the program, an Associate of Applied Science degree is awarded.

Program Objectives – Students will be trained to:

- Analyze ethical issues as they relate to the paralegal profession.
- Prepare legal reports and memoranda.
- Draft legal documents for both civil and criminal law, including pleadings, discovery documents, simple contracts, wills, family law pleadings, and real estate documents.
- Prepare correspondence.
- Perform legal research using primary and secondary sources and draft case briefs and other documents to explain the findings.
- Interview clients and witnesses.
- Investigate the facts of a civil or criminal case.
- Implement a case management system.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

Potential Job Titles: Paralegal, Legal Assistant, Legal Receptionist.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
PL100	Introduction to Law and Paralegal Studies	45/45/00	6.5
PL101	Office Procedures and Practices	45/45/00	6.5
PL102	Probate Administration and Estate Planning	45/45/00	6.5
PL103	Tort Law	45/45/00	6.5
PL104	Family Law*	45/45/00	6.5
PL105	Real Estate*	45/45/00	6.5
PL106	Criminal Law*	45/45/00	6.5
PL107	Technology in the Law Office*	45/45/00	6.5
PL208	Legal Writing and Analysis*	45/45/00	6.5
PL209	Civil Litigation*	45/45/00	6.5
PL210	Contract Law	45/45/00	6.5
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE206	English Composition I	45/00/00	4.5
GE207	English Composition II *	45/00/00	4.5
	TOTALS	**765/495/00**	**98.0****

Total Clock Hours: 1260

Estimated Completion Time: 70 Weeks

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

ASSOCIATE OF APPLIED SCIENCE DEGREE IN TRADES MANAGEMENT – HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

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

in buildings where such systems are installed. Upon completion of the program, an Associate of Applied Science degree is awarded.

Program Objectives – Students will be trained to:

- Identify the common tools and work procedures required to work safely and effectively as heating ventilation and air – conditioning (HVAC) technicians.
- Describe the basic theory of the refrigeration cycle and explain the basic scientific principles that apply to the refrigeration cycle.
- Identify basic refrigerants used in common commercial applications and the outline the accepted procedures for the safe handling and disposal of common refrigerants.
- Describe the basic components present in the heating and cooling systems and outline the standard techniques used to troubleshoot systems and identify faulty components.
- Identify the standard forms and functions of popular residential heating systems and describe the basic troubleshooting and repair procedures used for each.
- Describe the Occupational Safety and Health Administration's (OSHA) role in the HVAC and construction Industry.
- Be able to describe lock out tag out as it pertains to the HVAC industry.
- Define incidents and accidents and the significant costs associated with them.
- Identify the common causes of incidents and accidents and their related consequences.
- Define heat load and identify sources for both heating and cooling in residential/commercial systems.
- Identify and read basic wiring diagrams for all equipment in the HVAC industry.
- Develop verbal and nonverbal communication skills and effective listening skills.
- Effectively learn how to communicate amongst colleagues using a teamwork mentality.
- Explore various components of human resources including: motivating and managing employees, designing and evaluating roles of employees, compensation and incentive pay.
- Establish a fundamental understanding of the concepts, principles, and operations of the private enterprise system.
- Evaluate the advantages and disadvantages and compare and contrast sole proprietorships, partnerships, and corporations.
- Establish the functions of modern business management, marketing, human resources, motivating employees, ethics, and social responsibility.
- Develop skills in bookkeeping, accounting, financial management, and financial statements.
- Explore project modern practices in project management, planning, budgeting, scheduling, leadership, teamwork, and project management information systems.
- Address business organizational structures and communication, as well as evaluate employee selection processes and methods for managing employee success.
- Develop skills in various information and communications technologies and explain how information systems are used to solve problems.
- Examine 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.
- Develop written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications
- Develop research techniques, citation techniques, documentation formats, and critical analysis of written topics.
- Develop the skills necessary to calculate simple interest, annuities, loan amortization, checkbook reconciliation, and business statistical problems such as mean, median, and mode.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

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	45/45/00	6.5
HVA101	Introduction to HVAC*	45/45/00	6.5

HVA102	Principles of Electricity*	45/45/00	6.5
HVA103	Brazing, Soldering, and Piping*	45/45/00	6.5
HVA104	Duct Systems*	45/45/00	6.5
HVA105	Air Conditioning*	45/45/00	6.5
HVA106	Heating*	45/45/00	6.5
HVA107	Commercial HVAC*	45/45/00	6.5
HVA108	Commercial Refrigeration*	45/45/00	6.5
HVA201	Supervisory Skills and Crew Leadership*	45/45/00	6.5
BO208	Business Operations*	90/00/00	9.0
PM209	Project Management	70/20/00	8.0
CM210	Communications*	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	**970/470/00**	**118.0**

Total Clock Hours: 1440

Estimated Completion Time: 90 Weeks

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

A valid, state-issued driver's license is required for employment in the field of Heating, Ventilation, & Air Conditioning (HVAC).

PROGRAMS IN TEACH-OUT – ASSOCIATE DEGREE

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION
(Teach-out effective July 2, 2019)

The Associate of Applied Science in Business Administration program is designed to provide 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, an Associate of Applied Science degree is awarded.

Program Objectives – Students will be trained to:

- Effectively utilize concepts, terminology, principles, theories, and issues that relate to the field of business.
- Integrate behavioral and system approaches into the traditional analysis of business.
- Demonstrate the ability to communicate effectively.
- Perform basic accounting equations, debits and credits, and analyzing transactions using T-accounts, recording and posting transactions adjustments, closing entries, and post-closing trial balances.
- Prepare financial statements, including Income Statements, Statements of Owners Equity, and Balance Sheets.
- Identify the various types of laws, such as Constitutional law, statutes, torts, criminal laws, and contract laws.
- Demonstrate an understanding of the role of law in business and society, including government regulations, consumer protection, environmental laws, worker health and safety, and employment discrimination.
- Review and identify business trends and events that will change the future business world.
- Use information systems to solve problems and make better business decisions.
- Utilize accounting software to record financial transactions, generate and analyze accounting reports, and produce financial statements.
- Demonstrate advanced accounting concepts.
- Perform financial accounting.
- Demonstrate an understanding of supply chain, communication, and inventory management.
- Forecast the financial activity within a company.
- Demonstrate a comprehension of issues and regulations that relate to the field of Human Resources
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

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	9.0
BA107	Business Computer Information Systems *	70/20/00	8.0
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 DEGREE IN INFORMATION SYSTEMS SECURITY AND ASSURANCE (Teach-out effective November 20, 2018)

The Information Systems Security and Assurance program is designed to provide students with a foundation in information systems security and related practices. Areas of study include information systems, networks and communications, risk management and recovery, access controls, monitoring and analysis, malicious code and activity, and security operations and administration. Skills taught in the program include basic analysis of security issues, security policies and implantation, systems auditing and compliance, access control, operating systems and network security configurations, ethical hacking and counter-measures, and systems forensics and incident response. Graduates of this program may seek employment in entry-level positions in the information systems security and cyber security branches of any organization. Upon completion of the program, an Associate of Applied Science degree is awarded.

Program Objectives – Students will be trained to:

- Investigate operations and architectural concepts to recommend techniques to set up an enterprise security domain with necessary requirements.
- Perform risk analysis by interpreting trend data and anticipating cyber defense needs to meet business security goals.
- Configure security control to include mobile and small form factor devices, as well as software vulnerabilities.
- Integrate cloud and virtualized computing resources, capacity/scalability, and dynamic provisioning into a secure enterprise architecture.
- Implement cryptographic techniques such as symmetric, asymmetric, and mobile device encryption.
- Create incident response and procedures for a business or other organizations.
- Use knowledge of information technology legal requirements specific to any organization for protection against network cyberattacks.
- Provide real time solutions by integrating network monitoring.
- Use knowledge of secure practices and software design to set up, monitor, and maintain a secure network.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

Potential job titles: Systems Security Specialist, Systems Security Administrator, Junior Systems Security Engineer, Junior Cyber Security Engineer, or any IT network systems positions bearing security responsibilities.

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
ISA100	Fundamentals of Networking	40/40/00	6.0
ISA101	Fundamentals of Information Systems Security	40/40/00	6.0
ISA102	Legal Issues in Information Security*	40/40/00	6.0
ISA103	Managing Risk in Information Security*	40/40/00	6.0
ISA104	Auditing IT Infrastructures for Compliance*	40/40/00	6.0
ISA105	Security Policies and Implementation Issues*	40/40/00	6.0
ISA206	Access Control, Authentication, and PKI*	40/40/00	6.0
ISA207	Security Strategies in Windows Platforms and Applications*	40/40/00	6.0
ISA208	Network Security, Firewalls, and VPNs*	40/40/00	6.0
ISA209	Hacker Techniques, Tools, and Incident Handling*	40/40/00	6.0
ISA210	Security Strategies in Web Applications and Social Networking*	40/40/00	6.0
ISA211	System Forensics, Investigations, and Response*	40/40/00	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	**750/480/00**	**99.0**

Total Clock Hours: 1230

Estimated Completion Time: 75 Weeks

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

ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL ASSISTING
(Teach-out effective July 2, 2019)

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, Occupational Safety and Health Administration (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.

Program Objectives – Students will be trained to:

- Perform initial examinations of patients; take vitals; assisting in procedures; administer medication; perform first aid and CPR.
- Discuss and demonstrate professionalism in the healthcare professional role.
- Identify and describe structural organization, function, and common pathology of the human body.
- Apply the use of medical terminology for proper documentation, communication, and patient education.
- Identify and describe the relationship and impact on the human body with medications used for treatment, including desired effects, side effects, and adverse reactions.
- Identify measurement systems, conversions, abbreviations, and symbols utilized in calculating medication dosages and demonstrate basic pharmacology math computations.
- Discuss legal scope of practice including all levels of governmental legislation and regulation, including confidentiality, Food and Drug Administration (FDA), (Drug Enforcement Administration (DEA), Occupational Safety and Health Administration (OSHA), Centers for Disease Control and Prevention (CDC), and Health Insurance Portability and Accountability (HIPAA).
- Describe and utilize personal protective equipment, material data safety sheets, body mechanics, ergonomics, signs, symbols, labels and proper response to hazardous material disposal and standard safety precautions when performing fundamental procedures of a medical assistant.
- Discuss the importance of safety precautions and appropriate responses with explanation of process to follow if an error is made in patient care.
- Perform front office, back office, and general administrative skills, including procedural and diagnostic coding.
- Provide professional written, verbal and non-verbal communication with patients and other healthcare professionals.
- Maintain medical legal and ethical considerations for Patient's Bill of Rights, HIPAA, OSHA, Joint Commission, Clinical Laboratory Improvement Amendments (CLIA) laboratory testing, chain of custody protocols, and emergency response.
- Explain and perform general laboratory tests and clinical procedures used in diagnostic and therapeutic practices across multiple disciplines.
- Assist in the duties of other healthcare professionals by practicing cross-training skills performed by Medical Insurance Specialists, Phlebotomy Technicians, Electrocardiography Technicians, Certified Nurse Aides, Compliance Officers, and/or Human Resource Managers.
- Perform patient education with special patient consideration.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

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.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL INSURANCE BILLING & CODING (MIBC) (Teach-out effective March 19, 2019)

The Associate of Applied Science in Medical Insurance Billing & Coding program is designed to focus 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.

Program Objectives – Students will be trained to:

- Follow regulatory compliance guidelines for patient information; prevention of fraud and abuse; and adherence to federal laws such as Health Insurance Portability and Accountability (HIPAA), Stark Law, Fair Debt Collection Act, and False Claims Act.
- Manage all aspects of the medical billing process, including; insurance verification, procedural and diagnostic coding, charge entry, claims submission, payment posting, claim denial management; and reporting.
- Complete front office duties related to patient scheduling
- Perform proper form preparation and charting.
- Conduct office logistics procedures; medical record retention and management; electronic health records and practice management software; financial management procedures; maintain office equipment and supplies.
- Perform general office operations; opening and closing the medical office; greeting patients; proper telephone etiquette; and clear and accurate correspondences.
- Carry out patient education as it relates to patient's insurance responsibilities; Patient's Bill of Rights; patient consent; and pre-operation or post-operation instructions.
- Conduct office logistics procedures; medical record management; electronic health records and practice management software; financial management procedures.

- Conduct advanced diagnostic and procedural coding.
- Demonstrate skills in billing, patient charting, reporting.
- Interpret mathematical models and employ strategies to find solutions to problems.
- Communicate through well-supported oral and written arguments.

Potential Job Titles: Medical Insurance Billing and Coding Clerks, Medical Front Office Clerks, Medical Receptionists, Medical Claims Processors, Insurance Coordinators, Medical Records Clerks, Eligibility Clerks, Billing Clerks, and Patient Service Specialists.

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	**905/355/180**	**112.0****

Total Clock Hours: 1440

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.

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.

BO208   BUSINESS OPERATIONS
CONTACT HOURS: THEORY - 90 LAB - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: HV104-HV107 or CON104-CON107
This course provides a fundamental understanding of the concepts, principles, and operations of the private enterprise system. Students compare and contrast sole proprietorships, partnerships, and corporations, as they evaluate the advantages and disadvantages of each. This course also discusses the functions of modern business management, marketing, human resources, motivating employees, ethics and social responsibility. Bookkeeping, accounting, financial management, and financial statements are also examined.

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.

BUS100 BUSINESS FUNDAMENTALS
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
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
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
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
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
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
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
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
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
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

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
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.

CJ100   INTRODUCTION TO CRIMINAL JUSTICE
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: NONE
This course provides an introduction to the criminal justice system. The primary goal of this course is to develop a general understanding of the criminal justice system's purpose and response to crime in society. The course focuses on the history and philosophy of the American criminal justice system; the development of law enforcement, search and seizure, due process, courts, corrections, and the modern operations of these agencies; and, how they function together.

CJ101   FUNDAMENTALS OF CRIMINAL LAW
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: NONE
This course examines criminal law from the aspect of historical evidences and classifications of crimes and criminal responsibility. Topics include the elements of criminal offenses, principles of criminal liability, complicity, defenses, justifications, excuses, crimes against persons, crimes against property, and crimes against public order.

CJ102   COURTS AND CRIMINAL PROCEDURES
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: NONE
This course examines the role of the judiciary in the criminal justice system in detail; the different levels and jurisdiction; the prosecution of and defense offenders; the basic right to effective counsel; the concept of pretrial release; the purpose and function of the grand jury; the procedural processes of adjudication; types and purposes of sentencing; the rules of evidence; rules concerning trial procedure; the disposition of criminal cases; and the various means of structured sentencing.

CJ103   CORRECTIONS
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: NONE
This course examines the history, philosophy and components of the American corrections system. It provides an overview of the origins of correctional systems in the United States; and, examines the programs that make up the correctional system to include jails, probation, parole, intermediate punishments, and prisons.

CJI04   ETHICS
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: NONE
This course is an intense examination of the ethical considerations faced by personnel in the criminal justice industry. The topics include an examination of cultural values and morals understanding what constitutes moral and ethical behavior; and, how it all applies to the everyday decision making process.

CJI05   VICTIMOLOGY
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: CJI100-CJI104; CJI107
This course is a comprehensive and balanced exploration of victimology, a controversial issue in criminology that seeks to provide a better understanding of how society and the criminal justice system treat victims as a whole. Over the past two decades, much of the data comes from statistics gathered through the FBI's annual NIBR Report and Bureau of Justice Statistics National Crime Victimization Survey.

CJI06   ORGANIZED CRIME
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: CJI100-CJI104; CJI107
This course introduces the student to Organized Crime. It reviews the beginnings and evolution, both foreign and domestic, of Organized Crime groups. It will also cover the theories of organized criminal behavior, the businesses that organized crime groups participate in, how we look at terrorism as it relates to organized crime and how to control the spread of organized crime.

CJI07   POLICE SYSTEM AND PRACTICES
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: NONE
This course provides an introduction to the inner workings of the police department to include administration, CID, special operations teams, internal affairs, school resources, and other specialized community policing groups, with special emphasis on patrol procedures.

CJ208   CRIME AND CRIMINALS
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: CJI104-CJI107
This course introduces students to the study of crime and criminal behavior as well as to theories of crime causation. It reviews different types of crime and examines crime control policy.

CJ209   CRIMINAL INVESTIGATION
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: CJI104-CJI107
This course provides students with instruction in the fundamentals of criminal investigation by examining the processes involved in identifying and arresting criminal suspects, identifying the types of crimes and offenses, and in preparing for court.

CJ210   CRIMINAL BEHAVIOR
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: CJI104-CJI107
This course introduces the student to Criminal Behavior. It reviews the origins of criminal behavior. It will cover human aggression and violence along with juvenile delinquency as it relates to criminal behavior, criminal psychopathy and mental disorders as they relate to crime. The course will cover a broad spectrum of topics including homicide, family violence, sex crimes, multiple murders and school/workplace violence. Finally, the course will offer insight into terrorism, property and public order crimes, violent economic crimes, crimes of intimidation and how substance abuse and alcohol relate to criminal behavior.

CM210 COMMUNICATIONS
CONTACT HOURS: THEORY–90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0

PREREQUISITES: HVA101-HVA201 or CON101-CON107

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

CON101 INTRODUCTION TO CONSTRUCTION
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100

This course introduces students to the principles, equipment, and safety techniques utilized in the construction industry. Students will be exposed to personal protective equipment utilized in the modern construction industry and the use and installation of modern masonry material. Students will be introduced to materials that form various types of concrete as well as volume estimates and concrete forms, tools, equipment, and procedures for handling, placing, and finishing concrete, joints made in concrete structures, the use of joint sealants, and form removal procedures. Emphasis on safety procedures for handling, placing, and finishing concrete are included in the training. Reinforcement materials such as reinforcement bars, bar supports, and welded-wire fabric are discussed.

CON102 BUILDING CODES
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100

In this course, students will explore the scope of Building Codes, which are founded on broad-based principles that make possible the use of new materials and new building designs. The course covers safety concepts, structural and fire and life safety provisions, egress, interior finish requirements, comprehensive roof provisions, seismic engineering provisions, occupancy classifications, innovative construction technology, and industry standards in material design. Further, students work with OSHA 30 Safety Awareness Training.

CON103 CONSTRUCTION TECHNIQUES
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100

Students learn historic and current methods and procedures used in the masonry trade. Discussions include brick and block manufacturing and types of brick and block that are currently used in various types of masonry construction.
An overview of the basic safety practices and requirements found in the masonry trade are provided along with knowledge, skill, and ability requirements of a mason. Students learn basic bricklaying techniques and methods and procedures used in masonry unit installation including types of mortar to bond masonry units, and different types of patterns. Hands-on skill development in constructing "Wythe's" and brick courses are also emphasized.

CON104 CONSTRUCTION AND FRAMING
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CON101-CON103

The purpose of this course is to provide information on materials and general methods used to construct floor systems with an emphasis on platform methods of floor framing. This course introduces students to materials and general procedures used in wall, ceiling and roof framing as well as procedures for laying out rafters for gable roofs, hip roofs, and valley intersections.

CON105 CONSTRUCTION MATERIALS AND APPLICATIONS
CONTACT HOURS: THEORY -4 5 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CON101-CON103

In this course, students learn the common materials used in residential and light commercial roofing which includes shingles, roll roofing, shakes, tiles, and metal and membrane roofs, as well as the selection and installation of roof vents. Safety practices and application methods for these various materials are discussed. The course also covers the types of exterior siding used in residential construction including wood, metal, vinyl, and cement board siding, and proper installation procedures. In addition, students are introduced to the materials and methods used to construct interior and exterior wooden stairs.

CON106 CONSTRUCTION SYSTEMS

CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CON101-CON103

This course introduces the students to the safety rules and regulations for electricians, including the necessary precautions for avoiding various job site hazards. Students are also introduced to the various types of devices and installation procedures used in residential wiring. Students work with the factors that influence DWV system design and how different types of drains, fittings, vents, and pipes are used to move waste out of a building. Students are introduced as well to the various types of materials, schedules, and applications of plastic piping. Further, they practice determining the appropriate types of fittings, valves, hangers, and supports needed for plastic piping. This course also covers the materials, and properties of copper piping, fittings, and valves.

CON108   CABINET MAKING
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CON106

Students will be introduced to cabinet making skills and practices.

COS2018TX   Cosmetology Skills Fundamentals
CONTACT HOURS: THEORY – 300 LAB – 1200 (1500 HOURS)
TOTAL CLOCK HOURS 1500 Hours
PREREQUISITES: None

The course prepares students for the state licensure exam and professional entry into the salon industry using both theoretical and practical instruction. The course includes extensive instruction and practical experience in hair cutting, coloring and perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing. The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

CSS101   CONSTRUCTION AND CONCRETE
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100

Introduces the carpentry trainee to various cements and other materials that, when mixed together, form various types of concrete. Concrete volume estimates and concrete forms are also covered. In addition, reinforcement materials such as reinforcement bars, bar supports, and welded-wire fabric are discussed. Also covers the tools, equipment, and procedures for handling, placing, and finishing concrete. It also covers the joints made in concrete structures, the use of joint sealants, and form removal procedures. It emphasizes safety procedures for handling, placing, and finishing concrete.

CSS102 SAFETY IN CONSTRUCTION: ELEVATED WORK
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100

Students will be introduced to the scaffolding trade and its associated trade math, regulations and standards. Students will be able to identify commonly used scaffolding systems and their safety systems. Apprenticeship programs and personal qualities necessary for the scaffolding trade will be discussed. Students will learn OSHA standards for scaffolding and fall protection. Students will also practice simulated erection techniques and safety checklists for scaffolding.

CSS103 CONSTRUCTION AND CARPENTRY
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100

Students are introduced to the history of carpentry and carpentry for residential floor systems. The course covers the materials and general methods used to construct floor systems, with emphasis placed on the platform method of floor framing. This module also introduces the carpentry trainee to the materials and general procedures used in wall and ceiling framing. Students are further introduced to the carpentry methods and procedures used in roof framing. Finally, they will learn the various kinds of roofs and instructions for laying out rafters for gable roofs, hip roofs, and valley intersections and stair layout.

CSS104 WALL SYSTEMS
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100

Students will learn the history, skills, and opportunities within the drywall trade. The course covers the materials, tools and general

methods used to erect drywall systems. This module also covers the various types of suspended ceilings, fire- stopping systems and thermal and moisture protection. Students will learn how to select correct thickness and fasteners and state the difference between the six levels of finish established by the industry. Finally, students will learn how to use the proper tools, patch damaged drywall and identify various types of problems that occur in drywall finishes.

CSS105 CONSTRUCTION ELECTRICAL CONCEPTS
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100
This module introduces the students to the various career paths in the electrical industry and safety rules and regulations for electricians, including the necessary precautions for avoiding various job site hazards. Students are also introduced to the various types of devices and installation procedures used in residential wiring, the national Electric Code, hand bending of conduit and conductors and cables. The student will also examine procedures for selecting and installing wireways and raceways.

CSS106 CONSTRUCTION ELECTRICAL CONCEPTS II
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100, CSS105
This module introduces the students to Alternating Current Theory and practice. Students are also introduced to the various types of transformers, circuit breakers and fuses and their use. A review of safety practices involved on previous mentioned items. The student will learn how to properly ground and bond panels and circuits. A discussion of lighting principles and practices will be examined. Finally, control theory and practice will be discussed.

CSS107 CONSTRUCTION PIPEFITTING CONCEPTS I
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100
Students are introduced the types of work performed by pipefitters. Further, they learn the career opportunities and training available for the pipefitting trade. Students will learn about the tools, equipment and individual personality requirements necessary for pipefitting. Pipefitting safety and fire protection methods will be discussed as well as health effects of the pipefitting trade.

CSS108 CONSTRUCTION PIPEFITTING CONCEPTS II
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100, CSS107
Students are introduced the different types of valves used in the pipefitting industry.
Students will learn how to thread pipe, determine pipe length between fittings, and assemble the piping system. Socket weld and butt weld fabrication will be discussed and students will learn how to prepare the pipe and fittings for assembly for each fabrication type. Fire safety and prevention will be covered as well as health effects of pipefitting process.

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. Students will also 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 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. Externship hours vary and may be scheduled from 20 to 40 hours per week.

ELL101 ENGLISH LANGUAGE LAB 1
CONTACT HOURS: THEORY - 10 LAB - 20 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 2.0
PREREQUISITES: NONE
This course is designed to provide an essential understanding of the simple past, simple present, and simple future tense of regular verbs. This course will define the appropriate use of each verb tense, explain when each verb tense is to be used, and provide the student with fundamental practice in the different tenses and how and when to use them. The difference between fact and inference

in reading and research will be covered.

ELL102 ENGLISH LANGUAGE LAB 2
CONTACT HOURS: THEORY - 10 LAB - 20 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 2.0
PREREQUISITES: NONE
This course provides instruction in pronouns, possessives, possessive adjectives, and demonstratives. It will focus on the appropriate use of each of these parts of speech and provide the student with practice in how and when to use them. Students also work with the difference between fact and inference in reading and research.

ELL103 ENGLISH LANGUAGE LAB 3
CONTACT HOURS: THEORY - 10 LAB - 20 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 2.0
PREREQUISITES: NONE
This course provides instruction in the 5 W's: Who, What, When, Where, Why, and the three H's: How many? How much? How long? This course will define the appropriate use of each question word and phrase and provide the student with practice in how and when to use each of them.

ELL104 ENGLISH LANGUAGE LAB 4
CONTACT HOURS: THEORY - 10 LAB - 20 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 2.0
PREREQUISITES: NONE
This course is designed to give the student an opportunity to explore the use of prepositions, adverbs, and articles in English communication. Students will practice these basic parts of speech in order to communicate more effectively in the English language.

ELL105 ENGLISH LANGUAGE LAB 5
CONTACT HOURS: THEORY - 10 LAB - 20 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 2.0
PREREQUISITES: NONE
This course is designed to give the student an opportunity to use nouns in different ways at different times. This course will define when a noun can be used as a noun or adjective, and will include the unique count and non-count noun functions. Students will practice how and when to use nouns in each of the various forms.

ELL106 ENGLISH LANGUAGE LAB 6
CONTACT HOURS: THEORY - 10 LAB - 20 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 2.0
PREREQUISITES: ELL100, ELL101, ELL102, ELL103, ELL104, ELL105
This course will explore the use of advanced forms of verbs: irregular verbs, the verb "to be," and the present perfect tense of verbs. This course distinguishes between regular and irregular verbs and allows students to practice using irregular verbs in English speech.

ELL107 ENGLISH LANGUAGE LAB 7
CONTACT HOURS: THEORY - 10 LAB - 20 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 2.0
PREREQUISITES: ELL100, ELL101, ELL102, ELL103, ELL104, ELL105
This course introduces students to the advanced parts of speech in English: possessives, comparatives, superlatives, and modals. Students will study the purpose of each of these types of speech and practice the appropriate usage of each element.

ELL108 ENGLISH LANGUAGE LAB 8
CONTACT HOURS: THEORY - 10 LAB - 20 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 2.0
PREREQUISITES: ELL100, ELL101, ELL102, ELL103, ELL104, ELL105
This course is designed to give students an opportunity to use the special skill of reporting to one person what another has told them. The focus of this class is on ordinary speech required in the professional environment. This class explains professional interactions and defines soft skills. The student is also provided an opportunity to practice the reporting information in a professional manner.

ELL109 ENGLISH LANGUAGE LAB 9
CONTACT HOURS: THEORY - 10 LAB - 20 (30 HOURS)

TOTAL QUARTER CREDIT HOURS: 2.0
PREREQUISITES: ELL100, ELL101, ELL102, ELL103, ELL104, ELL105 This course is designed to give students an opportunity to use the special skill of reporting to one person what another has told them. The focus of this class is on ordinary speech required in the professional environment. This class explains professional interactions and defines soft skills. The student is also provided an opportunity to practice the reporting information in a professional manner.

ELT101   BASIC ELECTRICITY
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100
Students will be instructed in the fundamental theories, knowledge, and skills pertaining to the electrical trade, and the National Electric Code (NEC). Specific topics include electrical circuits, electrical conductors, conduit bending, and electrical safety.

ELT102   ELECTRICAL CONCEPTS
CONTACTHOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100
Students will be instructed in the concepts of inductance and capacitance in alternating current circuits in both single and three phase power systems. The course covers ground fault interrupters, lighting, conduit bending, motor control schematics and wiring diagrams.

ELT103 ELECTRICAL EQUIPMENT INSTALLATION
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100, ELT101 – ELT102
Students will explore control systems and how they are utilized. Topics include: Branch and Feeder Circuits, conductor selection and calculations, the practical applications of lighting, and hazardous locations.

ELT104   CONTROL SYSTEMS AND APPLICATIONS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100, ELT101 – ELT102
Students will be instructed in installation of electrical equipment. Topics include conductor installations, cable trays, conductor terminations and splices, and grounding and bonding.

ELT105   OVERCURRENT PROTECTION AND COMMERCIAL SYSTEMS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100, ELT101 – ELT102
Students will explore overcurrent protection in depth. Topics include installation of electrical services in commercial and residential applications, load calculations of feeders and service conductors, and single and three phase connections.

ELT106   ELECTRICAL APPLICATIONS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100, ELT101 – ELT102
Students will explore different electrical applications. Topics include Voice, Data and Video, Motor Controls, Load Calculations, and Health Care Facilities.

ELT107   HVAC ELECTRICAL SYSTEMS AND SPECIAL TOPICS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100, ELT101 – ELT102
Students will be instructed in HVAC electrical systems. Topics include: HVAC control, Heat Tracing and Freeze Protection, Motor Operation and Maintenance and Electrical Systems used in Commercial Spaces.

ELT108   INTRODUCTION TO SOLAR PHOTOVOLTAICS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100, ELT101 – ELT102

This course is designed for students with previous electrical training who wish to pursue a career in the solar energy industry. This course discusses the evolution and rapid growth of solar photovoltaics, basic concepts of PV systems and components, and how to perform proper site assessments for installation of an efficient PV system that meets the customer's needs. Various system designs and considerations regarding locations, energy output, components, and system layouts will also be covered. This is the first of two courses offered that introduces the student to the overall process and installation of solar photovoltaic systems.

ELT201   ADVANCED PHOTOVOLTAICS
CONTAC THOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: CFT100, ELT108
This course is designed for students with a foundation in solar photovoltaic training who would like to learn advanced information. This course discusses how to interpret site assessment reports, design plans, and other technical documents. This course also discusses on-the-job safety precautions, job planning, inventory of materials, and pre-installation inspections. The installation, activation, and testing of PV modules and BOS components will also be covered. This is the last of two courses offered that introduces the student to the preparation, inspection, and installation process of solar photovoltaic systems.

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
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.

HP208   OFFICE MANAGEMENT FOR HEALTHCARE PROFESSIONALS
CONTACT HOURS: THEORY - 60 LAB - 30 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.5
PREREQUISITES: DA104-DA107
This comprehensive course is an introduction to office management with a focus on the specific duties and responsibilities of an office manager. Students will study the full range of office management topics including office environment, supervising and motivating employees, employee productivity, maintaining employee records, employment legal issues, and office communication. In addition, students will study office systems and system analysis, computer technology, quality and quantity control, budgets and costs control.

HP209   MICROSOFT OFFICE FOR HEALTHCARE PROFESSIONALS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: DA104-DA107
Students will learn important topics of Microsoft Office 2010 and how to apply it in a healthcare setting. An overview of Microsoft Excel, Access, Word, and PowerPoint will be presented. Word will be used to create and format tables as well as illustrate documents and work with themes. Excel will be used for formulas, managing workbook data, tables, and analyzing table data. Access will be used to learn about modifying database structure and creating multiple table queries. PowerPoint will discuss how to work with advanced tools and features as well as inserting illustrations, objects and media clips.

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, HVA101-HVA104
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, HVA101-HVA104

Students will be introduced to gas-fired forced-hot-air furnaces, other types of furnaces, multi-purposes of multi-positional gas fuels, manifold pressures, 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-HVA104
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-HVA104
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-HVA104
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.

INT100   COMPUTER HARDWARE ESSENTIALS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
In Computer Hardware Essentials, students 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 and cabling will also be discussed. Students will have the opportunity to build their own personal computer. Upon the completion of INT100 and INT101, students will be able 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 INT101 and INT100, students will be eligible to sit for the 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 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 the physical aspects of installing network system components and cabling. Upon the completion of INT103 AND INT105, 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, 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 INT103 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 able 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 a Windows server network infrastructure. By the end of the course, the student should be able to complete a server virtualization setup.

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

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

INT211   INFORMATION TECHNOLOGY 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
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
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
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 neurology, endocrinology, ophthalmology, otolaryngology, microbiology, and immunology 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
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
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
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
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.

MAS400   ADVANCED DIAGNOSTIC PROCEDURES
CONTACT HOURS: THEORY - 45 LAB – 45 EXTERNSHIP - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100, MAS201, MAS202, MAS203, MAS204
This course introduces advanced clinical skills used in a variety of healthcare settings. Topics include drug screens, electrocardiography and telemetry, and phlebotomy.

MAS410   PHLEBOTOMY
CONTACT HOURS: THEORY - 40 LAB – 50 EXTERNSHIP - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100, MAS201, MAS202, MAS203, MAS204
In this course, students receive training to properly perform routine blood collections, identify equipment for blood collections, perform special phlebotomy procedures, and practice techniques for collecting non-blood specimens.

MAS420   EKG TECHNOLOGY
CONTACT HOURS: THEORY - 40 LAB – 50 EXTERNSHIP - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100, MAS201, MAS202, MAS203, MAS204
In this course, students receive training to perform routine electrocardiograms, recognize normal and abnormal rhythms, document rhythm strips to provide reliable test results for the physician, and recognize and troubleshoot artifacts found during routine electrocardiograms.

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 100, AHP 101
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 100, AHP 101
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 100, AHP 101
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 100, AHP 101, BUS101, MBC1140, MBC1150, MBC1160, MBC1170, MBC1180
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: BUS101
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 100, AHP 101, BUS101, MBC1140, MBC1150, MBC1160, MBC1170, MBC1180
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: BUS101
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: AHP100, AHP101, BUS101, MBC1140, MBC1150, MBC1160, MBC1170MBC1180, MBC2220, MBC2230, 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.

ML102 MATH FOR THE MEDICAL LAB TECHNICIAN
CONTACT HOURS: THEORY- 45 LAB - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

Students in this course will receive instruction in the clinical calculations used in all areas of the laboratory to enable them to achieve accurate results.

ML103 INTRODUCTION TO PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS
CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

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

ML104 MICROBIOLOGY FOR THE MEDICAL LAB TECHNICIAN
CONTACT HOURS: THEORY - 60 LAB - 30 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.5
PREREQUISITES: HP100-HP101; ML102-ML103

Microbiology is a course that introduces the student to the basics of microbiology, infection control, and disease processes to include the body's defense mechanisms to those diseases, and wound healing.

ML105 CHEMISTRY FOR THE MEDICAL LAB TECHNICIAN I
CONTACT HOURS: THEORY- 60 LAB - 30 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.5
PREREQUISITES: HP100-HP101; ML102-ML104

Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. This course addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, and solutions.

ML106 HEMATOLOGY FOR THE MEDICAL LAB TECHNICIAN
CONTACT HOURS: THEORY - 60 LAB - 30 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.5
PREREQUISITES: HP100-HP101; ML102-ML105

This course is the study of blood cells in normal and abnormal conditions. Instruction will be given in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods; blood cell maturation sequences, and normal and abnormal morphology with associated diseases.

ML107 UA/BODY FLUIDS
CONTACT HOURS: THEORY - 60 LAB - 30 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.5
PREREQUISITES: HP100-HP101; ML102-ML106

This course is an introduction to the study of urine and body fluid analysis. It includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety.

ML120 CHEMISTRY FOR THE MEDICAL LAB TECHNICIAN II
CONTACT HOURS: THEORY-60 LAB-30 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 7.5
PREREQUISITES: ML104-ML107
This course will cover the principles and procedures of various tests performed in Clinical Chemistry. The course will present the physiological basis, principle and procedures and the clinical significance of test results, including quality control and reference values.

ML121   IMMUNOHEMATOLOGY
CONTACT HOURS: THEORY - 60 LAB - 30 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.5
PREREQUISITES: ML104-ML107
Immunohematology is a specialized branch of laboratory medicine. It involves the study of the theory and practice of a wide variety of procedures used in the following: donor selection, component preparation and use, and techniques used to detect antigen/antibody reactions which may adversely affect a patient receiving a transfusion. The topics to be covered include: donor screening, preparation of components, antigens/antibodies of the ABO, Rh and other blood group systems, pre- transfusion testing procedures, hemolytic disease of the newborn, neonatal and obstetrical transfusion practice, autoimmune hemolytic anemias and adverse effects of transfusion.

ML122   SEROLOGY
CONTACT HOURS: THEORY - 60 LAB - 30 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.5
PREREQUISITES: ML104-ML107
This course covers the science of immunology and serology through the study of theories and processes related to natural body defenses. Included are the immune responses, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety. This includes performance of serological procedures used to aid in the detection or diagnosis of certain diseases. Throughout this course, special emphasis is placed on correlating of laboratory results with the patient's probable condition.

ML211   MEDICAL LAB TECHNICIAN EXTERNSHIP
CONTACT HOURS: THEORY - 0 LAB - 0 EXTERNSHIP - 240 (240 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: HP100-HP101; ML102-ML107; ML120-ML122
Students learn from hands-on experience in medical laboratories, blood centers, hospital laboratories, and medical clinics. Students are required to complete 240 hours of supervised training in a laboratory setting. This course gives students the opportunity to obtain unpaid work experience and become familiar with the aspects and duties of a medical lab technician.

NUR100   INTRODUCTION TO THE HEALTHCARE AGENCY & EMPLOYMENT
CONTACT HOURS: THEORY-15 LAB - 3 (18 HOURS)
TOTAL QUARTER CREDIT HOURS: 1.5
PREREQUISITES: NONE
The student will receive instruction on the role and scope of the Nurse Aide including topics such as: facilities that hire Nurse Assistants; time-management; legal and ethical considerations; and customer-focused care.

NUR101   GENERAL CARE OF THE CLIENT
CONTACT HOURS: THEORY - 8 LAB - 4 (12 HOURS)
TOTAL QUARTER CREDIT HOURS: 0.5
PREREQUISITES: NONE
The student will be instructed in safe and correct techniques involving positioning the patient, making beds, providing personal care, patient nutrition, feeding and handling emergencies.

NUR102   FACILITY POLICIES
CONTACT HOURS: THEORY - 9 LAB - 6 (15 HOURS)
TOTAL QUARTER CREDIT HOURS: 0.5
PREREQUISITES: NONE
The student will be instructed in safety techniques for the workplace including preventing the spread of infection, patient safety, isolation procedures and infection control.

NUR103   CARE OF THE CLIENT AND THE DISEASE PROCESS
CONTACT HOURS: THEORY-7 LAB–3 (10 HOURS)
TOTAL QUARTER CREDIT HOURS: 0.5
PREREQUISITES: NONE

The student will be instructed in vital signs, pain management, specimen collection, IV's and bandaging. Students will be exposed to caring for the terminally ill and post-mortem patients.

NUR104   PROFESSIONALISM FOR THE NURSE AIDE
CONTACT HOURS: THEORY - 5 LAB - 0 (5 HOURS)
TOTAL QUARTER CREDIT HOURS: 0.5
PREREQUISITES: NONE
The student will receive instruction on proper techniques to handle and resolve conflict in the workplace with coworkers, supervisors and residents. This course will also instruct students on different technologies used in resident care including the benefits of using technology and the consequences of inappropriate use of social media.

NUR211   NURSE AIDE CLINICAL
CONTACT HOURS: CLINICAL - 40 (40 HOURS)
TOTAL QUARTER CREDIT HOURS: 1.0
PREREQUISITES: NUR100-NUR103
Students learn through hands-on experience and supervised direct patient care experience within a medical facility. Students are assigned a patient load and assist the facility staff in providing all necessary patient care under a facility designee and extern coordinator supervision.

PH 101   PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS
CONTACT HOURS: THEORY - 20 LAB - 25 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: NONE
The student will be introduced to the legal and ethical issues associated with being a Phlebotomist. This course will cover the Anatomy and Physiology of the Cardiovascular System. Students will be trained to perform a variety of blood-collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood culture specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing, and accessioning.

PHT100   INTRODUCTION TO PHARMACY PRACTICE
CONTACT HOURS: THEORY - 90 LAB - 00 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
This course is an introduction to the role of a pharmacy technician. Students will receive foundational training in all aspects of pharmacy services on how to assist the pharmacist in contemporary pharmacy settings. Topics include: the pharmacy profession, pharmacy laws & ethics, pharmacy information & data management, medical terminology, pharmacy calculations, the prescription order, routes & formulations, sterile and non-sterile compounding, aseptic techniques, biopharmaceutics, drug activity, inventory management, pharmacy settings, and pharmacology.

PHT101   PHARMACY CALCULATIONS
CONTACT HOURS: THEORY - 90 LAB - 00 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: PHT100
This course prepares students to interpret prescription orders and to perform mathematical calculations essential to the duties of a pharmacy technician in a variety of contemporary pharmacy settings. Topics include: basic arithmetic, ratios and percentages, pharmacy dosage conversions, institutional pharmacy practice calculations, and community pharmacy practice calculations.

PHT102   PHARMACY BILLING & INVENTORY MANAGEMENT
CONTACT HOURS: THEORY - 60 LAB - 30 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.0
PREREQUISITES: PHT100
This course instructs students on the methods and language of pharmacy reimbursement and inventory management. Students will explore procurement of pharmaceuticals, devices & supplies; accepted procedures in inventory control; accepted procedures in pharmacy billing; private and government payers and plans; and reimbursement procedures for covering pharmacy services. Students will experience a didactic and virtual approach to understanding inventory management, and will learn how accepted procedures of inventory management affect pharmacy profitability.

PHT103   PHARMACY SIMULATION: DISPENSING PHARMACY
CONTACT HOURS: THEORY - 30 LAB - 60 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: PHT100, PHT101, PHT102
Students will be instructed in dispensing pharmacy services, commonly known as, retail and hospital pharmacy operations. Students will receive a simulated approach to assisting the pharmacist to process and handle non-sterile medication orders. This simulation will provide students with the skills to utilize up-to-date technology to review completeness and accuracy of non-sterile medication orders, prepare non-patient and patient-specific medication orders, manage infection control procedures, utilize emerging therapies, monitor preventative care & medication therapy management, and perform proper documentation, use, storage, and safety of medications and supplies. Students will be eligible to sit for State Board of Pharmacy Licensure & Basic Life Support (BLS) certification.

PHT104   PHARMACY COMPLIANCE & MEDICATION SAFETY
CONTACT HOURS: THEORY - 90 LAB - 00 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: PHT100, PHT101
This course instructs students on pharmacy compliance and medication safety and its role in contemporary pharmacy practice settings. Students will explore how to apply patient and medication safety best practices, and will understand the role of the pharmacist and the pharmacy technician in regulatory compliance, quality assurance, communication channels and patient confidentiality.

PHT105   PHARMACY SIMULATION: STERILE COMPOUNDING & LONG-TERM CARE
CONTACT HOURS: THEORY - 30 LAB - 60 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: PHT100, PHT101, PHT102
Students will be instructed in Sterile Compounding & Long Term Care pharmacy operations. Students will receive a simulated approach to assisting the pharmacist to process and handle sterile compounds and long-term care medication orders. This simulation will provide students with the skills to utilize up-to-date technology to review completeness and accuracy of sterile compound and long-term care medication orders, prepare non-patient and patient-specific sterile compound orders, manage infection control procedures, utilize emerging therapies & preventative care, and perform proper documentation, use, storage, and safety of sterile products, compound products, and chemotherapy/hazardous products and supplies.

PHT200   PHARMACY REVIEW & EXPERIENCE: DISPENSING PHARMACY
CONTACT HOURS: THEORY - 20 LAB – 00 EXTERNSHIP - 160 (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.0
PREREQUISITES: PHT100, PHT101, PHT102, PHT103, PHT104, PHT105
Students learn hands-on experience in dispensing pharmacy duties. Students are required to complete 160 hours of supervised training in (1) dispensing pharmacy setting. This course gives students the opportunity to obtain unpaid work experience and become familiar with the aspects and duties of a dispensing pharmacy technician. Students will also review programmatic content in preparation for the National Pharmacy Technician Certification Exam (PTCE), and will receive the opportunity to certify with the Pharmacy Technician Certification Board (PTCB) by completion of the program.

PHT201   PHARMACY REVIEW & EXPERIENCE: STERILE COMPOUNDING & LONG-TERM CARE
CONTACT HOURS: THEORY - 20 LAB – 00 EXTERNSHIP - 160 (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.0
PREREQUISITES: PHT100, PHT101, PHT102, PHT103, PHT104, PHT105
Students learn hands-on experience in sterile compounding & long-term care pharmacy duties. Students are required to complete 160 hours of supervised training in (1) sterile compounding or long-term care pharmacy setting. This course gives students the opportunity to obtain unpaid work experience and become familiar with the aspects and duties of a sterile compounding and long-term care pharmacy technician. Students will also review programmatic content in preparation for the National Pharmacy Technician Certification Exam (PTCE), and will receive the opportunity to certify with the Pharmacy Technician Certification Board (PTCB) by completion of the program.

PL100   INTRODUCTION TO LAW & PARALEGAL STUDIES
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
This course gives a general overview of the legal system and the role of the paralegal within the system with regard to structure of the court system, administrative agencies, private law firms, and the public sector.

PL101   OFFICE PROCEDURES & PRACTICES
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)

TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
This course focuses on the day-to-day operations of a legal office. Ethical principles relating to paralegals including the unauthorized practice of law and client confidentiality are addressed. Correct procedures used by paralegals in a legal setting will also be included.

PL102   PROBATE ADMINISTRATION & ESTATE PLANNING
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
This course introduces students to wills, trusts, and intestacy and gives an analysis of estate administration and accounting. The student will learn to interview clients and obtain information for drafting documents.

PL103   TORT LAW
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
This course is designed to give students general knowledge and understanding of the legal principals of tort law such as negligence, strict liability, intentional torts, and the various forms of damages.

PL104   FAMILY LAW
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: PL100-PL103
This course introduces family law practice principles relating to marriage, divorce, annulment, custody, support, adoption, name change, guardianship, paternity, and other aspects of family law.

PL105   REAL ESTATE
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: PL100-PL103
This course is an introduction to Real Estate law covering topics such as property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, deeds, mortgages or deeds of trust, settlement concepts, leasing and other property concepts.

PL106   CRIMINAL LAW
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: PL100-PL103
This course surveys basic principles of criminal law including rights of the accused, certain constitutional issues, and the relationship of practices of the law office with those issues.

PL107   TECHNOLOGY IN THE LAW OFFICE
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: PL100-PL103
This course provides an introduction to computer hardware and software fundamentals, including an overview of traditional law office software, specialty law office and case management software, and litigation support software. Methods for learning and keeping current with software updates and changes will be explored.

PL208   LEGAL WRITING & ANALYSIS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: PL104-PL107
This course focuses on the enhancement of legal writing skills and advanced legal research. Emphasis is placed on the Preparation of appellate briefs, pleadings, interoffice memoranda, and other formal documents and reference citations In legal libraries as well as drafting legal memoranda.

PL209   CIVIL LITIGATION
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5

PREREQUISITES: PL104-PL107

This course focuses on the principles of litigation, the organization of the court system, and prepares them to interview clients and witnesses, draft legal documents, and prepare materials for discovery and trials.

PL210 CONTRACT LAW
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: PL104-PL107

This course examines the principles of contract law. Contract litigation is also covered in this course. Each presented rule of law is explained through theory, example, and exercises that actively involve students. Students will also draft various types of contracts using basic contract provisions and drafting techniques.

PM209 PROJECT MANAGEMENT
CONTACT HOURS: THEORY - 70 LAB - 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: HV104-HV107 or CON104-CON107

Students build on their knowledge of business by analyzing the essential aspects of project management. Students will explore project management topics such as modern practices in project management, planning, budgeting, scheduling, leadership, teamwork, and project management information systems. Students will address business organizational systems and communication, as well as evaluate employee selection processes and methods for managing employee success.

VN120 INTRODUCTION TO VOCATIONAL NURSING
CONTACT HOURS: THEORY - 45 LAB - 0 CLINICAL - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course introduces students to the history and role of the Vocational nurse within the healthcare industry. Applying principles of professionalism, critical thinking, and the clinical problem-solving process, the student will explore concepts related to patient safety, communication, collaborative nursing practice, legal and ethical principles, technology, quality improvement, and the relationship of evidence to practice. The course emphasizes the Vocational nurses' legal scope of practice.

VN124 ANATOMY AND PHYSIOLOGY
CONTACT HOURS: THEORY - 45 LAB - 0 CLINICAL - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course provides the Vocational nursing student with basic knowledge of the normal structure and function of the human body. Topics include an introduction to anatomy and physiology, basic chemistry concepts, cell and tissue structure and function, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems.

VN128 HEALTH ASSESSMENT
CONTACT HOURS: THEORY - 15 LAB - 60 CLINICAL - 0 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

This course focuses on the development of interviewing and physical assessment skills necessary to complete and document comprehensive and focused physical, psychosocial, and spiritual patient assessment. Students will learn an evidence-based, systematic approach to collecting and analyzing patient data as a basis for planning and engaging in collaborative care. Laboratory experiences will be utilized to integrate theory and skill mastery at the level essential for the Vocational nurse.

VN130 NURSING TERMINOLOGY AND MATHEMATICS
CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 0 (30 HOURS)
TOTAL QUARTER CREDITS: 3.0
PREREQUISITES: NONE

This course introduces essential concepts of nursing terminology and mathematics. Students will employ a systematic, word-building approach to master the complex terminology used with the healthcare field. This part of the course allows students to learn medical terms, accurate pronunciations, definitions, and spelling. In the second part of the course, students use a systematic approach to master the complex calculations necessary for the safe administration of medications. Dimensional analysis is used to calculate medication dosages for pediatric and adult oral, powdered, topical, parenteral, and intravenous medications, including weight-based medications.

VN148 - THE OLDER ADULT

CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: NONE
Improvements in healthcare have allowed people to live to older ages than ever before in history. An aging society makes it imperative for nurses to understand the processes of aging and the comprehensive health needs of older adults. This course emphasizes a holistic approach to the understanding and care of older adults. Global concepts related to aging are covered with an emphasis on health and wellness. The role of the nurse and inter-professional healthcare team in managing special healthcare issues of older adults and their families is discussed. Students will have the opportunity to interview healthy older adults and reflect on their views related to again.

VN160 PATHOPHYSIOLOGY
CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: VN120-VN148
This course introduces the student to pathophysiological concepts and their effects on body systems. Building on principles of anatomy and physiology, the student will explore deviations from normal body structure and function due to disease and health problems across the lifespan. Primary concepts include disease etiology, pathology, clinical manifestations, and common diagnostic results. Ethnic and gender variations in disease incidence will also be addressed

VN164 MEDICAL SURGICAL NURSING
CONTACT HOURS: THEORY - 45 LAB - 60 CLINICAL - 135 (240 HOURS)
TOTAL QUARTER CREDIT HOURS: 12.0
PREREQUISITES: VN120-VN148
This course focuses on the beginning knowledge and skills necessary for Vocational nursing practice. The clinical problem-solving process is a primary focus of the course and provides the structure for the understanding of healthcare needs and nursing intervention. Concepts related to patient and staff safety, quality of care, inter-professional collaboration, and evidence-based practice are emphasized throughout the course. Laboratory and clinical experiences in patient care environments allow students to demonstrate the use of the clinical problem-solving process to provide culturally-sensitive, patient-centered care.

VN168 PHARMACOLOGY I
CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: VN120-VN148
This course introduces students to basic principles of pharmacology. Prescription and over-the-counter (OTC) medications used to manage common acute and chronic health problems will be discussed from a nursing perspective. The course will focus on the practical nurse's role in the safe administration of medications. Topics include drug action and interaction, indications and contraindications, routes of administration, safe dose ranges, therapeutic and adverse reactions, and drug use in special populations across the lifespan. Special emphasis is on the role of the nurse in patient teaching. Medication calculation will be reviewed.

VN220 MENTAL HEALTH NURSING
CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 45 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: VN160-VN168
This course provides students with an overview of theories and concepts related to the care of patients across the lifespan with select psychiatric and behavioral issues, with a particular emphasis on mental health issues of the older adult. The importance of an inter-professional team approach to treatment is emphasized as is the continuum of care across behavioral health settings. Students will use the clinical problem-solving process, therapeutic communication, and evidence-based approaches to care with patients in acute or community-based settings.

VN224 ADVANCED MEDICAL SURGICAL NURSING
CONTACT HOURS: THEORY - 45 LAB - 30 CLINICAL - 135 (210 HOURS)
TOTAL QUARTER CREDIT HOURS: 10.5
PREREQUISITES: VN160-VN168
This course builds on previously acquired knowledge and focuses on the care of patients with acute health problems and multiple comorbidities. Clinical decision making, inter-professional collaboration, and care management are emphasized throughout the course as is the relationship of evidence to practice. Laboratory skill experiences allow students to learn and practice advanced nursing skills. Clinical practice in patient care environments allows students to apply acquired content knowledge in the care of multiple patients and to demonstrate skills at increasing levels of complexity.

VN228 PHARMACOLOGY II

CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: VN160-VN168

This course focuses on medications used by Vocational nurses in the care of patients with acute health problems. The Vocational Nurses' role in the safe administrations of medications will be emphasized. Topics include drug action and interaction, indications and contraindications, routes of administration, safe dose ranges, therapeutic and adverse reactions, and drug use in special populations. Special emphasis is on the role of the nurse in patient teaching. Medication calculation will be reviewed. Lifespan differences and complementary alternative therapies are also discussed and evaluated.

VN240   PARENT CHILD NURSING
CONTACT HOURS: THEORY - 45 LAB - 0 CLINICAL - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: VN220-VN228

This course introduces the student to current trends in family-centered nursing through a holistic approach to theories and concepts related to the health and illness needs of the childbearing family with focus on the obstetric, newborn, and pediatric patient. The course will emphasize normal growth and development, safety and injury prevention, and the impact of culture on the family unit's response to psychological and physical stressors. Clinical experiences support application of didactic content to antepartum, intrapartum, postpartum, and child health.

VN244   VOCATIONAL NURSING CAPSTONE
CONTACT HOURS: THEORY - 45 LAB - 30 CLINICAL - 180 (255 HOURS)
TOTAL QUARTER CREDIT HOURS: 12.0
PREREQUISITES: VN220-VN228

This course provides senior nursing students the opportunity to develop increasing levels of autonomy in managing care for several patients through the integration of knowledge and skills learned throughout the curriculum. Clinical experiences allow the application of essential content and skills acquired throughout the program to the care of multiple complex care patients. This course prepares the student to transition into the role of an entry level vocational nurse. Emphasis is placed on principles of care management including clinical decision making, priority setting, patient safety, quality management, collaboration, delegation, and time management.

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 the field of management. The course provides students with an overview of introductory management and organization of functions. Students are instructed in how to 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.

COS1510   INTRODUCTION TO COSMETOLOGY (PHASE I)
CONTACT HOURS: THEORY - 125 LAB - 375
TOTAL CLOCK HOURS: 500
PREREQUISITES: NONE
Students learn the theory and practical skill techniques of Sculpture, Hair Design, Texture, and Color. Students apply all learned techniques and practice on mannequins and each other.

COS1520   NAIL & SKIN CARE: ADVANCED TECHNIQUES IN HAIR DESIGN, TEXTURE, & COLOR (PHASE II)
CONTACT HOURS: THEORY - 125 LAB - 375
TOTAL CLOCK HOURS: 500
PREREQUISITES: PHASE I
Students learn the theory and practical skill techniques of nail and skin care. Students receive classroom instruction reinforcing Cosmetology Phase I as well as advanced techniques in hair design, texture, and color. Students adapt learned techniques on clients building their salon clientele while performing in the school salon. Students work on developing salon speed and sharpening skills on mannequins and live models.

COS1530   ADVANCED TECHNIQUES IN LADIES' & MEN'S HAIR SCULPTURE; SKILL DEVELOPMENT AND PREPARATION FOR STATE BOARD (PHASE III)
CONTACT HOURS: THEORY - 125 LAB - 375
TOTAL CLOCK HOURS: 500
PREREQUISITES: PHASE II
Students receive classroom instruction in advanced techniques in ladies and men's hair sculpture. Students adapt learned techniques on clients building their salon clientele while performing in the school salon. Students prepare for the State Board's written and practical exam. Students review and test on all material previously covered along with State Board Rules and regulations. Students will take a MOCK State Board exam. Students work on developing salon speed and sharpening skills on mannequins and live models.

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.

ISA100   FUNDAMENTALS OF NETWORKING
CONTACT HOURS: THEORY - 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE
This course provides an introduction to networking and internetworking technologies applying devices, software systems and tools commonly found in consumer and business environments. The goal is to expose students to fundamental concepts and hands-on experience necessary to support basic network devices and infrastructure.

ISA101   FUNDAMENTALS OF INFORMATION SYSTEMS SECURITY
CONTACT HOURS: THEORY- 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE
This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity, and confidentiality aspects of information systems.

ISA102   LEGAL ISSUES IN INFORMATION SECURITY
CONTACT HOURS: THEORY- 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: ISA100-101
This course provides an overview of legal processes involved in implementing and maintaining information systems security. Students will study security violations and breaches in relation to pertinent laws and regulations, and will use case studies to analyze legal impacts of information security issues.

ISA103   MANAGING RISK IN INFORMATION SYSTEMS
CONTACT HOURS: THEORY - 0 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: ISA100-101
This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems.

Elements of a business impact analysis, business continuity plan, and disaster recovery plan will also be discussed.

ISA104   AUDITING ITS INFRASTRUCTURES FOR COMPLIANCE
CONTACT HOURS: THEORY- 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: ISA100-101
This course explores principles, approaches and methodology in auditing information systems to ensure processes and procedures are in compliance with pertinent laws and regulatory provisions especially in the context of information systems security (ISS).

ISA105   SECURITY POLICIES AND IMPLEMENTATION ISSUES
CONTACT HOURS: THEORY- 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: ISA100-101
This course explores strategies and methods in formulating organizational policies in order to guide the practices that safeguard the integrity of the information systems infrastructure. Issues on organizational behavior and crisis management related to security policies are also addressed.

ISA206   ACCESS CONTROL, AUTHENTICATION, AND PKI
CONTACT HOURS: THEORY - 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: ISA102-105
This course introduces the concept of access control to information systems. Applications, authentication, and accounting for end users and system administrators will be discussed. Security controls for access control including tokens, biometrics, and use of public key infrastructures (PKI) will also be explored.

ISA207   SECURITY STRATEGIES IN WINDOWS PLATFORMS AND APPLICATIONS
CONTACT HOURS: THEORY- 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: ISA102-105
This course discusses security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions and tools available for various Windows platforms and applications.

ISA208   NETWORK SECURITY, FIREWALLS, AND VPNs
CONTACT HOURS: THEORY- 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: ISA102-105
This course introduces virtual private networks (VPNs) and firewalls for securing a network. Various network security-related issues are examined. Benefits and architecture of a VPN and different types of VPNs for securing data in an organizational setup are examined. The use of firewalls in tackling security problems is discussed in the context of how to construct, configure, and administer a firewall.

ISA209   HACKER TECHNIQUES, TOOLS, AND INCIDENT HANDLING
CONTACT HOURS: THEORY - 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: ISA102-105
This course explores systems intrusion and detection in the context of hacking tools and incident handling. Topics include vulnerabilities of operating systems and various tools used by hackers in order to access unauthorized information. The course also introduces methods in incident handling when information security is compromised.

ISA210   SECURITY STRATEGIES IN WEB APPLICATIONS AND SOCIAL NETWORKING
CONTACT HOURS: THEORY - 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: ISA102-105
This course explores how Internet and Web-based applications have transformed the way businesses, organizations, and people communicate. With this transformation came new risks, threats, and vulnerabilities for Web-based applications. This course presents security strategies to mitigate the risk associated with Web applications and social networking.

ISA211   SYSTEM FORENSICS, INVESTIGATIONS, AND RESPONSE
CONTACT HOURS: THEORY - 40 LAB - 40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0

PREREQUISITES: ISA102-105

This course explores methods of system forensics investigation and response. Areas of study will include procedures for investigating computer and cybercrime, and concepts for collecting, analyzing, recovering, and preserving forensic evidence.

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 gain 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.

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

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 College 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/

Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411 Government Code (concealed handgun law), may not enter this property with a concealed handgun (Tex. Penal Code Ann. § 30.06©(3)).

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://records.txdps.state.tx.us/DpsWebsite/index.aspx. This is the official Internet source for public record information on sex offender registrations in the state of Texas.

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)
Justin Gobert
Director of Compliance
Education Futures Group
300 N. Coit Road, Suite 1400
Richardson, Texas 75080
(972) 733-3431 Ext. 1712
jgobert@vistacollege.edu

Deputy Title IX Coordinator (Employees, Visitors, Contractors)
Stacy Dorsey
Executive Vice-President of Human Resources
Education Futures Group
300 N. Coit Road, Suite 1400
Richardson, Texas 75080
(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

Mr. Jim Tolbert
Chief Executive Officer

Mr. Louis Kenter
Chairman

Mr. Michael P. McInerney
Vice President and Secretary

CORPORATE OFFICERS

Mr. Louis Kenter
Chairman

Mr. Timothy Armstrong
Vice President of Operations

William Klettke
Chief Financial Officer and Assistant Secretary

Mr. Jim Tolbert
Chief Executive Officer

Mr. Michael P. McInerney
Vice President and Secretary

Andrew Gray
Controller

CAMPUS DIRECTORS

Antonio Rico
El Paso (Main Campus)

Tony Rich
Beaumont (Branch)

Jeff Atkinson
College Station (Branch)

Milton Anderson
Killeen (Branch)

Jerry Driskill
Longview (Branch)

Maria Castro
Lubbock (Branch)

CAMPUS FACULTY & STAFF

A comprehensive listing of all campuses' faculty and staff members can be found in this catalog's supplement, Volume 37, effective July 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. 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

BEAUMONT

STAFF

Name	Job Title	Name	Job Title
Anthonie (Tony) Rich	Campus Director	Dana Kullman	Director of Operations
Kimberly Sonnier	Director of Admissions	Anissa Sinegal-Stevens	Associate Director of Admissions
Carrie Kelly	Director of Career Services	Melissa Willingham	Business Office Manager
Alecia Heffner	Director of Education	Corinthians Bryant	Registrar
Danielle Shelton	Director of Financial Aid	Lindsey Delatte	Student Services Coordinator

FACULTY

Name	Job Title	Major/Degree	Educational Institution
Dodis, Paula	Program Director - Allied Health	AAS Business Management	Med-Link
Hagler-Neathery, Rhonda	Instructor - Dental Assistant	Diploma Dental Assisting	Brightwood College
Larkins, Erica	Instructor - Medical Assisting	Diploma Medical Assistant	Brightwood College
Mask, Joanne	Instructor - Medical Assisting	Diploma Medical Assistant	Brightwood College
Pearson, Mary	Instructor - MIBC	Diploma Medical Assistant	Kaplan College
Haynes, Miles	Instructor - Business Administration	MS Public Administration	Lamar University
Hughes, Demeatria	Instructor - Business Administration	MBA Business Administration	University of Phoenix
Jefferson, Vivian Gilbert	Instructor - Business Administration	EdD Education MBA Business Administration	Baylor University
Turner, Earlene	Instructor - Business Administration	BS Business Administration	Lamar University
Williams, Lachell	Instructor - Business Administration	MBA Business Administration	Lamar University
Cooper, Lillie	Program Director - Cosmetology	Diploma Cosmetology	Lamar University
Chambers, Melisa	Instructor - Cosmetology	Diploma Cosmetology	Ogle School of Hair and Nails
Fant, Brittney	Instructor - Cosmetology	Certificate Cosmetology	Lumberton High School
Shelton, Monica	Instructor - Cosmetology	Diploma Cosmetology	Stage One Hair School
Thrash, Brenda	Instructor - Cosmetology	Certificate Cosmetology	Lonnie's School of Cosmetology
Palmer, Robin	Instructor - General Education	EdD Education	Austin Peay State University
Miller, Lee	Program Director - HVAC	Diploma HVAC	Broussard Technical School
Brown, Kenneth	Instructor - HVAC	Diploma HVAC	Vista College
Gallier, Jack	Instructor - HVAC	Diploma HVAC	Vidor High School
Malbrough, Joseph	Instructor - HVAC	Diploma HVAC	Vista College
Jones, Misty	Dean of Nursing	MSN Nursing BSN Nursing	Walden University
Campbell, Cheri	Instructor - Vocational Nursing	BSN Nursing	Lamar University
Carder, Kelly	Instructor - Vocational Nursing	BSN Nursing	Adventist University
Champion, Tanya	Instructor - Vocational Nursing	MPA BSN Nursing	Lamar University
Jordan, Susanne	Instructor - Vocational Nursing	LVN Nursing	Northeast Kansas Vocational Tech
Partin, Debra	Instructor - Vocational Nursing	MSN Nursing	Lamar University
Phillips, Fredericka	Instructor - Vocational Nursing	BSN Nursing	University of Texas Medical Branch
Richard, Connie	Instructor - Vocational Nursing	MA Education BSN Nursing	Lamar University
Thomas, Paulette	Instructor - Vocational Nursing	LVN Nursing	Lamar State College
Treadway, Ellen	Instructor - Vocational Nursing	BSN Nursing	Texas Tech
Wallace, Karen	Instructor - Vocational Nursing	BSN Nursing	Lamar University
Williams, Jangre	Instructor - Vocational Nursing	LPN Nursing	William Dawson Skill Center

COLLEGE STATION

STAFF

Name	Job Title	Name	Job Title
Jeff Atkinson	Campus Director	Joyce Andrews	Associate Director of Admissions
Jessica Gonzalez	Director of Admissions	Lorenza Nunez	Business Office Manager
OPEN	Director of Career Services	Jodie Meikle	Registrar

| Sheremetria Taylor | Director of Education | Elizabeth Cabrera | Student Services Coordinator |
| Rodolfo (Rudy) Gonzalez | Director of Financial Aid | | |

FACULTY

Name	Job Title	Major/Degree	Educational Institution
Burns, Felicia	Program Director - Allied Health	AAS Healthcare Administration	Briar Cliffe College - Online
Goodwin, Catherine	Instructor - Medical Assisting	BS Biology	University of Pittsburgh
Huerta, Erica	Instructor - Medical Assisting	Certification Medical Assisting	Southern Career Institute
Markowski, Jill	Instructor - Medical Assisting	BS Curriculum & Instruction AAS Nursing	Texas A&M University Blinn College
McKamie-Snell, Elizabeth	Instructor - Medical Assisting	Licensed Vocational Nurse	Blinn College
Ortiz, Rebecca	Instructor - Medical Assisting	Certification Medical Assisting	
Scott, Tiffanie	Instructor - Medical Assisting	BS Health and Wellness AAS Medical Assisting	Rasmussen College Vista College
Williams, Waverloan	Instructor - Medical Assisting	AAS Medical Assisting	Vista College
Beavers, Yolanda	Instructor - MIBC	BA Liberal Arts AAS Liberal Arts	Fresno Pacific University College of Sequoias
Williams, Christina	Instructor - MIBC	BS Business Administration	University of Phoenix
Yetter, Melissa	Instructor - MIBC	Certificate Medical Insurance and Coding	
Delaney, Kenneth	Program Director - Business Administration	MS Instruction Technology BS Business Administration	Sam Houston State University
Farrow, Gale	Instructor - Business Administration	MBA Business Administration BS Business Administration	Prairie View A & M University
Pratt, Elizabeth	Instructor - Business Administration	MS Computer System Management BS Business Administration	Creighton University University of Nebraska
Roney, Sandra	Instructor - Business Administration	MA Education BS Business AAS Human Service Management	University of Phoenix
Simpson, Larry	Instructor - Business Administration	MA Management BS Psychology	Webster University Texas A & M University
Brown, Ronald	Program Director – Dental Assistant	BS Business Administration	Kaplan College
Caldwell, Laquita	Instructor - Dental Assistant	BS Management	Park University
Henry, Gaylan	Instructor - Dental Assistant	Certification Dental Assisting	
Roderick, Trina	Instructor - Dental Assistant	Certification Dental Assisting	
Heath, Roseanna	Instructor - General Education - English	PhD Philosophy in Political Science BS Political Science AAS Nursing	Texas A & M University Blinn College
Simmons, Phebe	Instructor - General Education - English	PhD Educational Leadership MA Education BA English	University of Phoenix Prairie View A&M University Texas A&M University
Peterson, Carlton	Program Director - HVAC	AAS Occupational Studies	Vatterott Career College
Cepeda, Hector	Instructor - HVAC	Certificate HVAC	
Hatcher, Don	Instructor - HVAC	Certificate HVAC	
Beavers, Donald	Instructor - Information Technology	Craft Course Certification	
Lunsford, Ronald	Instructor - Information Technology	MS Theology Studies BS Computer Science	Southwestern Baptist Theology Augusta University
Matousek, Shiloh	Instructor - Information Technology	BS Business Administration	University of Illinois
McKinley, Mitch	Instructor - Information Technology	MS Information Systems BS Management	University of Phoenix
Petersen, Michael	Instructor - Information Technology	BS Geography	Texas A&M University

EL PASO

STAFF

Name	Job Title	Name	Job Title
Antonio Rico	Campus President	Yolanda Ortiz	Associate Director of Education
James Camp	Director of Admissions	Milosh Filetto	Business Office Manager
Maribel Carrasco	Director of Career Services	Valerie Parks	Registrar

Sandra Torrez	Director of Education	Juan Tovar	Associate Registrar
Adriana Duran	Director of Financial Aid	Iris Ramirez	Student Services Coordinator
Andres Rayos	Associate Director of Admissions	Eric Valerio	Computer Lab Coordinator

FACULTY

Name	Job Title	Major/Degree	Educational Institution
Cervantes, Juana	Program Director - Allied Health	AAS Medical Assisting Technology	El Paso Community College
Antunez, Francisco	Program Director - Bilingual Medical Assisting	MS Business Administration	University of Phoenix
Aguilar, Veronica	Instructor - Medical Assisting	Diploma Medical Assisting	Western Technical College
Arredondo, Krystal	Instructor - Medical Assisting	Diploma Medical Assisting	Career Centers of El Paso
Avila, Nancy	Instructor - Medical Assisting	BSN Nursing	University of Texas @ El Paso
Cervantes, Valerie	Instructor - Medical Assisting	BS Human Development & Family	University of Texas at Austin
Couttolenc, Luciano	Instructor - Medical Assisting	MS Occupational Health	University of Chihuahua
De Luna, Reynaldo	Instructor - Medical Assisting	General Physician	Universidad Autonoma de Guadalajara
Delgadillo, Luis	Instructor - Medical Assisting	MS Medical Assisting	University of Texas @ El Paso
Kim, Miok	Instructor - Medical Assisting	Diploma Medical Assisting	UCSD, Bryman College
Martinez, David	Instructor - Medical Assisting	MS Health Service Management	Strayer University
Martinez, Elizabeth	Instructor - Medical Assisting	Diploma Microsoft Office Specialist	Career Centers of El Paso
Payne, Barbara	Instructor - Medical Assisting	Diploma Medical Assisting	Career Centers of Texas
Ramos, Anita	Instructor - Medical Assisting	Diploma Medical Assisting	Western Technology Institute
Rios, Ignacio	Instructor - Medical Assisting	MD Medical Surgeon	Universidad Autonoma De Ciudad Juarez
Turner, Anthony	Instructor - Medical Assisting	BA Biological Sciences	University of Texas @ El Paso
Turrey, Elivorio	Instructor - Medical Assisting	BS Environmental Science	University of Texas @ El Paso
Valdiviezo, Elizabeth	Instructor - Medical Assisting	Diploma Medical Assisting	Kaplan College
Dively, April	Instructor - Business Administration	BBA Management/Human Resources	University of Texas @ El Paso
Flores, Stephen	Instructor - Business Administration	MBA Business Administration/Finance	University of Texas @ El Paso
Hernandez, Christopher	Instructor - Business Administration	MBA Business Administration BS Human Services	University of Phoenix
Martinez, Beatriz	Instructor - Business Administration	MBA Business Administration	University of Webster
Martinez, Jose	Instructor - Business Administration	MBA Business Administration	University of Phoenix
Murillo, Mike	Instructor - Business Administration	MA Human Resources Development	Webster University
Ortiz, Alma	Instructor - Business Administration	BA English	University of Texas @ El Paso
Provenzano, Lynn	Instructor - Business Administration	BS Business Management	University of Phoenix
Rojas, Irma	Instructor - Business Administration	MBA Business Administration BS Management	Webster University Park University
Tabares, Jesus	Instructor - Computer Science	BS Computer Information Systems	University of Texas @ El Paso
Esparza, Daniel	Program Director – Construction Technology	BS HVAC	University of Phoenix
Najera, Richard	Instructor - Construction Technology	BJ Broadcast Journalism	University of Texas @ Austin
Sepulveda, Reymundo	Instructor - Construction Technology	BS Education/Kinesiology	University of Texas @ El Paso
Gutierrez, Lea	Program Director - Criminal Justice	MS Criminal Justice	Grand Canyon University
Canonizado, Glenn	Instructor - Criminal Justice	MS Criminal Justice	Park University
Carrillo, Carlos	Instructor - Criminal Justice	BS Criminal Justice	University of Phoenix
Gonzalez, Jesus	Instructor - Criminal Justice	MS Business Organization	Webster University
Rojas, Juan	Instructor - Criminal Justice	BS Business Management	Park University
Soto, Miguel	Instructor - Criminal Justice	BS Business Management	University of Phoenix
Zubiate, Chris	Instructor - Criminal Justice	BS Criminal Justice	Sulross University
Alvarez, Martha	Instructor - Dental Assistant	Dentistry Dental Assistant	University of Ciudad Juarez
Burrus, Cynthia	Instructor - Dental Assistant	BS Human Services	University of Phoenix
Marquez, Jason	Instructor - Dental Assistant	Diploma Dental Assistant	Vista College
Reyes, Jorge	Program Director - Electrical Technician	MSE Electrical Contractor	Riverside Vocational High School
Barron, Hector	Instructor - Electrical Technician	BS Business Management	University of Phoenix
Kilgore, Johnny	Instructor - Electrical Technician	N/A	
Licerio, Miguel	Instructor - Electrical Technician	N/A	

Martinez, Albert	Instructor - Electrical Technician	N/A	
Reimer, Russell	Instructor - Electrical Technician	AAS Industrial Electricity Technician	Douglas MacArthur State Technical
Steele, Richard	Instructor - Electrical Technician	AAS Computer Technology	Western Technical College
Amaya, Adam	Instructor - General Education - English	BA English	Texas A&M University
Bruce, Darlene	Instructor - General Education	BS Psychology	University of Texas @ El Paso
Burman, William	Instructor - General Education	MS Physics	University of Texas @ El Paso
Reyes, Hazael	Instructor - General Education	BS Electrical Engineer	University of Texas @ El Paso
Vasquez, Romelia	Instructor - General Education	BA Bilingual Education	University of Texas @ El Paso
Torres, Robert	Program Director - HVAC	Diploma HVAC	University Technical Institute
Balderrama, Luis	Instructor - HVAC	N/A	
Chapman, Kevin	Instructor - HVAC	AAS HVAC	Western Technical College
Gilmore, Daniel	Instructor - HVAC	N/A	
Gonzalez, Mario	Instructor - HVAC	Diploma HVAC	El Paso Community College
Macias, Edgar	Instructor - HVAC	Diploma HVAC	Vista College
Marquez, Victor	Instructor - HVAC	AAS HVAC	Western Technical College
Menchaca, Lorenzo	Instructor - HVAC	Diploma HVAC	Vista College
Lopez, Oscar	Program Director - Network Administration	N/A	
Rodriguez, Manuel	Instructor - Information Technology	Diploma Computer Network Specialist	Career Centers of Texas
Schmitz, Joseph	Instructor - Information Technology	MA Communication & Leadership BS Computer Science	Park University
Schmitz, Lorie	Instructor - Information Technology	MS Computer Information Systems	Park University
Speed, Michael	Instructor - Information Technology	AAS Computer Information Systems	Western Technical College
Wilkins, Jody	Instructor - Information Technology	MS Cybersecurity and Information Assurance BS Information Technology	Western Governor's University
Campos, Venessa	Program Director - Medical Lab Technician	AAS Medical Laboratory Technician	El Paso Community College
Galaviz, Sandra	Instructor - Medical Laboratory Technician	AAS Medical Laboratory Technician	El Paso Community College
Ochoa, Jose	Program Director - Paralegal	MS Criminal Justice Administration MA Adult Education and Training	University of Phoenix
Barraza, George	Instructor - Paralegal	Juris Doctorate BS Law	Thomas Jefferson School of Law University of Texas @ El Paso
Crowder, Carmen	Instructor - Paralegal	AAS Paralegal	University of Texas @ El Paso
Andha, Guadalupe	Instructor - Vocational Nurse	BSN Nursing	El Paso Community College
Anguiano, Alejandra	Instructor - Vocational Nurse	ADN Nursing	El Paso Community College
Armstrong, Albert	Instructor - Vocational Nurse	LVN Nursing	El Paso Community College
Banderas, Octavio	Instructor - Vocational Nurse	LVN Nursing	El Paso Community College
Candelaria, Gilbert	Instructor - Vocational Nurse	MSN Nursing	University of Phoenix
Carreno, Luis	Instructor - Vocational Nurse	BSN Nursing	University of Texas @ El Paso
Castro, Aurora	Instructor - Vocational Nurse	BSN Nursing	University of Texas @ El Paso
Castro, Cesar	Instructor - Vocational Nurse	BSN Nursing	University of Texas @ El Paso
Chang, Thea	Instructor - Vocational Nurse	BSN Nursing	Cox College
Chaparro, Evelia	Instructor - Vocational Nurse	MSN Nursing	University of Phoenix
Colmenares, Wallace	Instructor - Vocational Nurse	ADN Nursing	El Paso Community College
Gavaldon-Hernandez, Veronica	Instructor - Vocational Nurse	BSN Nursing	University of Texas @ El Paso
Gonzalez, Jessica	Instructor - Vocational Nurse	BSN Nursing	University of Texas @ El Paso
Guerrero, Enid	Instructor - Vocational Nurse	ADN Nursing	University of Texas @ El Paso
Guerrero, Lucia	Instructor - Vocational Nurse	ADN Nursing	El Paso Community College
Iheanacho, Delores	Instructor - Vocational Nurse	MSN Nursing	Walden University
Keeton, Janet	Instructor - Vocational Nurse	MSN Nursing	University of Texas @ El Paso
Kruithoff, Gina	Instructor - Vocational Nurse	Diploma Vocational Nurse	Vista College
Lerma, Nayeli	Instructor - Vocational Nurse	BSN Nursing	University of Texas @ El Paso
Loya, Diana	Instructor - Vocational Nurse	ADN Nursing	Dona Ana Community College
Macalibo, Novette	Instructor - Vocational Nurse	Practical Nurse	Great Plains Vocational Tech

Mariscal, Eduardo	Instructor - Vocational Nurse	BSN Nursing BS Biological Science and Chemistry	Texas Tech University Sulross State University
Martinez, Christina	Instructor - Vocational Nurse	ADN Nursing	El Paso Community College
Martinez, Yolanda	Instructor - Vocational Nurse	LVN Nursing	University of Texas @ El Paso
Morton, Cristina	Instructor - Vocational Nurse	MSN Nursing Systems Leadership	University of Arizona
Nellikappallil, Jose	Instructor - Vocational Nurse	BSN Nursing	West Texas A&M University
Ontiveros, Benjamin	Instructor - Vocational Nurse	LVN Nursing	Anamarc College
Payan-Brondo, Patricia	Instructor - Vocational Nurse	BSN Nursing	University of Texas @ El Paso
Purdon, Tammy	Instructor - Vocational Nurse	LVN Nursing	Clovis Community College
Quinn, Patricia	Instructor - Vocational Nurse	LVN Nursing	El Paso Community College
Reyes, Jaclyn	Instructor - Vocational Nurse	MSN Nursing	Texas Tech @ Lubbock
Richardson, Elizabeth	Instructor - Vocational Nurse	BSN Nursing	Incarnate World University
Salcido, Jesus	Instructor - Vocational Nurse	BSN Nursing	UTA Arlington
Santiago, Lani	Instructor - Vocational Nurse	BSN Nursing	Anamarc College
Tovar, Ernesto	Instructor - Vocational Nurse	ADN Nursing	El Paso Community College
Vargas, Maria	Instructor - Vocational Nurse	BSN Nursing	University of Phoenix
Villa, Marie	Instructor - Vocational Nurse	BSN Nursing	University of Texas @ El Paso
Villalobos, Rafael	Instructor - Vocational Nurse	ADN Nursing	El Paso Community College
White, Samantha	Instructor - Vocational Nurse	LVN Nursing	Anamarc College

KILLEEN

STAFF

Name	Job Title	Name	Job Title
Gregory Garrett	Campus Director	Laquesha Curry	Associate Director of Admissions
Demecas (Dee) Banks	Director of Admissions	Ricky Anderson	Associate Director of Education
Shondrea Harroon	Director of Career Services	Brenda Harris	Business Office Manager
Gillian Levi	Director of Education	Christina Manton	Registrar
Elizabeth Carter	Director of Financial Aid	Janis Smith	Associate Registrar
Chaquanda Byrd	Associate Director of Admissions	Ashley Tolle	Student Services Coordinator

FACULTY

Name	Job Title	Major/Degree	Educational Institution
Blanco, Jose	Program Director - Allied Health	N/A	
Howard, Kanesha	Lead Instructor - MIBC	AAS Medical Records Management	Park University
Bell, Cicily	Instructor - Medical Assisting	AAS Health Information	McLennan Community College
Blue, Bobbie	Instructor - Medical Assisting	MBA Business Administration	Colorado Technical University
Cabrera, Onadia	Instructor - Medical Assisting	Doctor of Medicine BS Medical Technology	Autonomous University of Santo Domingo
Chavez, Heather	Instructor - Medical Assisting	AAS Medical Assisting	Miller Motte College
Douriso, Demetrius	Instructor - Medical Assisting	N/A	
Greene, Krista	Instructor - Medical Assisting	Diploma Medical Assisting	Bryman College
Howard, Yolanya	Instructor - Medical Assisting	Diploma Medical Assisting	Lawton School
Johnson, Brittney	Instructor - Medical Assisting	Diploma Medical Assisting	Everest College
Law, Tiffany	Instructor - Medical Assisting	Diploma Medical Assisting	Everest College
Loftin, Angela	Instructor - Medical Assisting	AAS Medical Assisting	Remington College
Sifuentes, Maria	Instructor - Medical Assisting	Diploma MIBC	Vista College
De La Rocha, Elizabeth	Instructor - MIBC	Diploma MIBC	Vista College
Lipscomb, Eunice	Instructor - MIBC	N/A	
Stephan, Kathy	Instructor - MIBC	BS Psychology	Chaminade University of Honolulu
Block, Nina	Instructor - Business Administration	MS Education	Northcentral University
Jones, Michelle	Instructor - Business Administration	MS Administration of Justice and Security	University of Phoenix
Rowland, Yvette	Instructor - Business Administration	MS Criminal Justice	Everest College
Silva, Marshell	Instructor - Business Administration	MS Management	Webster University
Stallworth, Ingrid	Instructor - Business Administration	MBA Business Administration	University of Phoenix

Thurston, Scherphillia	Instructor - Business Administration	AAS Verbatim System Management	Northwood University
Toussaint, Alethea	Instructor - Business Administration	MS Health Administration	Northcentral University
White, Hwason	Instructor - Business Administration	MS Information BS Information	Texas A&M University
Page, Tracie	Corporate Director of Cosmetology	N/A	
Brooks, Brenda	Instructor - Cosmetology	N/A	
Eugene, Denmica	Instructor - Cosmetology	N/A	
Lilly, Chrissandril	Instructor - Cosmetology	Certificate Cosmetology	Kilgore College
Pruitt, Sophia	Instructor - Cosmetology	AAS Cosmetology Instructor	Nuvani Southwest
Schwarz, Debra	Instructor - Cosmetology	N/A	
Hickman, Claudia	Program Director - Dental	BS Human Resource Management	Park University
Oliver, Vivian	Instructor - Dental Assistant	Diploma Dental Assisting	Tennessee Technology Center
Ralls, Leah	Instructor - Dental Assistant	N/A	
Keeter, Harold	Instructor - General Education	BS Accounting	Metropolitan State University of Denver
McLean, Kiandra	Instructor - General Education	BS Management	Excelsior College
Smith, Royce	Instructor - General Education	MS Curriculum and Instruction	Texas A&M University
Watts-Majors, Corretta	Instructor - General Education	MS Curriculum and Instruction	Texas A&M University
Reynolds, Ted	Program Director - HVAC	N/A	
Amy, Keith	Instructor - HVAC	BS Aviation Management	Southern Illinois University
Anderson, Carol	Instructor - HVAC	BS Liberal Arts	Excelsior College
Brown-Hayling, Daniel	Instructor - HVAC	AAS Heating and Refrigeration	Central Texas College
Campagna, Nick	Instructor - HVAC	AAS Commercial and Residential	Central Texas College
Edwards, John	Instructor - HVAC	N/A	
Partis, Allan	Instructor - HVAC	Diploma HVAC	Vista College
Pierce, Dennis	Instructor - HVAC	N/A	
Prichard, Devon	Program Director - Network Administration	MBA Business Administration	College of William & Mary
Anderson, Gregory	Instructor - Information Technology	AAS Information Technology	Vista College
Bradley, Tim	Instructor - Information Technology	BS Technical Management/Security	DeVry University
Eugene, Jamesly	Instructor - Information Technology	MS Information Technology	American Intercontinental University
Leuthner, Don	Instructor - Information Technology	MS Security Assurance	Norwich University
Pillsbury, Kevin	Instructor - Information Technology	BS Computer Information System	Texas A&M University
Ross, Marvin	Instructor - Information Technology	BS Information Technology	University of Phoenix
Maus, Rena	Instructor - Psychology	MS Counseling Psychology	Texas A&M University
Maxie, Keyarah	Instructor - Psychology	BS Psychology	Stephen F Austin State University
Rawlins, Stephanie	Instructor - Psychology	BS Applied Sociology Psychology	Texas State University
Swain, Cynthia	Instructor - Psychology	MS Special Education	University of Texas
Glasgow, Felecia	Director of Nursing	PhD Education	Walden University
Allen, Tyna	Instructor - Vocational Nurse	AAS Nursing	Del Mar University
Kekahuna, Angela	Instructor - Vocational Nurse	BSN Nursing	Arkansas Technical University
Lozoya, Elide	Instructor - Vocational Nurse	BSN Nursing	University of Texas
Meyer, Christi	Instructor - Vocational Nurse	BSN Nursing	University of Texas
Sherrill, Jamie	Instructor - Vocational Nurse	MSN Nursing	University of El Paso
Thomas, Melanie	Instructor - Vocational Nurse	BSN Nursing	Grand Canyon University

LONGVIEW

STAFF

Name	Job Title	Name	Job Title
George Hardy II	Campus Director	Emma Smith	Director of Education
Shaneidra Jackson	Director of Admissions	Roxanne Garza	Master Financial Aid Officer
Carrie Kelly	Director of Career Services	Micheal Tivet	Registrar

FACULTY

Name	Job Title	Major/Degree	Educational Institution
Morris, Robin	Program Director - Allied Health	BS Psychology	University of South Florida
Phillips, Aquilla	Lead Instructor - Medical Assisting	AAS Nursing	University of Arkansas/Monticello
Baldwin, Brenda	Instructor - Allied Health	BS Pharmacy	University of Texas @ Austin
Hawkins, Gloria	Instructor - Allied Health	Certificate Nursing	Panola Junior College
Parham, Detrice	Instructor - Allied Health	BS Allied Health	Robert Morris University
Smith, Marlene	Instructor - Allied Health	Certificate Medical Assisting Certificate Medical Office Specialist	St. Augustine Educational Services East Texas Career Training Center
Edwards, Kellie	Instructor - Medical Assisting	BS Health Science	University of Texas @ Tyler
McLelland, Laura	Instructor - MIBC	Certified Medical Coder Certified Medical Insurance Specialist	Practice Management Institute
Hall, Vera	Instructor - Business Administration	MBA Business Administration	Letourneau University
Holmes-Gordon, Victoria	Instructor - Business Administration	MA Management & Leadership MS Management BS Human Service Management AAS Office Administration	Liberty University University of Phoenix Kilgore College
Randolph, Randy	Instructor - Business Administration	MSA Human Resource Administration BS Organizational Management	Central Michigan University Wiley College
Lott, Tishomengia	Lead Instructor - Cosmetology	Certificate Cosmetology	Star College
Camper, Evelyn	Instructor - Cosmetology	Certificate Cosmetology	Longview College of Beauty
Edmonson, Cynthia	Instructor - Cosmetology	AAS Cosmetology	Northeast Texas Community College
Romerhausen, Barbara	Instructor - Cosmetology	Certificate Cosmetology	Cosmetology Career Center
Conrad, Paula	Lead Instructor - Dental Assistant	Diploma Dental Assistant	Kaskaskia College
Wigington, Kathryn	Instructor - Dental Assistant	Diploma Dental Assistant	Tyler Junior College
Kozlowski, Frank	Lead Instructor - HVAC	Certificate HVAC	The Refrigeration Institute, Texas State Technical Institute
Oliver, Freddie	Instructor - HVAC	BA Business Administration AAS Air Conditioning	Jarvis Christian College Tyler Junior College
Powell, Johnny	Instructor - HVAC	Diploma HVAC	Quality Air Service Training Center
Thurlby, Earl	Instructor - HVAC	Diploma HVAC	Clover Park Vocational Technical Institute

LUBBOCK

STAFF

Name	Job Title	Name	Job Title
Maria Castro	Campus Director	Hilary Biggers	Director of Financial Aid
Gulrez Khan	Director of Career Services		

FACULTY

Name	Job Title	Major/Degree	Educational Institution
Lynch, Seantenia	Program Director - Allied Health	MS Health Systems Management	Grantham University
Martinez, Serena	Instructor - Medical Assisting	BAS Human Services	Wayland Baptist University
Norton, Phyllis	Instructor - Medical Assisting	BAS Nursing	West Texas A&M University
Roberts, Jo Ann	Instructor - Medical Assisting	AAS Practical Nursing	Southwestern Michigan College
Hutchinson, Angela	Program Director – Veterinary Technology	AAS Veterinary Technology	Jefferson College
Olszewski, Christi	Lead Instructor - Veterinary Technology	AAS Veterinary Technology	Bel-Rea Institute
Abdul-Hamid, Cherissa	Instructor - Veterinary Technology	Doctor of Veterinary Medicine	University of Florida
McIntire, Shannon	Instructor - Veterinary Technology	AAS Veterinary Technology	Midland College
Temple, Ashley	Instructor - Veterinary Technology	Doctor of Veterinary Medicine	Lincoln Memorial University
Freeman, Ami	Instructor - Vocational Nurse	MSN Nursing	Lubbock Christian University
Martinez, Juanita	Instructor - Vocational Nurse	Certificate Vocational Nursing	South Plains College
Olivarez, Jennifer	Instructor - Vocational Nurse	Certificate Vocational Nursing	South Plains College
Robertson, Donna	Instructor - Vocational Nurse	BSN Nursing	University of Arkansas at Monticello

Vista College Catalog Addendum

Publish Date September 20, 2019

Effective Date September 20, 2019

Catalog Volume 37

Addendum Volume 2

<table>
<tr><td>Main Campus</td><td>Extension Campus</td><td>Extension Campus</td><td>Extension Campus</td></tr>
<tr><td>6101 Montana Avenue</td><td>7731 North Loop</td><td>5919 Brook Hollow</td><td>5929 Brook Hollow</td></tr>
<tr><td>El Paso, Texas 79925</td><td>El Paso, Texas 79915</td><td>El Paso, Texas 79925</td><td>El Paso, Texas 79925</td></tr>
<tr><td>(915) 779-8031</td><td>(915) 599-9010</td><td>(915) 779-8031</td><td>(915) 779-8031</td></tr>
</table>

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

College Station Branch Campus
2704 Texas Avenue South Ste. 2
College Station, Texas 77840
(979) 703-1306

Killeen Branch Campus
1001 S. Fort Hood Street
Killeen, Texas 76541
(254) 432-5680

Longview Branch Campus
1905 West Loop 281, Ste. 21
Longview, Texas 75604
(903) 704-0544

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

Effective September 20, 2019:

The following information replaces the respective information on page 8 of the Vista College Catalog, Volume 37, for the Associate of Applied Science in Trades Management – Heating, Ventilation & Air Conditioning (HVAC) program.

PROGRAM TUITION / TEXTBOOKS / FEES

Programs	Credential / Weeks	Credit Hours	Tuition	Textbook	Toolkit*	Registration Fee	Total Tuition
Trades Management – Heating, Ventilation, & Air Conditioning (HVAC)	Associate / 80	118	$40,250	$350	N/A	$100	**$40,700**

Effective September 20, 2019:

The following information replaces the respective information on page 8 of the Vista College Catalog, Volume 37, for the Associate of Applied Science in Business Administration program.

PROGRAM TUITION / TEXTBOOKS / FEES

Programs	Credential / Weeks	Credit Hours	Tuition	Textbook	Toolkit*	Registration Fee	Total Tuition
Business Administration	Associate / 75	105	$39,242	$350	N/A	$100	**$39,692**

Effective September 20, 2019:

The following information replaces the respective information on page 8 of the Vista College Catalog, Volume 37, for the Pharmacy Technician diploma program.

PROGRAM TUITION / TEXTBOOKS / FEES

Programs	Credential / Weeks	Credit Hours	Tuition	Textbook	Toolkit*	Registration Fee	Total Tuition
Pharmacy Technician	Diploma / 50	60	$14,200	$200	N/A	$100	**$14,500**

Effective September 20, 2019:

The following information replaces the respective information on page 43 of the Vista College Catalog, Volume 37, for the Medical Insurance Billing & Coding diploma program.

Estimated Completion Time: 50 Weeks

Effective September 6, 2019:

The following ATTENDANCE VIOLATIONS information replaces the respective policy on page 26 of the Vista College Catalog, Volume 37.

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 term.

Effective September 3, 2019:

The following PROFICIENCY CREDIT information is added to the respective policy on page 12 of the Vista College Catalog, Volume 37.

PROFICIENCY CREDIT

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. Vocational Nurse students must pass a proficiency exam (which may include skills assessment) that must be passed with a grade of 75 or higher in order to receive academic credit for the course.

Effective August 13, 2019:

The following requirement is removed from the CRIMINAL JUSTICE PROGRAMMATIC ENTRANCE REQUIREMENTS on page 10 of the Vista College Catalog, Volume 37.

- Must hold a valid, state-issued driver's license.

Effective July 30, 2019:

The following information replaces the respective information on page 61 of the Vista College Catalog, Volume 37, for the Associate of Applied Science Degree in Trades Management - Heating, Ventilation & Air Conditioning program.

Estimated Completion Time: 80 Weeks

Effective July 26, 2019:

The following information is added to the VETERANS AND SERVICE MEMBERS section on page 12 of the Vista College Catalog, Volume 37.

In accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. This educational institution will not:
- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Effective July 26, 2019:

The following information replaces the respective information on page 7 of the Vista College Catalog, Volume 37.

VISTA COLLEGE PROGRAMS

	Beaumont	College Station	El Paso (Main)	El Paso Annex A 5919 Brook	El Paso North Loop	El Paso Annex B 5929 Brook	Killeen	Longview	Lubbock
Associate of Applied Science									
Business Administration	X	X	X	X			X		
Construction Management			X	X		X			
Criminal Justice			X	X					
Information Technology (IT)		X	X	X			X		

Program	1	2	3	4	5	6	7	8	9
Information Systems Security & Assurance (ISSA)				T/O					
Medical Assisting		X	T/O	T/O					
Medical Insurance Billing & Coding (MIBC)		X	T/O	T/O	T/O		X		
Medical Laboratory Technician			X	X	X				
Paralegal			X	X					
Trades Management - Heating, Ventilation, & Air Conditioning (HVAC)			X	X		X			
Diploma									
Business Administration	X		X	X				X	
Construction Technology				X		X			
Dental Assistant		X	X	X			X	X	
Electrical Technician				X		X			
Heating, Ventilation, & Air Conditioning (HVAC)	X	X		X		X	X	X	
Information Technology (IT)				X					
Medical Assisting	X	X	X	X			X	X	X
Medical Assisting for Spanish Speakers			X	T/O	X				
Medical Insurance Billing & Coding (MIBC)			X	X	X		X	X	
Pharmacy Technician				X					
Vocational Nurse	X		X	X	X		X		
Certificate									
Cosmetology	X						X	X	
Seminar									
Nurse Aide Training	X	X						X	X
Phlebotomy for Healthcare Professionals *	X	X	X				X	X	X

- *T/O = Teach-out program*
- **Approved by Texas Workforce Commission only*