Everest College - Henderson
2014-2016 Catalog Revision
Technology Fee & Policy Addendum
February 1, 2016

■ ADDENDUM: The following lab and technology fee language has been updated to the catalog:

All students enrolled or enrolling in a degree program with an academic year start date of February 1, 2016 or later will be assessed a technology fee of $150.00 per academic year. All new students enrolling in a diploma program will be assessed a lab fee of $150 per academic year.

■ ADDENDUM: The following policies have been added and/or updated to the catalog:

1. Requirements and Procedures
   - High school diploma or a recognized equivalent such as the GED is required for admittance. Applicants who do not submit a diploma or recognized equivalent prior to starting classes will be required to sign an “Attestation Regarding High School Graduation or Equivalency” indicating they meet the school’s requirements for admission.
   - High school seniors who are accepted on a conditional basis must sign an “Attestation Regarding High School Graduation or Equivalency” following graduation and prior to starting classes.
   - Everest may allow the student to start on the basis of the student’s attestation that they have obtained and will supply a POG to the campus. Everest must obtain the student’s POG within 21 days of the student’s start date. If the school does not obtain the student’s POG within 21 days of the student’s start date, the student must be withdrawn from the program.
   - Applicants are informed of their acceptance status shortly after all required information is received and the applicants’ qualifications are reviewed.
   - Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
   - Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
   - Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.
   
   Note: Effective May 31, 2016, attestations will no longer be accepted, and the school will not permit a student to start classes without first receiving and approving the student’s POG.

2. TRANSCRIPT AND DIPLOMA RELEASE
   Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.
   Transcript and diploma requests must be made in writing to the Office of the Registrar. Students who are current with their financial obligation to the campus, and students who owe the campus an outstanding balance of $1,500 or less, may obtain an official transcript by submitting a completed Transcript Request Form to the campus Registrar.
   Students who have outstanding balances above $1,500 may receive an unofficial copy of their transcript.
   Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

3. Student Academic Appeals Policy
   A student may submit an appeal based on one of three adverse determinations:
   - Attendance policy violation
   - Satisfactory Academic Progress (SAP) violation or
   - Final grade(s).
   Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination.
   Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:
   - Specific academic decision at issue and
   - Resolution sought by the student.
   A SAP or Attendance violation appeal must include an explanation of the circumstances that:
   - Led to the violation and
   - Will improve achievement going forward.
   For a final grade appeal, the student will include the informal steps taken to address the disagreement.
   Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.
   The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.
Attendance Violation Appeals

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending. Depending on the type of violation, the student must:

- Percentage Absence (program or term) - post positive attendance ("present") within five calendar days of the date of violation and
- Consecutive Day Absence - post positive attendance the next scheduled class after the violation (for an online course, post attendance by the Sunday date immediately following the date of violation).

Violations occurring at the end of the degree term when there is no opportunity to attend until the next term are not subject to these requirements.

Subject to applicable state requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- Death of a family member
- Illness or Injury suffered by the student or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program. The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his/her advisor.

Satisfactory Academic Progress (SAP) Violation Appeals

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs and
- Sixth calendar day of the subsequent term (by the tenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or Injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Progress Plan (see Satisfactory Academic Progress and Retaking Coursework Policy).

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

Final Course Grades

Final grade appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs; and
- Sixth calendar day of the subsequent term for Degree programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:

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

A student may appeal more than one final grade while active in a program.

Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor's discretion, consistent with the grade policy and syllabus guidelines.

4. ADD/DROP POLICY (DEGREE PROGRAMS ONLY)

Continuing students may register for classes prior to the start of the 12-week term. Once the term has started, students may add or drop courses during the add/drop period without academic penalty upon obtaining approval from Academic Administration and the Student Finance office.

The taking of attendance of new and re-entering students who enroll during the add/drop period will begin the first scheduled class session following the student's enrollment. The add/drop period for full term (12-week) courses
is the first 14 calendar days of the term, excluding holidays. For either the six-week 1 or six week 2 courses, the add/drop period is the first seven calendar days of the course, excluding holidays.

Students who enroll in a 12-week course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be unregistered from the course. Students who enroll in 6-week courses during the add/drop period must attend class by the 14th calendar day of the 6-week course, or be dropped from the course.

Impact of Add/Drop on Financial Aid Calculation

Adding or dropping a course may impact a student's enrollment status and the amount of financial aid for which the student is eligible. If the student adds or drops a course, Student Finance office will advise the student of the financial consequences. Student Finance Support and Student Accounts will process any adjustments to a student's charges or financing due to adding or dropping courses.

For 6-week 2 courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the courses by the close of business on day 14 of the start of the full term (i.e., prior to the Census date).

5. Satisfactory Academic Progress

Rate of Progress Toward Completion

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). The Rate of Progress percentage is determined by dividing the number of credits earned by the number of credits attempted. Credits attempted include completed credits, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Maximum Time Frame to Complete

The maximum time frame for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. For a program measured in credits, MTF is 150% of the published length of the program, measured in credits. For a program measured in clock hours, MTF is 150% of the published length of the program, measured by the total number of clock hours in the program. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term. If the student is at risk of falling below the required academic standards (CGPA, ROP, or MTF) for his or her program. During the SAP advising period, the student is eligible for financial aid. Academic advising will be documented using the Academic Advising Form. The form shall be kept in the student's academic file.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:
- Students must receive the notification by the third (3) calendar day of the subsequent module; and
- Must be advised within ten (10) calendar days after the module start. The (10) calendar days should exclude schedule breaks and Holidays.

Financial Aid Probation

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy.

Retaking Passed Coursework

Students in degree programs may repeat a previously passed course one time. Students in diploma programs may not repeat previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated
courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Retaking Failed Coursework
Students must repeat all failed courses that are required for graduation from the program. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Students may not exceed three attempts of prerequisite modules in diploma programs. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Veterans Affairs (VA) Students are not eligible for VA funding for repeating passed coursework, or more than one attempt at repeating failed coursework.

6. LEAVE OF ABSENCE POLICY
Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, personal reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. However, an LOA will not be granted for any of the following reasons:

a) The courses that the student needs are not available;
b) The courses that the student needs are available, but the student declines to take them;
c) An externship/internship site is not available for the student;
d) A student is unable to pay tuition;
e) The student is failing a course(s); or
f) To delay the return of unearned federal funds.

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

a) the school documents the unforeseen circumstances and the Academic Dean or Director of Education determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), and
b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

Return from a Leave of Absence
A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return. A student who goes on leave prior to the end of a module/term will receive a grade of "L" (leave). The course(s) with a grade of "L" will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

Failure to Return From a Leave of Absence
If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw).
The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

Possible Effects of Leave of Absence
Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
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- Financial aid may be affected
- The LOA could also affect the student's:
  o Loan repayment terms including the grace period
  o Rate of progress
  o Maximum time frame for completion

7. Attendance Policy

Establishing Attendance/Verifying Enrollment
- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, new students registered for a class must attend by the second scheduled class session or be withdrawn.

Monitoring Student Attendance
The School will monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy. If an appeal is granted, the student is not dismissed, but must be advised and monitored with an advising plan. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitied unless the student reapplies for admission.

Consecutive Absence Rule
When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:
- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending.
Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

For degree programs, the consecutive absence rule is applied to consecutive days missed in a single term. For diploma programs, the consecutive absence rule is applied to one or more sequences of 14 consecutive days missed during the total program.

Percentage Absence Rule

Diploma Programs:
For students who have not previously violated the attendance policy:

<table>
<thead>
<tr>
<th>Percentage of Total Classroom Hours Missed</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% of the total classroom hours missed</td>
<td>Attendance warning letter sent</td>
</tr>
<tr>
<td>20% of the total classroom hours missed</td>
<td>Withdrawn from the module and dismissed from school</td>
</tr>
</tbody>
</table>

For students who have been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

<table>
<thead>
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<th>Action Taken</th>
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Degree Programs
For students who have not previously violated the attendance policy:

<table>
<thead>
<tr>
<th>Percentage of Total Hours</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of the total hours for all courses in a term</td>
<td>Attendance warning letter sent</td>
</tr>
<tr>
<td>40% of the total hours for all courses in a term</td>
<td>Withdrawn from all courses and dismissed from school</td>
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<td>Withdrawn from the module and dismissed from school</td>
</tr>
</tbody>
</table>

When a student violates the applicable percentage absence rule, the faculty will notify the Academic Dean/ Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

8. STUDENT GRIEVANCE PROCEDURE

You may bring a complaint against the School and initiate the School’s Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor’s resolution of your complaint, you may appeal his/her decision to the Campus President. You may then appeal the President’s decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School’s Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0235 or email at studentservices@zenith.org.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 960
Washington, DC 20002-4223
(202) 336-6760, (202) 842-2593 (fax)

Students may also contact and file a complaint with the state’s agency at the following mailing addresses:

Commission on Postsecondary Education
8778 S. Maryland Pkwy., Suite 115
Las Vegas, Nevada 89123
Ph: 702-486-7330
Fx: 702-486-7340

9. INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS (ADDED)

International students must meet all admission requirements as stated in the school catalog. Campuses may not admit international students without an I-17 Petition approved through the Student and Exchange Visitor Program (SEVP).
Additionally, International students must:
- Provide a certified secondary school transcript or high school diploma as defined by the student’s country of origin.
- Provide proof of English proficiency (if the student’s first language is not English, an official test score on an approved English proficiency test is required).
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  a. Bank letter verifying student’s available funds (self-sponsoring).
  b. Bank letter verifying sponsor’s available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  c. Form I-134 if sponsor is not a citizen or legal permanent resident of the U.S.
  d. If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours; for graduate students at least 6 quarter credit hours; for Intensive English students and modular program students, at least 15 clock hours of attendance per week).
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee to the Department of Homeland Security.
- International students must meet the same programmatic entrance requirements as domestic students.

Note: M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

Refugees and Asylees - Refugees and asylees must provide documentation of their refugee/asylee status (e.g., confirmation of USCIS receipt of Form I-589, I-94, etc.), meet the general admission requirements, and provide proof of English proficiency prior to admission.

Online Students - Foreign students who apply for an online program and who intend to complete their studies without entering the United States must meet the general admission requirements and provide proof of English proficiency prior to admission.

Undocumented Resident Aliens - Undocumented resident aliens who graduated from a United States high school are not considered international students for purposes of this policy, and may be admitted as cash paying students provided that they meet all admission requirements.

English Proficiency

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:
- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for diploma and undergraduate programs are the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System Exam (IELTS), and the English Language School Center (ELS) test. The required passing score on each test is as follows:

<table>
<thead>
<tr>
<th>Test</th>
<th>Score:</th>
<th>MELAB</th>
<th>IELTS</th>
<th>ELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>45 Internet Based</td>
<td>133 Computer Based</td>
<td>60</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Note: Intensive English Studies Students - Students lacking the required English proficiency may be admitted and enrolled in the appropriate Intensive English course as stated in the school catalog so long as all other international admission requirements are met. Such students must successfully complete the Intensive English course.

10. Federal Work Study
The Federal Work Study (FWS) Program is a federally subsidized, self-help financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. FWS encourages students to earn their funds while performing work in community, public interest or student services and work related to their course of study. FWS jobs may be on or off-campus. Off-campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible. Please contact your Student Finance representative for more information.

Requirements for FWS Students

Students must meet all eligibility criteria required for receipt of federal aid, including:
- Maintaining satisfactory academic progress (SAP)
- Maintaining at least half-time enrollment

Additional requirements include:
- Students may hold only one FWS position at any time.
- FWS earnings are not considered income when calculating financial aid (FA) eligibility.
- FWS earnings are taxable income as reported on federal and state tax returns.
- FWS students are paid only for hours actually worked and are not paid for lunch, sick days, or other hours not actually worked.
- Students may not earn FWS funds in excess of their FWS award.
- Students may work no more than 25 hours per calendar week.
- Students are allowed to work during periods of non-attendance (e.g., vacations, breaks, etc.) provided sufficient work-study allocations exist.
- Any student who falsified a time sheet will be referred to the appropriate campus authority for investigation and may be referred to law enforcement authorities.

11. FINANCIAL GOOD STANDING (ADDED)

Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contributes to their success.

For a student to be considered in good financial standing the student must:
- Complete required financial aid applications to assist in satisfying all anticipated direct costs of the selected program including tuition, books and required fees for each of the academic and award years within time frames required
- Have an outstanding earned Accounts Receivable balance less than:
  - $2,500 or one term of instruction (whichever is greater) if enrolled full time in a degree program
  - $5,000 or one module of instruction (whichever is greater) if enrolled in a diploma program

Students who were actively attending as of February 1, 2016, and who have an outstanding balance from a previously completed academic year, may qualify for continued enrollment if the student meets the following criteria:
- Within 30 days of the policy notification completes all financial aid documentation requirements for the current academic year
- Maintains good financial standing status as outlined above for each subsequent term

Failure to remain in good financial standing may result in:
- A hold on registration for subsequent terms for degree students, or
- Dismissal from the program of study.

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any Zenith program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Academic Dean/Education Director.

12. CRIMINAL BACKGROUND SCREENING

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship
placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.

- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering students are subject to the same background check requirements as a new student.

13. GRANTS AND SCHOLARSHIPS

Zenith Student Grant

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to $10,000 per academic year, may vary by student based on:

- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover the amount of calculated EFC in excess of $500, plus any confirmed remaining unmet financial need once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

Eligibility

To be eligible, the student must:

- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Renewing the grant

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:

- Determined financial need
- Enrollment
- Timeliness of his/her financial aid application

The foregoing Tuition Addendum is a true and correct in content and policy of the addendum dated February 1, 2016 to the 2014-2016 School Catalog.

George R. Rodler, Jr., Director of Regulatory Affairs
Everest College – Henderson
2014-2016 Catalog Revision
Catalog Extension Addendum
February 17, 2016

**ADDENDUM**: The effective date of the school catalog is extended to April 1, 2016 unless republished prior to the extended date.

The foregoing Tuition Addendum is a true and correct in content and policy of the addendum dated February 17, 2016 to the 2014-2016 School Catalog.

George R. Rooder, Jr., Director of Regulatory Affairs
ADDENDUM: The Nursing program has been updated to the catalog.

NURSING
Associate of Applied Science Degree
24 Months - 108 Credit Units

The Associate of Science Degree, Nursing program, will prepare the nursing student for entry level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry level role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level staff positions in various health care agencies.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Lecture</th>
<th>Lab</th>
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Program Totals: 755.00  240.00  565.00  1590.00  108.00

**BSC 1085: Anatomy & Physiology I**  
4 Quarter Credit Hours  
**Course Description:** This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous systems, special senses and the endocrine systems. Theory Hrs: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: None Co-requisites: BSC 2085L

**BSC 2085L: Anatomy & Physiology I Laboratory**  
2 Quarter Credit Hours  
**Course Description:** This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Theory Hrs: 0 Lab Hrs: 40 Other Hrs: 0 Prerequisites: None Co-requisites: BSC 1085

**MAT 1033: College Algebra**  
4 Quarter Credit Hours  
**Course Description:** This course is the study of linear and quadratic equations, graphs, functions, inequalities, rational expressions, radicals, and system of equations and emphasizes critical thinking and problem-solving skills. Theory Hrs: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: None

**BSC 1086: Anatomy & Physiology II**  
4 Quarter Credit Hours  
**Course Description:** This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Theory Hrs: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: BSC 1085, BSC 2085L Co-requisite: BSC 2086L

**BSC 2086L: Anatomy & Physiology II Laboratory**  
2 Quarter Credit Hours  
**Course Description:** This course is a continuation of BSC 2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Theory Hrs: 0 Lab Hrs: 40 Other Hrs: 0 Prerequisite: BSC 1085, BSC 2085L Co-requisite: BSC 1086

**Quarter 2**

**NUR 1020: Fundamentals of Nursing I**  
3 Quarter Credit Hours  
**Course Description:** In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the Everest nursing program, as well as the core components of Associate Degree Nursing with a focus on professionalism, assessment and communication. The student learns about the Nevada Board of Nursing Rules and Regulations, Nurse Practice Act and how that applies to nursing practice in NV. The nursing process is introduced as a tool to assist students to utilize critical thinking the formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals II. Characteristics of the individual, which include human development, common health problems, human needs and cultural diversity and considerations, are introduced. Students will practice basic nursing adult client care in simulated scenarios in the Nursing Skills Lab. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Theory Hrs: 20 Lab Hrs: 20 Other Hrs: 0 Prerequisites: BSC 1085, BSC 2085L, MAT 1033 Co-requisite: SLS 1115

**ENC 1101: Composition I**  
4 Quarter Credit Hours  
**Course Description:** This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, communication, unity, and coherence of central idea and supporting material. Theory Hrs: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: None
SLS 1115: Strategies for Nursing Success 3 Quarter Credit Hours
Course Description: This course is designed to prepare students for transitions in their nursing education and life. The course includes introduction to the College and its resources, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Theory Hrs: 30 Lab Hrs: 0 Other Hrs: 0 Prerequisites: BSC 1085 and 2085L, Mat 1033

MCB 2000: Microbiology and Infection Control 4 Quarter Credit Hours
Course Description: This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Theory Hrs: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L Co-requisite: MCB 2000L

MCB 1000L: Microbiology Laboratory 2 Quarter Credit Hours
Course Description: This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi. Theory Hrs: 20 Lab Hrs: 0 Other Hrs: 0 Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L Co-requisite: MCB 2000L

Quarter 3
NUR 1027: Fundamentals of Nursing II 2 Quarter Credit Hours
Course Description: This course is a continuation of the theory and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Students also learn about legal implications of nursing practice, safety and definition and reporting of sentinel events. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class, nursing skills laboratory and in area health care facilities. Theory Hrs: 20 Lab Hrs: 0 Other Hrs: 0 Prerequisite: NUR 1020 Co-requisite: NUR1027L

NUR 1027L: Fundamentals of Nursing II Clinical 2.5 Quarter Credit Hours
Course Description: This course is a continuation of the concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Procedures related to basic human needs are taught, demonstrated and practiced in class and in area health care facilities. Theory Hrs: 0 Lab Hrs: 20 Other Hrs: 45 Prerequisite: NUR 1025 Co-requisite: NUR 1027

PSY 2012: General Psychology 4 Quarter Credit Hours
Course Description: This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. Theory Hrs: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: None

NUR 1145 Pharmacology of Nurses I 1.5 Quarter Credit Hours
Course Description: This course is designed to provide nursing students with the pharmacology basics in understanding medications as it applies to nursing process, pharmacological principles, lifespan and cultural factors. The student will then gain knowledge in how drugs affect the cardiovascular, renal, gastrointestinal, dermatologic, ophthalmic and otic systems and how to utilize the nursing process to provide safe drug administration. Theory Hrs: 15 Lab Hrs: 00 Other Hrs: 00 Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L, MAT 1033, SLS 1115, NUR 1026, MCB 2000, MCB 1000L Co-requisites: NUR 1027 and NUR 1027L

SYG 2000: Principles of Sociology 4 Quarter Credit Hours
Course Description: The study of cultural heritage, of the cultural influence of human nature and personality and of social interaction is covered in this course. Theory Hrs: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: None

Quarter 4
NUR 1210: Nursing Care of the Adult Client I 4 Quarter Credit Hours
Course Description: This course addresses the standards of practice for adult/geriatric clients requiring less complex nursing care and focuses on the use of the nursing process in assisting adult/geriatric clients to adapt to their ever-changing health needs. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 1026, NUR 1027, NUR 1027L, NUR 1145 Co-requisites: NUR 1150

NUR 1211L: Nursing Care of the Adult I Clinical
4 Quarter Credit Hours
Course Description: The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. Theory Hours: 0 Lab Hrs: 20 Clinical Hrs: 80 Prerequisites: NUR 1026, NUR 1027, NUR 1027L Co-requisites: NUR 1210

NUR 1150 Pharmacology of Nurses II
2 Quarter Credit Hours
Course Description: This course builds on Pharmacology I. The nursing student continues to build knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problems of the central and autonomic nervous systems, endocrine system, respiratory system, anti-infective and anti-inflammatory, and immune and biologic modifiers and chemotherapeutic drugs. The student learns modifiers of predictable effects, commonalities and variations among the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and commonly do occur, and application of nursing process in drug therapy. Theory Hrs: 20.0 Lab Hrs: 00 Other Hrs: 0.0 Prerequisites: BSC 1085, BSC 2085L, BSC 1086m BSC 2086L, MAT 1033, SLS 1116, NUR 1027, MCB 1000, MCB 1000L, NUR 1145, NUR 1027, NUR 1027L Co-requisites: NUR 1210 and NUR 1211L

ENC 1102: Composition II
4 Quarter Credit Hours
Course Description: This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: ENC 1101

Quarter 5

NUR 2212: Nursing Care of the Adult II
4 Quarter Credit Hours
Course Description: This course builds on the course content of NUR 1210 and focuses on the nursing care of adults/geriatric clients with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 1210, NUR 1160 Co-requisites: NUR 2212L

NUR 2213L: Nursing Care of the Adult II Clinical
4 Quarter Credit Hrs
Course Description: The clinical portion of Care of the Adult Client II integrates the theory learned in caring for the adult/geriatric client and applies it to multiple clinical situations. Theory Hours: 0 Lab Hrs: 20 Clinical Hrs: 80 Prerequisites: NUR 1211L Co-requisites: NUR 2212

DEP 2000: Developmental Psychology
4 Quarter Credit Hours
Course Description: This course will explore the physical, cognitive and social-emotional processes across the life span. Readings and lecture will focus on how individuals and defined classes develop psychologically. Key emphasis will focus on the behaviors at various ages and stages of development and the influence of family, culture, and spiritual considerations in human development and transition. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisites: None

Quarter 6

NUR 1440: Maternal Child Nursing
4 Quarter Credit Hours
Course Description: This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development and the family are integrated. Theory Hours: 40 Lab Hrs: 0 Other Hrs: 0 Prerequisite: NUR 2213, NUR 2212L Co-requisites: NUR 1441L, NUR 2811

NUR 1441L: Maternal Child Clinical
4 Quarter Credit Hours
Course Description: The clinical portion of the Maternal and Child course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools and in simulated experiences in the nursing computer and skills lab. Theory Hours: 0 Lab Hrs: 20 Clinical Hrs: 80 Prerequisite: NUR 1210L Co-requisites: NUR 1440

NUR 2811: Contemporary Nursing in Community Settings
3 Quarter Credit Hours
Course Description: This course focuses on the nursing role in the community with the emphasis on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention. Theory Hours: 30 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 2213L Co-requisites: NUR 2215L, NUR 1440

NUR 2615L: Contemporary Nursing in Community Setting Clinical 2 Quarter Credit Hours
Course Description: This clinical portion of the Contemporary Nursing in Community Setting course integrates the theory learned and applies it in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan. Theory Hrs: 0 Lab Hrs: 0 Clinical Hrs: 60 Prerequisites: NUR 2212, NUR 2213L Co-requisites: NUR 2611

Quarter 7
NUR 2513: Mental Health Nursing 3 Quarter Credit Hours
Course Description: This course is a study of the nurse's role in caring for clients experiencing alterations in mental health and those experiencing mental illness throughout the lifespan. Theory Hours: 30 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 2212, NUR 2213L, NUR 2611, NUR 2615L Co-requisites: NUR 2350, NUR 2515L

NUR 2615L: Mental Health Nursing Clinical 2 Quarter Credit Hours
Course Description: The clinical portion of the Mental Health Nursing course applies the theory learned in class to clinical experience in various mental health agencies, long-term care facilities and other agencies where the student will receive experience with clients experiencing alterations in mental health. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Theory Hours: 0 Lab Hrs: 0 Clinical Hrs: 60 Prerequisites: NUR 2212L Co-requisites: NUR 2513

NUR 2350: Nursing Care of Adult Ill 3 Quarter Credit Hours
Course Description: This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice. Theory Hours: 30 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 2212, NUR 2213L Co-requisites: NUR 2513, NUR 2245L

NUR 2245L: Nursing Care of Adult Ill Clinical 4 Quarter Credit Hours
Course Description: The clinical portion the Advanced Nursing Care course integrates and applies the theory learned by focusing on providing complex care to clients in various age groups in specific clinical sites. Students may work with a nurse preceptor, as available, in specific clinical areas. Theory Hours: 0 Lab Hrs: 20 Clinical Hrs: 90 Prerequisites: NUR 2212, NUR 2213L, NUR 2611, NUR 2615L Co-requisites: NUR 2350

Quarter 8
NUR 2861: Nursing Leadership and Management 3 Quarter Credit Hours
Course Description: This course is designed to develop leadership skills for Associate Degree Nursing students that are necessary to manage clients, families and other members of the health care team. The scope of practice of various licensed and unlicensed caregivers are explored, communication skills, leadership, delegation and time and resource management are also included in the curriculum. Theory Hours: 30 Lab Hrs: 0 Other Hrs: 0 Prerequisites: NUR 2515, NUR 2350 Co-requisites: NUR 2860L

NUR 2350L: Nursing Leadership and Management Clinical 2 Quarter Credit Hours
Course Description: The clinical portion of the Nursing Leadership and Management course integrates the theoretical aspects of the course in a variety of settings. Students will identify traits and qualities in nurse managers/leaders and obtain experiences that will assist in molding the student for future management/leadership opportunities. Because of the growing importance of long term care, students will be encouraged to seek experiences in these settings as well. Theory Hours: 0 Lab Hrs: 0 Clinical Hrs: 60.0 Prerequisites: NUR 2513, NUR 2245L Co-requisites: NUR 2881

NUR 2965: NCLEX Review 2 Quarter Credit Hours
Course Description: Focus of this course is to review materials, theory and clinical, to prepare the student to taking the NCLEX-RN licensure examination and for the student's future role as a professional nurse. Students will participate in case studies, clinical scenarios and practice in the nursing skills lab. Theory Hrs: 20 Lab Hrs: 0 Clinical Hrs: 0 Prerequisites: NUR 2513, NUR 2350 Co-requisites: NUR 2881

PSI 201: US and Nevada Constitution 4 Quarter Credit Hours
Course Description: This general education course offers an in-depth study of the U.S. Constitution and the history and constitution of Nevada. Prerequisite: None. Lecture: Hrs: 40. Lab Hrs: 0. Other Hrs: 0

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Effective October 2, 2015

Nursing 2016 - 2017

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The foregoing Associate of Science in Nursing Degree Addendum is a true and correct in content and policy of the addendum dated January 12, 2016 to the 2014-2016 School Catalog.

George R. Roeder, Jr, Director of Regulatory Affairs
ADDITION, The Introduction Module for the Medical Assistant and Medical Insurance Billing and Coding diploma programs has been replaced with Module HCIN: Introduction to Healthcare Profession. In Medical Administrative Assistant diploma program Module G has been replaced with Module HCIN. The prerequisites for all modules have also been replaced with Module HCIN.

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<tr>
<th>Module Number</th>
<th>Module Title</th>
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<th>Lab Hours</th>
<th>Extern Hours</th>
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Module Descriptions
Module descriptions include the module number, title, and synopsis, a listing of the lecture hours, laboratory hours, externship hours, and credit units.

MODULE HCN - Introduction to the Healthcare Profession
This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, and OSHA. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skills, and critical professionalism skills are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certification is also included in the course.
Lecture: 40 Hrs. Lab: 40 Hrs. Prerequisite: None Credit Hours: 6.0 Outside: 20 Hrs.

MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication
Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.
Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: HCN Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Credit Hours: 6.0 Outside: 20 Hrs.

MODULE B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology
Module B stresses the importance of asepsis and sterile technique in today’s healthcare environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and
accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: HCIN
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Credit Hours: 6.0 Outside: 20 Hrs.

MODULE C - Digestive System, Nutrition, Financial Management, and First Aid
Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant’s role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: HCIN
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Credit Hours: 6.0 Outside: 20 Hrs.

MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients.

Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: HCIN
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January 12, 2016

Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Credit Hours: 6.0 Outside: 20 Hrs.

MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures
Module E introduces microbiology and laboratory procedures commonly performed in a physician’s office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body’s immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: HCIN
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Credit Hours: 6.0 Outside: 20 Hrs.

MODULE F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician’s office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant’s responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: HCIN
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Credit Hours: 6.0 Outside: 20 Hrs.

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures
Module G covers the history and science of the medical field, as well as the medical assisting
profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: HCIN
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Credit Hours: 6.0 Outside: 20 Hrs.

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing
Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability Insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Prerequisite: HCIN
Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Credit Hours: 6.0 Outside: 20 Hrs.

MODULE X - Medical Assistant Externship
Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.
### Medical Insurance Billing and Coding (DIP 020) PROGRAM OUTLINE

<table>
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<tr>
<th>Module Number</th>
<th>Module Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Extern Hours</th>
<th>Quarter Credits</th>
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**HCIN Introduction to the Healthcare Profession**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and
physiology, infection control, HIPAA, and OSHA. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skills and critical professionalism skills are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certification is also included in the course.

Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: None  Credit Hours: 6.0

**MODULE MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems**

This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body’s diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: HCIN  Credit Hours: 6.0
MODULE MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body’s diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bankkeeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: HCIN  Credit Hours: 6.0

MODULE MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit
arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: HCIN  Credit Hours: 6.0

MODULE MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body’s diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: HCIN  Credit Hours: 6.0
Everest College – Henderson  
2014-2016 Catalog Revision  
Non-substantial Module Changes Addendum  
January 12, 2016

MODULE MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body’s diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: HCIN  
Credit Hours: 6.0

MODULE MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body’s diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as
claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.
Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: HCIN  Credit Hours: 6.0

Once a student has completed all modules, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

MODULE MIBPC -- MIBP Practicum (selected campuses)

Upon successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 200 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 100 and 200 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.
Prerequisite: Successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN.
Practicum Hrs: 000 Lab Hrs: 000 Other Hrs: 200  Credit Hours: 6.0

Module MIBXT – MIBXT Externship

Upon successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-hour unpaid externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 100 and 200-hour intervals. Completed
evaluation forms are placed in the students’ permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Prerequisite: Successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN.

Lecture Hrs: 000 Lab Hrs: 000 Other Hrs: 200 Credit Hours: 6.0

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**TOTAL**

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**MODULE HCIN - Introduction to the Healthcare Profession**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, and OSHA. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skills, and critical professionalism skills are also taught. Students will have
the opportunity to learn program-specific topics throughout the course. CPR certification is also included in the course.

Lecture: 40 Hrs. Lab: 40 Hrs. Prerequisite: None Credit Hours: 6.0 Outside: 20 Hrs.

MODULE A: Office Finance

A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and identify self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also learn essential medical terminology. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hrs: 040 Labs Hrs: 040 Prerequisite: HCIN Credit Hours 6

MODULE B: Patient Processing and Assisting

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students locate records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn self-directed job search process by identifying their personal career objective. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hrs: 040 Labs Hrs: 040 Prerequisite: HCIN Credits Hours: 6.0

MODULE C: Medical Insurance

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker’s compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Out-of-class activities will be assigned and assessed as part of this module.
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Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: HCIN  Credits Hours: 6.0

MODULE D: Insurance Plans and Collections

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: HCIN  Credits Hours: 6.0

MODULE E: Office Procedures

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will identify disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn the self-directed job search by learning how to set their own career goals. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: HCIN  Credits Hours: 6.0

MODULE F: Patient Care and Computerized Practice Management

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients’ vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn self-directed job search process by learning all about how to become and learn from mentoring. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hrs: 040  Lab Hrs: 040  Prerequisite: HCIN  Credits Hours: 6.0
MODULE X – Medical Administrative Assistant Externship

Upon successful completion of modules HCIN through F, students participate in a 200-hour externship at an approved facility. This course is 200 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant.

Lecture Hrs: 000 Lab Hrs: 000 Other Hrs: 200  Prerequisite: HCIN, modules A through F
Credit Hours 6.0

The foregoing Non-substantial Module Changes Addendum is a true and correct in content and policy of the addendum dated January 12, 2016 to the 2014-2016 School Catalog.

[Signature]

George R. Roedler, Jr, Director of Regulatory Affairs