School Catalog

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Las Cruces Branch Campus*
850 North Telshor Blvd., Ste. K
Las Cruces, New Mexico 88001
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Welcome from the Chief Executive Officer

Computer Career Center, a Division of Vista College has just completed its thirtieth year of operation, and it gives me a chance to reflect on our success. Success doesn't just happen. Success is the result of a plan that is made and followed. Unfortunately, too many students have been led to believe that all they need for a successful and happy future is a diploma. This belief has resulted in disappointment for hundreds of capable graduates. Today it is important that every person be self-reliant. Our personal and national economies demand it. How then should people plan to assure themselves the greatest possibilities for happy and successful futures? There are three simple but vitally related factors which are essential but too frequently ignored: *interest, demand and potential growth.*
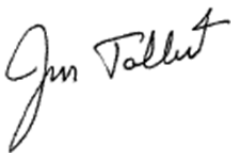
The most important item to remember in planning your future is that you must start with *your* interests. If you are interested in something, you will enjoy learning about it today and doing it tomorrow. Once you've spent your time and money on education it is important there be a demand for the services in which you were trained. Finally, explore the growth potential in the field you select and be sure the field will meet your expectations. Ambitious men and women properly trained do not want to stagnate; they want to progress and grow.

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

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

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

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

Jim Tolbert

Jim Tolbert
Chief Executive Officer

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SCHOOL GOVERNANCE

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

BOARD OF DIRECTORS
Mr. Jim Tolbert
Chief Executive Officer

Mr. Louis Kenter
Chairman

Mr. Maneesh Chawla
Vice President and Assistant Secretary

CORPORATE OFFICERS
Mr. Jim Tolbert
Chief Executive Officer

Mr. Kenneth Rourke
Chief Operations Officer

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

Jim Tolbert
Chief Executive Officer – Vista College

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

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

SCHOOL AFFILIATIONS

STATE APPROVING BODIES

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

ACCREDITING BODIES

Commission of the Council on Occupational Education

SCHOOL MEMBERSHIPS

Chamber of Commerce
Better Business Bureau
National Center for Competency Testing

HISTORY OF THE SCHOOL

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

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

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

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

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

Computer Career Center, LP purchased Texas Computer Training Institute (TCTI) on August 2007. In 2008, the school officially changed the name TCTI to Computer Career Center— Amarillo campus and Lubbock campus. In January 2010, the Amarillo branch campus moved to the present location at 3440 Bell Street. The school occupies three suites: #100; #206; and #212; and has a total of 35,509 square feet. The current facility has spacious classrooms, labs, library/media center, and administrative area. An additional extension is planned in Suite 204.The Lubbock campus, located at 4620 50th Street, Lubbock, Texas is housed at two locations with a combined 38,699 square feet of space. Students have access to computer labs, medical labs, classrooms, skills labs, and adequate work space for cosmetology and skilled trades programs. Administrative offices and testing rooms are also available.

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

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

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

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

Vista College opened a Longview, TX campus in September 2011. The Longview, branch campus occupies 35,900 square feet of space. The facility utilizes current industry equipment found in medical and dental labs, computer labs, as well as multiple classrooms, media/library, and administrative offices. Space is also available for expansion and additional programs.

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

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

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

Vista College and Computer Career Center, a Division of Vista College program graduates are awarded certificates, diplomas, or Associate degrees. Curricula are reviewed and developed through an Advisory Board whose members represent business, industry, and education. A Financial Aid Department, a Placement Department, and an Admissions Department supplement the Academic Department to help students achieve their career goals.

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

The Practical Nurse program began in September, 2008 in Las Cruces, New Mexico and is regulated by the New Mexico Board of Nursing, 6301 Indian School Road, NE, Suite 710, Albuquerque, NM 87110, (505)841-8340, www.bon@state.nm.us. The Cosmetology programs began in Las Cruces, NM and Lubbock, TX in May 2011 and are regulated by New Mexico Regulation and Licensing Department, Board of Barbers and Cosmetologists, Toney Anaya Bldg., 2550 Cerrillos Road, Santa Fe, NM, 87505, Phone-505-476-4690, Fax-505-476-4665. Vista College is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898.

MISSION AND OBJECTIVES

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

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

Consistent with its mission, Computer Career Center, a Division of Vista College has established the following objectives:

- To enroll students who demonstrate the aptitude and attitude to successfully pursue programs offered
- To teach classes utilizing instructor and computer-assisted learning techniques
- To cooperate with community employers and educational institutions to develop and revise curricula which include competency-based vocational skills training and traditional occupational classroom experiences for students
- To provide programs designed to meet the needs of allied health, business and industry while maintaining an awareness of individual student requirements
- To acquire and maintain data from graduates, employers, publications, and professional conferences which is organized and shred with faculty, staff and advisory board members to ensure that courses and program content are relevant and timely
- To assist displaced workers in training and re-training of marketable skills
- To assist graduates in securing training-related careers
- To be an active member of the community by demonstrating concern for students who have special needs such as basic skills deficiencies, high school drop-outs, homeless, runaway or foster children, pregnant or parenting, offenders and disabilities which include learning or not work history and which can be addressed through skills training
- To maintain a professional positive integrity that serves as a role model for enrolled students

NON-DISCRIMINATION POLICY AFFIRMATIVE ACTION STATEMENT

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

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

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

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

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of
- Illicit drugs and alcohol by students and employees on its property or as part of any of its activities
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment, or rehabilitation program that is available

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

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

RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

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

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

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

CAMPUS SECURITY ACT

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

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

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

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

The possession of firearms, whether concealed or unconcealed, on school premises is strictly prohibited; Computer Career Center, a Division of Vista College, 850 N. Telshor Blvd., Suite K, Las Cruces, NM 88011.

CAMPUS SEX CRIMES PREVENTION ACT

Effective October 2003, the law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. This information can be obtained by accessing the following link:

New Mexico
Students, faculty and personnel may request information from the Department of Public Safety regarding convicted sex crime offenders. The website is located at www.nmsexoffender.dps.state.nm.us

The Act also requires sex offenders who are required to register in the State, to provide notice of each institution of higher education in the State at which the offender is employed, enrolled, or carries on a vocation.

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

UNLAWFUL HARASSMENT

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

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

TITLE IX REGULATIONS

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

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

Students are encouraged to report such incidents to the Vice-President of Compliance; employees and campus visitors are encouraged to report to the Vice-President of Human Resources. Reports of sex discrimination or sexual harassment can be made to the Institution at any time, however, the Institution encourages individuals to report such incidents as soon as possible after the date of the alleged incident so prompt action can be taken to investigate and resolve the complaint. A complaint should normally be filed within 90 calendar days of the occurrence of the alleged violation. However, circumstances may allow for an inquiry into alleged incidents outside the 90-day period. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the grading period in which the alleged violation occurred, then the complaint may be filed within thirty (30) calendar days after the end of that grading period.

No person is required to report sex discrimination or sexual harassment to the alleged offender.

- Institutional Title IX Coordinator **(including Students)**
  Ms. Jody Cohen
  Senior Vice President of Compliance
  Education Futures Group
  300 N. Coit Rd, Suite 1400
  Richardson, TX 75080
  972-733-3431 Ext: 2011
  jcohen@vistacollege.edu

- Deputy Title IX Coordinator **for Employees, Visitors and Contractors**
  Ms. Stacey Dorsey
  Executive Vice-President/Human Resources
  Education Futures Group
  300 N. Coit Rd, Suite 1400
  Richardson, TX 75080
  972-733-3431 Ext: 1723
  sdorsey@vistacollege.edu

(Revised March, 2017)

Students may also contact the U.S. Department of Education, Office for Civil Rights to complain of sex discrimination or sexual harassment including sexual violence; see: http://www.hhs.gov/ocr/civilrights/complaints/index.html

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

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

The lack of information, such as but not limited to, the kinds or types listed above, may impact the Institution's ability to fully investigate a complaint.

APPLYING FOR ADMISSION

The admissions procedure is based upon a free exchange of information between the applicant and the school. In cases where the applicant is applying to the school directly from high school, the applicant's high school diploma, or General Educational Development (GED) for acceptance. If the applicant is not accepted for a desired program, an alternative program may be suggested. Any applicant is not accepted for a desired program; an alternative program may be suggested. Any applicant rejected for admission will be notified within seven working days. Any fees paid with the

application will be fully refunded.

The following requirements and procedures are established by Computer Career Center, a Division of Vista College for admission:

1. Visit the school
2. Complete the entrance interview with the Admission's department
3. Sign the enrollment agreement
4. Complete the financial arrangements prior to the class start
5. Sign a statement of general health if enrolling in a medical program
6. Complete the Admission process

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

 *Cosmetology Program: Enrollment will be allowed only if no more than 75% of the cosmetology program has been completed outside of hours accumulated at a Vista College. Enrollment will be denied if a prospective student has accumulated more than 1,237.5 hours towards their cosmetology license at another institution. Transfer hours (up to 1,237.5) only accepted from approved Pivot Point and Milady schools. Credits from other institutions are not accepted.

(Revised: May, 2017)

English as Second Language

Vista College does not provide English as a second language instruction. All classes and instructional materials and supplies are in English. The admissions procedure is based upon a free exchange of information between the applicant and the school, in cases where the applicant is applying to the school directly from high school, the applicant's high school diploma, or General Educational Development (GED) for acceptance. If the applicant is not accepted for a desired program, an alternative program may be suggested. Any applicant is not accepted for a desired program; an alternative program may be suggested. Any applicant rejected for admission will be notified within seven working days. Any fees paid with the application will be fully refunded. At this time, only the El Paso campus is authorized to enroll nonimmigrant students participating in the Student and Exchange Visitor Program (SEVP).

ACCEPTANCE

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

1. Prospective students must request copies of their official high school transcripts sent to Computer Career Center, a Division of Vista College. High schools must be recognized by Computer Career Center, a Division of Vista College to be eligible for enrollment. Transcripts from accredited post-secondary institutions and DD214s will NOT be accepted as proof of graduation. Prospective students may also provide copies of their passing GED test scores.

2. Must be at least 17 years of age or older. Students under 18 must have a parent/legal guardian signature on the Enrollment Agreement.

3. **Wonderlic:** In addition to possessing a high school diploma or GED, those wishing to enroll in Computer Career Center, a Division of Vista College must complete the Wonderlic Scholastic Level Exam (SLE) entrance assessment and pass with a minimum score of 11. Prospective students can attempt the Wonderlic SLE test twice on   their first visit. If the prospective student does not pass the test on their 2nd attempt, they must wait 5 calendar days to   retest. If the prospective student fails to meet the required score at this time, they must wait 365 days to retest. Wonderlic scores are valid for 365 days from the last attempt and expire on the 366th day.
    o Students wishing to enroll in the **Practical Nurse** program are not required to take the Wonderlic test.

4. **HVAC:** Students wishing to enter the Heating Ventilation and Air Conditioning (HVAC diploma program must   complete a Criminal Background (CBC) screening questionnaire that must be returned and passed prior to starting class   January 2, 2017 and forward.

(Revised: January, 2017)

5. **Practical Nurse** program: To be considered for admission to the Practical Nurse program, applicants must:

    a. Possess a high school diploma or a GED certificate

    b. Pass the Assessment Technologies Institute's Test of Essential Academic Skills (TEAS) with a minimum score of 45%

    c. Complete a criminal background check. A positive criminal history may disqualify the applicant from admission or participating in clinical experiences.

    d. Complete a drug screen. A positive drug screen may disqualify the applicant from admission or participating in clinical experiences.

    e. Participate in a personal interview with a representative of Computer Career Center, a Division of Vista College.

    f. Upon acceptance into the Practical Nurse program, students must complete

        i. Provide documentation of the following immunizations:

            1. Tuberculosis (TB)

            2. Tetanus/Diphtheria (TD)

            3. Hepatitis B

            4. Measles, Mumps, Rubella (MMR)

            5. Varicella

            6. Current Flu

            7. Obtain CPR certification no more than six months prior to starting the program

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

Cosmetology: students must be at least 18 years old to become eligible for state licensure. Every individual who applies for a license with the New Mexico Regulation and Licensing Department, Board of Barbers and Cosmetologists is subject to a criminal background check to determine his or her suitability for the license.

Cosmetology overtime charges will only apply to students who entered or re-entered after August 4, 2015.
(Revised: May 6, 2016)

Cosmetology Testing Fees: Upon successfully clocking 1600 hours, Computer Career Center, a Division of Vista College will pay students' fees associated with sitting for the written exam required by the New Mexico Board of Barbers and Cosmetologists. If the student successfully passes the NIC theory and practical and State Law examinations, Computer Career Center, a Division of Vista College will pay the fees associated with obtaining the Cosmetologists license required by New Mexico Board of Barbers and Cosmetologists to perform any practice of cosmetology. This policy applies to all Cosmetology graduates from 2014 to the present and only available to first-time test takers.

Exam Retakes: New Mexico Board of Barbers and Cosmetologists allows students to retake the exam until they successfully pass the examination. However, Computer Career Center, a Division of Vista College will only pay the exam fees for first-time test takers

ALLIED HEALTH PROGRAM REQUIREMENTS

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

SEMINAR COURSES ADMISSIONS REQUIREMENTS

Seminar Course	Admission Requirements
Phlebotomy for Healthcare Professionals	Proof of graduation from a high school recognized by Computer Career Center, a Division of Vista College or passing GED scores; graduated from a national or regionally accredited Allied Health program (i.e. Medical Assistant); or provide sufficient employment documentation in a medical environment

RE-ENTERS

Students who wish to re-enter Computer Career Center, a Division of Vista College after having voluntarily withdrawn for any reason from their program of study may restart upon review and approval. A student who was academically dismissed may apply for re-entry after sitting out for at least one full grading period. Students whose enrollments are
terminated for violation of the attendance policy may not reenroll before the start of the next grading period. However, students in the Cosmetology program may re-enter at the clock hour point of their withdrawal. Tuition will be assessed proportionally based on previous credit(s) earned. Re-entry students will be responsible for any additional tuition resulting from a tuition increase whether such increase was announced prior to or after the withdrawal date. Satisfactory Academic Progress, prior balances, fees, and/or financial obligations to the school *must* be reviewed before the student will be permitted to re-enter.

Students who have previously attended but did not graduate and are returning to the same program of study are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry with the exception of the application fee, registration fee and Wonderlic exam. *Wonderlic exam scores over 1 year will be required to be retaken.* Students who have previously attended but did not graduate and are returning to a different program of study are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry with the exception of the application fee and registration fee.

WITHDRAWAL FROM COURSES

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

SPECIAL STATUS STUDENTS

Applicants accepted or enrolled in other accredited institutions of higher education or applicants who wish to enroll in individual class(es) may register for individual courses and are admitted as special status. Additionally, students enrolled in seminars are considered special status students. Seminars vary in length. Seminars are taught by request for employers and/or when specific needs are identified in the community. Seminar students do not have to meet the acceptance requirements of regular students and are not counted in the overall student population. Seminar attendees are not eligible for financial assistance.

TRANSFER OF CREDIT BETWEEN PROGRAMS WITHIN THE INSTITUTION

Students at Vista College may change programs within their institution by completing a Request for Program Change Form. The Director of Education, Business Office Manager, and a representative from the Financial Aid office will review each request and sign the form prior to it being approved. Credits will be evaluated by the Director of Education and applied toward the new program if applicable. For a class to be eligible for transfer credit, a student must have successfully completed the course with a minimum grade of "D". No program change can occur in the

middle of a course. If a student has graduated or withdrawn from Vista College and wishes to enroll into a new program, the student will be treated as a new enrollment.

TRANSFER OF CREDIT FROM ANOTHER INSTITUTION

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

Courses approved for transfer must have a final grade of a "C" or better and meet the following criteria:
- The transferring course must at a minimum equal the credit of the Vista College course
- Content must be comparable in nature (i.e. Business Management for Business I)
- Remedial (below 100 level) coursework is not transferrable
- Content must match the course objectives
- Courses must apply toward the graduation requirements in the student's program of study
- Credits must have been completed within the past 7 years (with the exception of Cosmetology and General Education courses)

To ensure an adequate and fair assessment, students may be required to provide Vista College with a course catalog containing the course description and/or a syllabus from the previous institution. Transfer credit evaluation outcomes are final. If a class does not transfer, the student is eligible to take the test-out for the course (if applicable) in accordance with the policy outlined in the catalog.

COSMETOLOGY PROGRAMS

Cosmetology-related transfer hours will be accepted for up to 75% of a student's program. Hours will only be accepted from Pivot Point and Milady curriculum based schools. All course work to be used for credit must be submitted to the school at least two weeks in advance of the proposed starting date for the program. In addition, the student must complete a performance assessment to determine which courses will receive transfer credit. Hours earned through a high school program will be accepted as transfer credits as long as they meet the aforementioned criteria.

VETERANS and SERVICE MEMBERS

Student's using military and VA education benefits are required to submit all prior and post-secondary institution transcripts, a military transcript or a Joint Services Transcript, and a DD214 (when applicable) for the mandatory evaluation of transfer credit.

GENERAL EDUCATION CREDIT TRANSFER

Students transferring in with the number of credits required general credits based on their degree, can receive a block transfer equal to the number of general education credits required to complete the degree. Should the enrolling student only have some but not all of the credits to satisfy the requirements, the courses will have to be transferring in on a course by course basis (see Exhibit A).

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

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

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

PROFICIENCY CREDIT

A student may request credit for some required courses in a program based on prior work or educational experience. Due to an extensive quantity of hands-on competency requirements proficiency credit is not available for all courses. Please see chart below for eligible courses.

All requests for proficiency credit must be submitted, in writing, to the Director of Education no later than three weeks prior to the course start date, and the process must be completed before the course begins. Students will be awarded academic credit for the course by demonstrating above average retained knowledge of the course material by passing the course final exam with a minimum 70% grade. The exam must be administered by the Program Director or the

Director of Education.

Proficiency credit may be accepted for some College Level Examination Program (CLEP) courses as well. A student cannot receive proficiency credit if he or she has received a prior failing grade in the course equivalent. If the student demonstrates proficiency, a letter grade of "PE" will appear on the student's transcript. Proficiency credit will not be used to determine satisfactory academic progress, but will be used to determine completion of graduation requirements. All tests and supporting documentation for proficiency credit will be retained in the student's academic file.

A fee of $200 will be charged for each exam for proficiency credit*. Fee payment must be made by check, cashier's check, or money order. A student may not apply Federal Title IV funding to proficiency credit exam fees.

*Active military and military veterans are exempt from the $200 proficiency credit fee. All other criteria must be met.

PROFICIENCY CREDIT

Course Number	Course Name/Title	Course Number	Course Name/Title
BA100	Business I	GE201	Introduction to College Mathematics
BA101	Management	GE202	Introduction to Computer Science
BA102	Accounting	GE203	Introduction to Psychology
BA103	Business Law	GE206	English Composition I
BA104	Business II	HP100	Medical Terminology
BA106	Economics	HP101	Anatomy and Physiology
BA107	Business Computer Information Systems	HP104	Pharmacology
BA208	Human Resources Management	CM210	Communications
BA209	Production and Operations Management		
BA210	Strategic Management and Implementation		
BO208	Business Operations		

(Revised: August, 2016)

COURSE ELIGIBLE FOR CLEP CREDIT

Course Number	Course Name/Title	CLEP Subject Examination	Required Score
GE201	Introduction to College Mathematics	College Algebra or College Mathematics	50
GE203	Introduction to Psychology	Psychology, Introduction	50
GE206	English Composition I	College Composition	50
GE207	English Composition II	College composition or College Composition Modular	50
AC209	Financial Accounting	Financial Accounting	50
BA106	Economics	Microeconomics, Principles of or Macroeconomics, Principles of	50
BA101	Management	Principles of Management	50
GE202	Introduction to Computer Science	Information Systems and Computer Applications	50
BA103	Business Law	Introductory Business Law	50

RECORD RETENTION AND MAINTENANCE

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

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

PAYING FOR COLLEGE

FINANCIAL AID

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

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

The college participants in the following Federal Student Aid programs:

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

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

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

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

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

Students enrolled in the Associate degree-granting programs must enroll for a minimum of 12 quarter-credits per academic term to be considered full-time students. Academic term is defined as 10 weeks (not applicable to clock-hour programs). Students are advised to seek an appointment with a representative of the Office of Financial Aid as early as possible. A Financial Aid Officer will provide information regarding all financial aid programs in which the school participates.

TUITION AND FEES

Computer Career Center, a Division of Vista College reserves the right to modify tuition and other charges upon sufficient notice to students. Updates to tuition and fees can be found as an addendum for this catalog.

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

- Registration Fee – The registration fee is assessed upon acceptance and attendance of class unless the student is not accepted for enrollment or meets the conditions of cancellation as outlined in the refund policy.
- Tuition – Tuition charges are assessed and payable as arranged when the student enrolls. The

charges for each program are detailed in the tuition section located at the back of this catalog.

- Proficiency/Test Out Fee – Assessed to all students wishing to earn credit based on the student's prior work or educational experience.
- Transcript – Students are provided one transcript at no charge. Once all financial obligations to Computer Career Center, a Division of Vista College, are satisfied transcripts will be released. Additional official transcripts are $5 each. Payment must be made in certified funds.
- Certificate/Diploma – Students are provided one certificate of completion or diploma at no charge. Additional diplomas are $10. Payment must be made in certified funds.

CANCELLATION POLICY

A full refund will be made to any student who cancels an enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

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

Institutional Refund Policy

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

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and College holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
   a. The last day of attendance, if the student is terminated by the College;
   b. The date of receipt of written notice form the student; or
   c. Fourteen consecutive calendar days following the last date of attendance excluding scheduled breaks and holidays.
   (Revised: May, 2017)
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter College, not more than $100 in nonrefundable administrative fees shall be retained by the College for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the College may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately
   from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies,
   books and tools until such time as these materials are required. Once these materials are purchased, not refund will be
   made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were
   necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items
   not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion

mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course of program.

7.   A full refund of all tuition and fees is due and refundable in each of the following cases:
    a.   An enrollee is not accepted by the College;
    b.   If the course of instruction is discontinued by the College and this prevents the student from completing the course; or
    c.   If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the College, or representations by the owner or representatives of the College.

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

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

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

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

Council on Occupational Education Refund Policy

The Council on Occupational Education (COE) refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

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

Students will be held responsible for any monies still owing to Computer Career Center, a Division of Vista College and will be billed accordingly. The effective date of termination is stated above.
    If tuition is collected in advance of entrance and if after expiration of the 72-hours cancellation privilege the student does not begin class, not more than $100 be retained by the school.

The student will be issued instructional supplies, books or materials at the time these materials are required by the program. However, if a student does not qualify for any tuition assistance, enrolls in individual courses and/or withdraws from the institution before payment has been made, books will be billed accordingly to the student.

Once these materials have been issued "used", no refund will be granted.

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

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

SEMINAR REFUND POLICY

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

INSTITUTIONAL SCHOLARSHIPS

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

- **VISTA MILITARY SCHOLARSHIP PROGRAM**
  This Vista Scholarship is intended to assist the eligible student in obtaining an affordable college education leading to gainful employment with as little student loan debt as possible.

  Eligibility Information:
  Student is eligible to participate in one of the following programs:
  - MGIB Montgomery GI Bill, Post 911 Bill, Yellow Ribbon
  - My Career Advancement Account (MyCAA)
  - Survivor & Dependents Educational Assistance (DEA)
  - Selected Reserve Program or Reserve Educational Assistance Program (REAP)
  - A COE and Transcripts must be provided
  - Military and Yellow Ribbon Scholarships may not be combined with other institutional scholarships
  - If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount
  - Be actively attending at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements. Additionally, a paid scholarship disbursement will be

proportionally adjusted for   current term when a student withdraws.

VISTA ONLINE SUCCESS SCHOLARSHIP PROGRAM

The Vista Online Success Scholarship is intended to assist the full-time student enrolled in the online program at the El Paso campus. The Online Success Scholarship provides up to $1,050 for the associates program. To be eligible for the scholarship, students must be in good financial standing with Computer Career Center, a Division of Vista College, complete the Graduate Application/Exit Interview form from the Office of Financial Aid. Acceptance will be noted on the Financial Aid Award Notice. All scholarship checks must be made payable to Vista College,   LP.

MATCHING SCHOLARSHIP PROGRAM

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

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

Agency Scholarships are awarded to eligible students as follows:
- Students with an executed ITA or Purchase Order will be packaged to match the amount of tuition approved on the ETPS website, by WIA, TAA or DARS.
- Students will be entitled to maximize their Pell eligibility and may receive funds not required to cover published tuition in the form of a stipend.
- If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount.
- Be actively attending at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term when a student withdraws.

SOCIAL SECURITY BENEFITS

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

NATIVE AMERICAN STUDENTS

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

VOCATIONAL REHABILITATION

Vocational Rehabilitation (VR) has several programs to assist individuals pursuing new career paths. The purpose of VR is to equalize employment opportunities for those persons who because of accident, disease, or congenital deformity, have an impairment that constitutes a barrier to employment or preparation for it.
- *For detailed information concerning these programs contact the local rehabilitation office.*

WORKFORCE INVESTMENT ACT (WIA)

Participants must be deemed eligible for WIA services prior to enrollment at Computer Career Center, a Division of Vista College. The objective of the program is to provide training for individuals who lack the occupational and job-seeking skills   needed to obtain employment. The purpose of the program is to increase participant occupational skill levels to be adequately   prepared for obtaining unsubsidized employment.
- *For detailed information concerning these programs contact the local rehabilitation office.*

VETERAN'S AFFAIRS

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

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

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

CONSORTIUM AGREEMENT

An active consortium agreement has been approved between Vista College in Richardson, Texas and the Computer Career Center, a division of Vista College in Las Cruces, New Mexico. With this agreement, students are eligible to take classes between either of the campus locations where like programs are offered.

RESPONSE TO STUDENT REQUESTS

Vista College ensures timelines of response to students' requests by placing a requirement on response time of no more than 24 hours.

REGISTRATION/REGISTRAR

CHANGE OF NAME, ADDRESS AND TELEPHONE NUMBER

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

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

CLASSIFICATION OF STUDENTS

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

STUDENT RESPONSIBILITY FOR REGISTRATION

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

NEW STUDENT ORIENTATION

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

to ease the transition into the school environment.

RECEIPT OF CLASS SCHEDULES

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

CLASS SCHEDULES AND BREAK TIMES

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

Morning Class Schedule 8:30 AM to 1:00 PM (4.5 hours) Monday - Saturday	
Class Hours (Start/End)	
8:30 AM	9:20 AM
9:30 AM	10:20 AM
10:30 AM	11:20 AM
11:30 AM	12:20 PM
12:30 PM	1:00 PM

Afternoon Class Schedule 1:00 PM to 5:30 PM (4.5 hours) Monday - Saturday	
Class Hours (Start/End)	
1:00 PM	1:50 PM
2:00 PM	2:50 PM
3:00 PM	3:50 PM
4:00 PM	4:50 PM
5:00 PM	5:30 PM

Evening Class Schedule	
All other classes 6:00 PM to 10:00 PM Monday – Friday	Medical Assisting Classes 5:30 PM – 10:30 PM Monday - Friday
6:00 PM – 6:50 PM	5:30 PM - 6:20 PM
7:00 PM – 7:50 PM	6:30 PM - 7:20 PM
8:00 PM – 8:50 PM	7:30 PM - 8:20 PM
9:00 PM – 9:50 PM	8:30 PM - 9:20 PM
	9:30 PM – 10:20 PM

STUDENT/TEACHER RATIO

The maximum student/teacher ratio for all classes that are being taught at Computer Career Center, a Division of Vista College will conform to the following:
- Theory – 30 to 1 Student/Teacher Ratio
- Laboratory/Cosmetology – 20 to 1 Student/Teacher Ratio

- Clinical (PN) – 8 to 1 Student/Teacher Ratio

ACADEMIC

GRADING SYSTEM

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

GRADING STRUCTURE

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Grade Points
A	Excellent (90-100)	Yes	Yes	Yes	4
B	Above Average (80-89)	Yes	Yes	Yes	3
C	Average (70-79)	Yes	Yes	Yes	2
D	Below Average (60-69)	Yes	Yes	Yes	1
F	Failing (Below 60)	No	Yes	Yes	0
Practical Nurse*					
A*	Excellent (90-100)	Yes	Yes	Yes	4
B*	Above Average (80-89)	Yes	Yes	Yes	3
C*	Average (70-79)	Yes	Yes	Yes	2
F*	Failing (Below 69)	No	Yes	Yes	0
I	Incomplete	No	Yes	No	NA
W	Withdrawn	No	Yes	No	NA
WP	Withdrawn after Add/Drop Period	No	Yes	No	NA
CR	Work Experience	Yes	Yes	No	NA
NC	Non-Credit	No	N	No	NA
T	Transfer Credit	Yes	Yes	No	NA
PE	Proficiency Exam	Yes	Yes	No	NA
AU	Audit	No	N	No	NA
WM	Withdrawn Military	No	N	No	NA
WA	Withdrawn Excellent	No	Yes	No	NA
WB	Withdrawn Above Average	No	Yes	No	NA
WC	Withdrawn Average	No	Yes	No	NA
WD	Withdrawn Below Average	No	Yes	No	NA
WF	Withdrawn Failing	No	Yes	No	NA

DEFINITION OF GRADES

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

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

I = The student has not completed the course requirements. The grade of "I" may be awarded only at the end of a

term/module for Cosmetology, Nursing and Externship ONLY when all but minimum hours of course work has been satisfactorily completed. For purposes of grade point and satisfactorily progress, the "I" grade will not be included in the computations. In the event the "I" is not converted to a final grade, a course grade of "F" will be recorded as the final grade.

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

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

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

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

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

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

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

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

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

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

Note: Student whose enrollment is cancelled does not receive grades.

Effective November 18, 2013

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Grade Points
A	Excellent (90-100)	Yes	Yes	Yes	4
B	Above Average (80-89)	Yes	Yes	Yes	3
C	Average (70-79)	Yes	Yes	Yes	2
D	Below Average (60-69)	Yes	Yes	Yes	1
F	Failing (Below 60)	No	Yes	Yes	0
Practical Nurse*					
A*	Excellent (90-100)	Yes	Yes	Yes	4

Grade	Description				
B	Above Average (80-89)	Yes	Yes	Yes	3
C*	Average (75-79)	Yes	Yes	Yes	2
F*	Failing (Below 75)	No	Yes	Yes	0
I	Incomplete	No	Yes	No	N
W	Withdrawn	No	Yes	No	N
NC	Non-Credit	No	No	No	N
T	Transfer Credit	Yes	Yes	No	N
PE	Proficiency Exam	Yes	Yes	No	N
AU	Audi	No	No	No	N
WM	Withdrawn Military	N	N	N	N
WX	Withdrawn prior to Add/Drop Period	N	N	N	N

DEFINITION OF GRADES

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

F = The student has not satisfactorily met course requirements and must repeat the course*. "F" credits count as attempted and earned credits. Students in the Cosmetology program are not required to repeat the course.

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

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

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

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

T = Indicates the student passed a similar course at another institution and earned a grade of 'C' or higher. They _are_ included in MTF but _not_ included in the cumulative grade point average.

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

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

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

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

REPEAT OF COURSE CALCULATIONS OF GRADE AVERAGE

When a student takes the same course more than once, all grades received remain on the student's transcript but only the last grade is used in calculating cumulative grade point average. However, all

courses count towards Maximum Time Frame (MTF). Students will be charged for repeat courses and
will need to meet with his/her representative in Financial Aid for pricing details.

PROGRESSIVE EVALUATIONS

Grades will be distributed to students at the end of each grading period by the Registrar or Director of Education. Student
progress evaluations and academic advising is provided at the end of an academic term, which is defined as 10
weeks for al programs except Vocational Nurse, which are 12 weeks. Massage Therapy progress evaluations will be
distributed at the end of each 5- week grading period not to exceed 125 clock hours. Cosmetology progress evaluations
are distributed at the end of each financial   aid grading point. The following occurrences may cause scheduling conflicts
and/or delay your estimated graduation date:
- Withdrawing from a class
- Changing class schedule from day to night or night to day
- Failing a course

DEFINITION OF QUARTER

Vista College's academic quarter for certificate, associate, and diploma programs is defined as 10 weeks. The grading
period   shall not exceed 8 weeks with the exception of the Practical Nurse program and clock-hour programs. The
academic quarter and grading period for Practical Nurse is 15 weeks.
- one quarter credit is awarded for each 10 clock hours of lecture
- one quarter credit is awarded for each 20 clock hours of laboratory
- one quarter credit is awarded for each 30 clock hours of externship

(Revised: December, 2016)

BASIS FOR CALCULATION OF GRADE POINT AVERAGE

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR CREDIT HOUR PROGRAMS

SAP & Maximum Time Frame for Completion for the Program

Satisfactory academic progress (SAP) requires that each student be evaluated at specific periods of time during their
enrollment   using qualitative and quantitative standards. SAP is calculated using the cumulative grade point average
(qualitative assessment)   and timely completion of required credits for completion of their program of study
(quantitative assessment) for each student.

Students must be able to complete the program within the maximum program length (MPL), i.e., 1.5 times the length
of the   published credit hours.

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

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

According to federal regulations, federal student aid (Title IV) recipients must maintain satisfactory academic progress
(SAP)   toward achievement of their certificate, diploma, or degree. All students, regardless if a Title IV recipient, are
evaluated at the end of each term or payment period in order to assess continued financial aid eligibility and
academic standing. In order to remain in good standing, students must meet both a cumulative qualitative and
cumulative quantitative measurement, as described below. Additionally, students must be able to complete their

program of study within maximum time frame. Maximum time frame is defined as 1.5 times the published length of the program as measured in credit hours.

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

When a student fails to satisfy SAP requirements, they will be placed on Financial Aid/Academic Warning or Financial Aid/Academic Probation or Financial Aid/Academic Suspension and may lose eligibility to receive federal student aid.

Satisfactory Academic is calculated at the end of each academic term. An academic term is defined at 10 weeks for all credit based programs.

Status Definition: At each pre-determined evaluation point, students will be placed in one of the following four
categories:

Good Standing
Students who have met both SAP measurements are considered to be in good standing. No notification or further action needs to be taken.

Financial Aid/Academic Warning
A student will be placed on Financial Aid/ Academic Warning the first time they reach an academic term and are determined to have not met one or both SAP measurements. Warning status lasts for one academic term, during which the student may continue to receive federal student aid. Students who are placed on Financial Aid/Academic Warning will be reinstated to good standing at the end of the academic term if they are deemed to be meeting both SAP requirements. All students on Financial Aid/Academic Warning should complete an academic plan with the   Director of Education or their designee.

Financial Aid/Academic Probation
Students who do not meet one or both of the SAP measurements for a second consecutive academic term may be placed on Financial Aid/Academic Probation and may receive federal student aid is the student is able to successfully appeal the SAP decision. Additionally, the student must agree to follow an academic plan which demonstrates they will be able to meet satisfactory academic requirements upon graduation from the program and within maximum time frame. Students who are placed on Financial Aid/Academic Probation will be reinstated to good standing at the end of the evaluation period if they meet both SAP requirements.

Financial Aid/Academic Suspension
A student will be placed on SAP Suspension if they do not meet satisfactory academic progress for a third consecutive academic term. At this time the student will lose eligibility to receive federal student aid. The student may be able to   continue their education with alternative funding arrangements as long as they are able to successfully appeal the SAP decision. Additionally, the student must agree to follow an academic plan which demonstrates they will be able to meet satisfactory academic requirements upon graduation from the program and within the maximum time frame.

A student may not progress from Financial Aid/Academic Suspension directly to Good Standing. However, they may be eligible to return to Financial Aid/Academic Probation and reinstate Title IV funding provided they meet both SAP criteria by the next evaluation point and are able to successfully appeal the SAP decision.

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

1. Students are evaluated at the end of each ten week term, twelve week term, or payment period as appropriate per their program of study and start date.
2. Students who have met both satisfactory academic progress measurements are considered to be in good standing.
3. Students who have not met one or both of the measurements for the first time will be placed on

Financial Aid/Academic Warning and will remain eligible to receive federal funds. Academic progress will be evaluated at the end of the subsequent term or payment period. A student on *Financial Aid/Academic Warning* will reinstated to good standing at the end of the subsequent term or payment period if they are deemed to be meeting both satisfactory academic progress requirements.

4. Students who have not met one both of SAP measurements for the second consecutive academic term will be placed on *Financial Aid/Academic Probation* provided the student is successful in appealing the SAP decision. Students placed on *Financial Aid/Academic Probation* are not eligible to receive federal aid unless:
   a. The student is able to successfully appeal the SAP decision, and
   b. The student has been placed on an academic plan that demonstrates the student will be able to meet satisfactory academic requirements upon graduation form the program and within the maximum timeframe. The Director of Education is responsible to develop and monitor academic plans. An academic plan may be modified as appropriate as long as it continues to demonstrate the student will be able to meet progress requirements upon graduation. The academic plan will include a date for which the student is expected to meet SAP requirements which will be the next SAP evaluation checkpoint.

5. Students placed on *Financial Aid/Academic Probation* will be reinstated to *good standing* at the end of the subsequent academic term or payment period if they are deemed to be meeting both SAP requirements.

6. Students who have not met satisfactory academic progress requirements for a second consecutive term or are not meeting the requirements of their academic plan will be placed on *Financial Aid/Academic Suspension,* provided the

student in successful in appealing the SAP decision, and will no longer be eligible to receive federal aid and may be dismissed from the program. A student may not progress from *Financial Aid/Academic Suspension* directly to *good standing*. However they may be eligible to return to *Financial Aid/Academic Probation* and reinstate Title IV funding provided they are meeting both satisfactory academic progress requirements and are able to successfully appeal the SAP decision.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR CLOCK HOUR PROGRAMS

(Cosmetology)

SAP & Maximum Time Frame for Completion of the Program

Satisfactory academic progress (SAP) requires that each student be evaluated at specific periods of time during their enrollment using qualitative and quantitative standards. SAP is calculated using the cumulative grade point average (qualitative assessment) and timely completion of required scheduled hours for completion of their program of study (quantitative assessment) for each student. Students must be able to complete the program within the maximum time frame (MTF), i.e., 1.5 times the length of the published program in as measured in weeks.

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

The cumulative grade point average (GPA) will be calculated at the end of each payment period. The calculation will be based on the cumulative final grades earned through the program of study. In all calculations, a grade of "I" (Incomplete) or a "W"

(Withdrawal) will be treated as zero (0) credits earned. When the incomplete work is submitted and a final grade is assigned, cumulative GPA will be recalculated and the academic status adjusted as appropriate.

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

Cumulative Qualitative Component	*Cumulative Quantitative Component*

2.00 Cumulative Grade Point Average (C Average)	67% Completion of Attempted Credits*

Clock Hour Benchmark for SAP Evaluation	
Program	*Scheduled Hours*
Cosmetology	450/900/1250/1600 (every 350 hours thereafter)

When a student fails to satisfy SAP requirements, they will be placed on Financial Aid/Academic Warning or Financial Aid/Academic Probation or Financial Aid/Academic Suspension and may lose eligibility to receive federal student aid.

Satisfactory Academic Progress is calculated at each scheduled hour benchmark. Students how transfer in hours and have less than one academic year of education to complete with the institution must have SAP evaluated when the student reaches 50% of the hours left to complete, rather than the pre-determined benchmarks.

Status Definition: At each pre-determined evaluation point, students will be placed in one of the following four categories:

Good Standing
Student who have met both SAP measurements are considered to be in good standing. No notification or further action needs to be taken.

Financial Aid/Academic Warning
A student will be placed on Financial Aid/Academic Warning the first time they reach an academic term and are determined to have not met one or both SAP measurements. Warning status lasts for one academic term, during which the student may continue to receive federal student aid. Students who are placed on Financial Aid/Academic Warning will be reinstated to good standing at the end of the academic term if they are deemed to be meeting both SAP requirements. All students on Financial Aid/Academic Warning should complete an academic plan with the Director of Education or their designee.

Financial Aid/Academic Probation
Students who do not meet one or both of the SAP measurements for a second consecutive academic term may be placed on Financial Aid/Academic Probation and may receive federal student aid if the student is able to successfully appeal the SAP decision. Additionally, the student must agree to follow an academic plan which demonstrates they will be able to meet satisfactory academic requirements upon graduation from the program and within maximum time frame. Students who are placed Financial Aid/Academic Probation will be reinstated to good standing at the end of the evaluation period if they meet both SAP requirements.

Financial Aid/Academic Suspension
A student will be placed on SAP Suspension if they do not meet satisfactory academic progress for a third consecutive academic term. At this time the student will lose eligibility to receive federal student aid. The student may be able to continue their education with alternative funding arrangements as long as they are able to successfully appeal the SAP decision. Additionally, the student must agree to follow an academic plan which demonstrates they will be able to meet satisfactory academic requirements upon graduation from the program and within the maximum time frame.

A student may not progress from Financial Aid/Academic Suspension directly to Good Standing. However, they may be eligible to return to Financial Aid/Academic Probation and reinstate Title IV funding provided they meet both SAP criteria by the next evaluation point and are able to successfully appeal the SAP decision.

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

1. Students are evaluated at the SAP scheduled hour benchmarks for their programs.

2. Students who have met both satisfactory academic progress measurements are considered to be in good standing.
3. Students who have not met one or both of the measurements for the first time will be placed on *Financial Aid/Academic Warning* and will remain eligible to receive federal funds. Academic progress will be evaluated at the next SAP scheduled hour benchmark. A student on *Financial Aid/Academic Warning* will be reinstated to good standing at the next SAP schedule hour if they are deemed to be meeting both satisfactory academic progress requirements.
4. Students who have not met one or both of SAP measurements for the second consecutive SAP scheduled hour benchmark will be placed on *Financial Aid/Academic Probation* are not eligible to receive federal aid unless:
   a. The student is able to successfully appeal the SAP decision, and
   b. The student has been placed on an academic plan that demonstrates the student will be able to meet satisfactory academic requirements upon graduation from the program and within the maximum timeframe. The Director of Education is responsible to develop and monitor academic plans. An academic plan may be modified as appropriate as long as it continues to demonstrate the student will be able to meet progress requirements upon graduation. The academic plan will include a date for which the student is expected to meet SAP requirements which will be the next SAP evaluation checkpoint.
5. Students placed on *Financial Aid/Academic Probation* will be reinstated to *good standing* at the subsequent SAP schedule hours benchmark if they are deemed to be meeting both SAP requirements.
6. Students who have not met satisfactory academic progress requirements of their academic plan will be placed on *Financial Aid/Academic Suspension,* provided the student in successful in appealing the SAP decision, and will no longer be eligible to receive federal aid and may be dismissed from the program. A student may not progress from *Financial Aid/Academic Suspension* directly to *good standing.* However they may be eligible to return to *Financial Aid/Academic Probation* and reinstate Title IV funding provided they are meeting both satisfactory academic progress requirements and are able to successfully appeal the SAP decision.
7. A student who is absent **five** consecutive days at any time in the program will be **DISMISSED from the school.**

APPEALS FOR SATISFACTORY ACADEMIC PROGRESS

SAP Appeals

A SAP appeal may be approved based on undue hardship when the failure to make satisfactory academic progress occurs. Generally speaking, there should be a causal link between the special circumstances and poor academic performance. However, any circumstance that cannot be directly linked to performance during the term and/or would continue to affect future performance is not considered grounds for a successful appeal.

It is the responsibility of the campus to determine whether the circumstances that lead to the academic problems will continue to interfere with the student's progress before approving a SAP appeal. If the problems are ongoing, the student should not take classes until such time as the circumstances affecting the student's performance has been resolved. If the student has corrected the problem, then it is reasonable to expect that the student's grades will improve during the next evaluation period, and the appeal should be approved.

The following is a list of events that indicate there may have been mitigating circumstances that negatively affected academic progress:
- Death of an immediate family member
- Student illness requiring hospitalization
- Illness of a family member where the student is a primary caretaker
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where was no alternative method of transportation
- Temporary incarceration

Factors Affecting SAP

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

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

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

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

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

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

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

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

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

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

Appeals Process

Students on Financial Aid/Academic Probation or Financial Aid/Academic Suspension are required to appeal in writing to remain eligible to continue their program of study. Those who wish to appeal are responsible for submitting the following information to the Director of Education by the deadline given to the student during their initial SAP notification meeting; which should be no later than 12:00 PM on the last day of the first week of the new evaluation period. Appeals submitted after the deadline may not be considered:

1. A completed SAP Appeal Application which outlines:
   a. A description of the extenuating circumstances that affected the student's ability to meet satisfactory academic progress requirements. The extenuating circumstances must be temporary in nature and directly linked to their performance for that term.
   b. An explanation of how circumstances have changed that will allow the student to meet SAP in future terms.
   c. An outline of what the student will do differently to overcome obstacles that would cause them to be placed on a SAP status in the future.

2. Supporting documentation which provides evidence of the circumstances described in the appeal application. Supporting documentation could include; car repair bills, letter from the court, a doctor's note, attestations from non- related people who are aware of the situation, etc.

At the time in which a completed appeal packet is received, the SAP Appeal Committee will convene to review the documentation and make a decision as to whether or not the appeal is approved. Members of the SAP Appeal Committee should consist of a minimum of three members including the Director Education, Director of Financial Aid and Program Director/Lead Instructor or their designee.

Students on Financial Aid/Academic Probation whose appeal is granted will retain eligibility for Title IV (federal student aid) funds. Upon approval, the Director of Education will notify the student of the decision and present them with their academic plan. The plan should be as prescriptive as possible and could require the student to complete tutoring sessions, individual meetings with the instructor, etc. The appeal paperwork will be signed by all committee members, and given to the Registrar to be placed in the student's academic file.

Students on Financial Aid/Academic Suspension whose appeal is granted will not retain eligibility for Title IV (federal student aid) funds but may continue their program of studies provided alternative funding has been arranged. Upon approval, the Director of Education will notify the student of the decision and present them with their academic plan. The plan should be as prescriptive as possible and could require the student to completed tutoring sessions, individual meetings with the instructor, etc. The appeal paperwork will be signed by all committee members, and given to the Registrar to be placed in the student's academic file.

If the circumstances dictate that the student will require more than one academic term to meet progress standards, the appeal may only be approved by the Corporate Director of Education and /or Sr. Vice President of Operations. However, a complete review of the student's progress must be made at the end of each grading period to determine if the student is meeting the requirements of the academic plan.

If the committee determines that the student's appeal is denied, all charges accrued for the grading period should be removed. The student should then be issued a WX for their current course and placed in dismissed status. The student may appeal only once per grading period through the appeal process and determination for each appeal will be decided based on the documentation and rationale provided at that time.

REGAINING ELIGIBILITY FOR FEDERAL FINANCIAL AID (TITLE IV)

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

DEGREES, DIPLOMAS AND CERTIFICATES OF COMPLETION

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

GRADUATION REQUIREMENTS

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

Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course. A minimum of twenty-five percent (25%) of credit hours must be competed at Computer Career Center, a Division of Vista College. **Diplomas will not be awarded if the highest grade recorded for a course is "F", "W", or "I".** A student must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at Computer Career Center, a Division of Vista College.
Students must be in good financial standing prior to receiving their diploma/degree.

ATTENDANCE

ATTENDANCE POLICY

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

The following guidelines will be used to assure minimum attendance standards maintained by all students:

- Attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student will receive accurate and complete information concerning the student attendance and progress.
- Practical Nurse Students: A student more than 10 minutes late for the clinical day will not be allowed into the clinical experience and will receive a zero grade for the entire clinical day. A student leaving early from the clinical experience will receive a zero grade for the entire clinical day.
- Practical Nurse Students: Students are expected to be on time for each class, laboratory, and clinical experience. When a student arrives late for class, returns from a scheduled break late, or leaves early, it is counted as missed time. Such missed time is recorded in 15 minute increments to determine the total time missed. Attendance and punctuality at all clinical experiences are required. Students who arrive late to clinical experiences are considered unprepared to participate in patient care and will be marked absent for the entire clinical day. Students who miss classroom/clinical time will be required to make up hours missed. Students who exceed make up hours will fail the course.
- A student attending Computer Career Center, a Division of Vista College shall be terminated when he or she is absent for eight (8) consecutive school days and does not return on the 9th day; five (5) consecutive days and does not return on the 6th day for Cosmetology; or is absent more than 20% of a course while on attendance probation, whichever occurs first. Students enrolled in the Cosmetology Program must maintain a 90% attendance average each month in order to complete the program within the Scheduled program length. Students are allowed to miss 10% of their scheduled hours before having to pay extra instructional charges. Students may use the allowed 10% of their scheduled hours for vacation, doctor appointments, illness, etc. If students must attend additional Program hours beyond their maximum Scheduled Program length due to not meeting a 90% attendance average or to complete academic graduation requirements, they will be charged **an additional $10.00** for each hour necessary to complete the program after the Scheduled Program length is reached. Payment must be in certified funds (cash, cashier's check, or money order) and must be paid in full prior to the final week of attendance.

    a) Scheduled Program Length is defined as Hours in Program = 1600 hours; 10% absent = 160 hours; Scheduled Program Length = 1760 hours (New Mexico)

    - o Rate of attendance will be monitored and the overall attendance rate will be measured at the established checkpoints of 1250 in Las Cruces, NM scheduled hours. Should a student fail to maintain at least
      a minimum standard of 75% at the established checkpoints, they will be placed on Attendance Probation. If the student violates the 75% attendance rate a second time or misses **5 consecutive days,** whichever comes first, the student will be *DISMISSED from school.*
    - o Students who miss class will only be allowed to make up hours during approved times.

- Seminar students whose absences exceed 15% of total program hours or 5 consecutive days from school will be placed on probation and warned in writing to improve their attendance rate.
- Students using veteran benefits to attend Computer Career Center, a Division of Vista College will have attendance monitored until the time that the student drops, graduates, or completes the program.
- FOR VA STUDENTS -

    Unsatisfactory attendance will be reported to the DVA. Therefore, the attendance policy (more than 20% of the total program and/or being absent eight (8) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at any time the student exceeds the allowed number of absences.

- Make-up work shall not be authorized for the purpose of removing an absence. However, if a student notifies the school prior to an absence, class work can be evaluated for credit. Make-up work will be allowed for the following reasons: illness, death in the family, court dates, job interviews, military duty, and appointment with a government agency, jury duty or other situations approved by the Director of Education. Reasons for absence must be documented. It is the student's responsibility to contact instructors for assignments during the absence. Students are reminded it is their responsibility to be current in all assignments at all times. An absence does not excuse program obligations required for satisfactory progress. A maximum of one week from the original date an assignment, report, or test was due or two

days after the end of term, whichever comes first, is allowed for makeup, unless otherwise stipulated by the school policy or the instructor.

DISTANCE EDUCATION ATTENDANCE POLICY

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

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

TARDINESS

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

ATTENDANCE PROBATION

Students, whose absences exceed 20% in a course (Cosmetology 25%) will be placed on Attendance Probation during the next attempted course. If a student exceeds 20% absences in a term while on Attendance Probation will be terminated and will not be eligible to reapply for at least one full grading period. However, no students will be withdrawn if they are in the last quarter of their program.

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

RESPONSE TO STUDENT REQUESTS

Vista College ensures timelines of response to students' requests by placing a requirement on response time of no more than 24 hours. **(Revised: March, 2016)**

DISTANCE EDUCATION ATTENDANCE PROBATION

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

LEAVE OF ABSENCE

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

(Revised: September, 2017)

GENERAL INFORMATION

REPEATING COURSES

Computer Career Center, a Division of Vista College offers an independent, competency-based educational curriculum. Students are expected to complete course requirements as scheduled. Once a student exhausts all scheduled hours in their programs, additional laboratory time must be scheduled with the Director of Education/Registrar. Students repeating courses/classes are subject to additional fees.

AMERICAN WITH DISABILITIES ACT

Vista College recognizes that students with disabilities wish to pursue a full range of occupational educational opportunities and integrates students with disabilities into existing programs. Reasonable accessibility to our programs is provided   through combined efforts of the school, community and state service agencies and. Unlike high school, a college does not seek out and provide accommodations to students. In order to receive accommodations in college, the student must self-   identify and apply for services and provide documentation from a qualified professional that confirms the existence of a   disability. Students with disabilities who wish to enroll should contact the Admission's Office and complete the **Reasonable Accommodation Request Form** well in advance of registration so individual needs and assistance can be   assessed in ample time. Current students may contact their Campus Director, Director of Education, or Program Director.   Students with disabilities are provided with a wide range of services including academic advising, admission assistance, and individual support.   A student is not required to accept an accommodation in all areas in order to receive services, but must   submit a Reasonable Accommodation Request and appropriate documentation to receive the appropriate services.

(Revised: April, 2016)

STUDENT SERVICES

A variety of student services is available to assist the student's need(s). The following briefly describes the services made available. Computer Career Center, a Division of Vista College may also provide students with contact information to   multiple resources to assist with personal needs. Computer Career Center, a Division of Vista College does not provide personal   counseling.

CAREER SERVICES

Career Services are available for both graduates and currently enrolled students. Particular attention is given to matching   graduates with prospective employers and positions that are compatible with their career goals, qualifications and experiences. Individual consultation with Career Services staff concerning job search strategies is encouraged. Information   concerning employment assistance may be obtained by contacting the Career Services Department. Computer Career Center, a Division of Vista College does not guarantee employment or a starting salary upon graduation, completion or withdrawal from Computer Career Center, a Division of Vista College.

LEARNING RESOURCE CENTER

The Learning Resource Center also provides online access to EBSCO online library. The Learning Resource Center contains reference tests and periodicals directly related to vocational and occupational computerized business/medical training. These reference materials supplement texts and other related instructional materials are used in all programs offered at the institution.

STUDENT ACTIVITIES

Computer Career Center, a Division of Vista College recognizes an obligation to help students develop and promote activities that will expand their cultural, social, and community service awareness and involvement. The administration encourages participation and provides professional support and guidance in all student activities.

STUDENT HONOR SOCIETY

Computer Career Center, a Division of Vista College Honor Society is composed of students with a scholastic average of 3.75 or better and has maintained at least a 90% attendance record. All candidates for membership shall have completed at least nine (9) credit hours prior to being considered for membership. All students who meet and maintain eligibility requirements in academics and attendance requirements shall be admitted to candidacy for election to membership. Continued eligibility shall be reviewed on a regular basis considering academics, attendance, service, leadership and character.

HOUSING

Computer Career Center, a Division of Vista College does not provide institutional housing. Upon written request, out-of- town students will be provided assistance in locating suitable housing.

PARKING

Parking is provided to those students with automobiles. Computer Career Center, a Division of Vista College may require registration of students' vehicles. The school reserves the right to require a registration fee to assure parking lot security. Students wishing to park vehicles on the premises must request and display a numbered parking sticker on the rear window behind the driver's side, where applicable. Cars that do not display this sticker may be towed at the owner's expense. There are reserved visitor parking places to be used only by visitors to the school.
- o Students must obey all parking ordinances. Computer Career Center, a Division of Vista College is not responsible for any damage to any vehicle on the premises or nearby. Computer Career Center, a Division of Vista College strongly recommends that no valuables be left visible in any automobiles parked on the premises or nearby.
- o Individuals who park their vehicles in spaces designed for use by handicapped must display an official handicapped parking permit obtained from the city. Vehicles parked in handicapped parking, which do not bear an appropriate permit, will be ticketed by the city police and subject to being towed at the owner's expense.

TELEPHONE

Computer Career Center, a Division of Vista College accepts no responsibility for relaying phone messages to students. However, the school will make every reasonable effort to contact students in case of an emergency. The school receptionist will receive all calls, determine the type of message, and initiate delivery procedures. All cell phones and pagers must be set to vibrate/ringer off mode while in classrooms and labs. Cell phone conversations must take place in the student break room or outside of the building and away from the entrance.

GUESTS

Guests must register at the receptionist desk. Children under the age of 17 are not permitted in the labs or classrooms.

CHILDREN ON CAMPUS

Computer Career Center, a Division of Vista College's policy states that no child under the age of 17 may be on the campus unless they are under the constant supervision of an adult. Children are not allowed on the campus without constant adult supervision. Under no circumstances will children be allowed in the school's classrooms.

FOOD AND BEVERAGE

All food must be consumed in the Student Lounge. No food is allowed at any time in the classrooms or labs. Beverages with a lid are allowed in the classroom, but at no time are they allowed in the lab.

LOST AND FOUND

Computer Career Center, a Division of Vista College is not responsible for any personal belongings that are lost, damaged, or stolen in the building or parking lot. Students should ensure that all valuables are labeled with their name and phone number and are in their possession at all times. The Campus Director serves as the office for lost and found. Students are responsible for reporting lost items immediately and for checking to see if lost items have been recovered.

EMERGENCY EVACUATION

Computer Career Center, a Division of Vista College, in cooperation with the local Fire Department, developed an emergency evacuation plan. If an emergency should occur, each occupant should walk, not run to the nearest exit. **NO ONE** should leave the premises until the emergency has ended because your absence could cause undue concern on the part of the emergency personnel.

SOLICITATION

Solicitation is illegal on the grounds of Computer Career Center, a Division of Vista College. Individuals who are encountered soliciting should be reported to the Campus Director. If a recognized organization of Computer Career Center, a Division of Vista College wishes to raise funds as part of a service project, permission from the Campus Director must be obtained prior to scheduling.

SCHOOL CLOSING

In the event of snow, ice or any weather condition that could or would cause hazardous travel conditions, students should use good judgment concerning whether or not to attend class. In no event should unnecessary risks be taken in the attempt to attend class. The decision to close school due to emergency situations will be communicated by your Campus Director via TV, radio, phone chain, voice mail, etc. Make-up hours for classes missed due to weather will be posted.

STUDENT HEATLH AND SAFETY (ERGONOMICS)
Healthy Keyboarding Usage

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

Monitor

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

Mouse

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

Healthy Sitting Posture

- Keep open angles (knees at 90 degree angle)
- Keep thighs parallel with the floor
- Recline slightly
- Avoid pressure points
- Rest your feet flat on the floor
- Move around, making slight adjustments to sitting posture

STUDENT POLICIES

STUDENT CONDUCT AND DISCIPLINE

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

The following offenses are considered misconduct and may result in dismissal from Computer Career Center, a Division of Vista College:

Offense Related to Person

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

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

Offenses Related to Property

An offense related to property is committed when a student:

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

Offenses Related to the Operation of Computer Career Center, a Division of Vista College

An offense related to the operation of Computer Career Center, a Division of Vista College is committed when a student:

- Engages in illegal, obscene or indecent conduct on Computer Career Center, a Division of Vista College property or at a Computer Career Center, a Division of Vista College sponsored event
- Forges, alters, possesses, duplicates or uses documents, records, keys or identification without consent or the authorization of appropriate Computer Career Center, a Division of Vista College officials
- Engages in solicitation in or on Computer Career Center, a Division of Vista College property or involving the use of Computer Career Center, a Division of Vista College property unless such solicitation is approved by appropriate Computer Career Center, a Division of Vista College officials
- Intentional acts to impair, interfere with or obstruct the orderly conduct processes and functions of Computer Career Center, a Division of Vista College
- Violations of the Copyright Policy
- Violations of the Internet Access and Usage policy
- Actions that bring the name or reputation of Computer Career Center, a Division of Vista College into disrepute
- Smoking in the building or within 25 feet of any entrance

Offense Related to Welfare Health or Safety

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

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

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

DRESS CODE

Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students are required to wear their school issued shirts/scrubs at all times. For programs not requiring scrubs, pants must be clean, fit properly, and be free of holes. Shirts must cover cleavage, shoulders, armpits and midriff at all times. All students must also wear their ID badges while on campus. Students found in violation of the dress code will be subject to disciplinary action. Administration and faculty are responsible for enforcement of the dress code. The following items of clothing are not allowed:
- Shorts, pajamas, or sweats (Personal Fitness Trainer students excluded while in school-issued uniform)
- Halter tops, muscle shirts, tank or spaghetti strap tops
- Head gear, including sunglasses, headphones, ball caps and hoodies while in class (head scarves are allowed for religious purposes)
- Sandals or flip flops
- Dresses or skirts more than four inches above the knee

Program Specific Dress Code Requirements:

Shoes
Shoes must be closed-toe (preferably non-canvas), clean, and in good condition when in a lab setting.

Dress
All attire must be clean and free of wrinkles, stains or tears. Personal protective equipment must be worn in the labs.

Nails

Acrylic nails are not allowed in clinic/lab settings in the programs listed. Fingernails should be short and clean. Clear nail polish is allowed. (Medical Assisting, Dental Assistant)

Hair

Hair must be well-groomed. Hair past shoulder length must be tied back in a ponytail while working in the labs or on externship. (Trades Programs, Medical Assisting, Dental Assistant) Bangs that fall below the eyebrows must be secured back with bobby pins/barrettes when working in the lab. (Dental Assisting)

Jewelry

Jewelry must be kept to a minimum and not dangle (i.e. large bracelets, hoop earrings, etc.). No visible facial or body piercings, tongue rings, or cartilage piercings allowed. (Medical Assisting, Medical Insurance Billing and Coding, Dental Assistant). All rings must be removed during labs. (Dental Assistant). Ear gauges will be allowed as long as they are clear or flesh colored. (All Programs)

Tattoos

Tattoos should not be visible while on campus or externship sites. If visible, they must be covered with a band aid, make-up, or other acceptable methods. An exception to this policy will be made for tattoos on hands due to sanitation concerns. (Medical Assisting, Medical Insurance Billing and Coding, Dental Assistant).

Students who violate the dress code policy will be sent home to change and will be counted absent for the time missed. Additional dress code requirements may apply. Nursing and Cosmetology students should refer to their program-specific handbooks for dress code requirements.

Cosmetology

All Cosmetology students may wear accessories and closed-toe shoes in the color of their choice. All student attire must be tasteful in appearance and conducive to Computer Career Center, a Division of Vista College's educational environment. All students must wear a picture ID badge (provided by the school).

Nursing

All nursing students will be issued uniforms by Vista College. Approved uniforms must be worn during all educational experiences. The following is the dress code for students while in uniform during all laboratory/clinical experiences. *See Nursing Handbook for additional dress code rules.*

- Vista College identification must be worn on the uniform at all times, clipped or pinned at lapel level
- Uniforms must be clean and neat
- Shoes must be white or black, non-porous, closed-toed and closed heeled; nursing shoes or sneakers
- Students may wear a white or black, plain long-sleeve t-shirt under the uniform top
- Hoodies may not be worn in the lab or clinical area (students may wear plain black buttoned or zippered sweater)
- Pants may not be longer than the top of the shoe
- No hats, caps, hoods, headbands, or bandanas of any kind may be worn in the classroom or clinical areas. Plain, thin, unadorned headbands are acceptable

(Revised: May, 2016)

INTERNET ACCESS AND USAGE POLICY

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

Computer Career Center, a Division of Vista College reserves the right to audit information that is accessed through the Internet to ensure that non-business related use of Computer Career Center, a Division of Vista College equipment does not impact business needs. Personal use of the Internet is limited and supervised. Computer Career Center, a Division of Vista College does not allow chain letters, personal or group communications about causes or opinions, personal mass mailings, or the accessing of material deemed inappropriate or prohibited by local, state, or Federal law. Computer Career Center, a Division of Vista College prohibits the access or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material via the Internet.

HIGHER EDUCATION OPPORTUNITY ACT

Notice of Computer Career Center, a Division of Vista College Policies to comply with the Higher Education Opportunity Act of 2008. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing and photocopying, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

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

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

DISTANCE EDUCATION LOG-IN SECURITY

At Computer Career Center, a Division of Vista College, students in online courses must use a secure log-in to the learning management system using their Computer Career Center, a Division of Vista College username and password. This is required for students to be registered for courses and to participate in the online. Student privacy rights are strictly protected. Only those enrolled in the course have access to the course. The outside community does not have access to the coursework, nor do students who are not enrolled in the specific course. Faculty are encouraged to use video tools (i.e., ooVoo), in

addition to phone conversations with students as needed. Computer Career Center, a Division of Vista College uses a wide assortment of online academic assessments to monitor student outcomes, including a focus on written assignments and interaction with the instructor via discussions. Instructors become familiar with students' writing styles through online discussions and have greater confidence in the authenticity of the online student.

STUDENT GRIEVANCE PROCEDURE

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

We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Vista College administration against any party involved. Students must address their concerns about an educational program by following the school's grievance process outlined below.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. The institution provides assurance that any individual who serves as an impartial representative of the

institution cannot directly be involved in the area of the complaint.

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

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

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

Education Futures Group
Attn: Compliance
300 N. Coit, Suite 1400
Richardson, TX 75080
Phone number: (972)707-8569

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

The student in New Mexico may also file a
complaint with:
New Mexico Higher Education Department
Private Postsecondary Schools Division
2044 Galisteo Street Suite 4
Santa Fe, NM 87505
Phone number: 505-476-8400

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

Practical Nurse student may also contact:
New Mexico Board of Nursing
6301 Indian School Road, NE, Suite 710
Albuquerque, NM 87110

(505) 841-8340
tani.skinner@state.nm.us

New Mexico Cosmetology student may also contact:
New Mexico Cosmetology New Mexico Regulation and Licensing Department
Board of Barbers and Cosmetologists
PO Box 25101
Santa Fe, NM 87504
http://www.rld.state.nm.us/uploads/FileLinks/252f5962fe3a4b7bae6ac5eabe235188/Complaint_Form1_22_13.____pdf

PROGRAMS OF STUDY
DIPLOMA AND CERTIFICATE

The following programs of study are approved and regulated by the New Mexico Higher Education Department, 2048 Galisteo, Santa Fe, NM 87505, 505-476-8400, fax – 505-476-8433, http://hed.state.nm.us. Programs are accredited by the Commission of the Council on Occupational Education (www.council.org), 7840 Roswell Rd., Bldg. 300, Ste. 325, Atlanta, Georgia 30350, 1-800-917-2081.

The Practical Nurse program is regulated by the New Mexico Board of Nursing, 6301 Indian School Road, NE, Suite 710, Albuquerque, NM 87110, (505) 841-8340, (www.bon@state.nm.us).

The Cosmetology program is regulated by the New Mexico Regulation and Licensing Department, Board of Barbers and Cosmetologists, P O Box 25101, Santa Fe, NM, 87504, http://www.rld.state.nm.us/BarbersCosmetologists.

Business Administration
Cosmetology
Heating, Ventilation, and Air Conditioning
Information Technology
Medical Assisting
Medical Insurance Billing and Coding
Phlebotomy for Healthcare Professionals
Practical Nurse

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

BUSINESS ADMINISTRATION

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

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

TOTAL CLOCK HOURS: 720
ESTIMATED COMPLETION TIME: 40 weeks

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

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

COSMETOLOGY

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

COURSE NUMBER	COURSE TITLE	THEORY/LAB CLOCK HOURS	TOTAL CLOCK HOURS
COS1610	Introduction to Cosmetology	125/375/00	500
COS1620	Nail & Skin Care; Advanced Techniques in Hair Design, Texture & Color*	125/375/00	500
COS1630	Advanced Techniques in Ladies' & Men's Hair Sculpture; Skill Development & Preparation for State Board	125/475/00	600
	Total:	**375/1225/00**	**1600**

TOTAL CLOCK HOURS: 1600
ESTIMATED COMPLETION: 46 weeks (day)/64 weeks (evening)

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

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

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

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

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ HOURS	QUARTER CREDIT HOURS
HV100	Basic Refrigeration	45/45/00	6.5
HV101	Introduction to Electricity	45/45/00	6.5
HV102	Brazing, Soldering, Piping	45/45/00	6.5
HV103	Sheet Metal Fabrication and Duct System	45/45/00	6.5
HV104	Air Conditioning*	45/45/00	6.5
HV105	Heating*	45/45/00	6.5
HV106	Commercial HVAC*	45/45/00	6.5
HV107	Commercial Refrigeration*	45/45/00	6.5
		360/360/00	**52.0**

TOTAL CLOCK HOURS: 720
ESTIMATED COMPLETION TIME: 40 weeks

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

INFORMATION TECHNOLOGY

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

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
INT100	Computer Hardware Essentials	45/45/00	6.5
INT101	Computer Software Essentials *	45/45/00	6.5
INT102	Windows Fundamentals *	45/45/00	6.5
INT103	Introduction to Networking *	45/45/00	6.5
INT104	Network Security Fundamentals*	45/45/00	6.5
INT105	Network Analysis and Design*	45/45/00	6.5
INT106	Server Administration*	45/45/00	6.5
INT211	Information Technology Capstone Externship*	05/00/180	6.5
		320/315/180	**52.0**

TOTAL CLOCK HOURS: 815
ESTIMATED COMPLETION TIME: 45 weeks

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

MEDICAL ASSISTING

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

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
MAS1120	Human Life Cycle Systems	60/60/00	9.0
MAS1135	Cardiovascular Systems	40/40/00	6.0
MAS1140	Nutrition and Elimination Systems	60/60/00	9.0
MAS1150	Body Coordination & Control Systems	60/60/00	9.0
MAS1155	Body Defense and Chemical Balance Systems	40/40/00	6.0
MAS1165	Respiratory Systems	40/40/00	6.0
MAS1170	Human Body Mechanics Systems	60/60/00	9.0
MAS2290	Medical Assisting Capstone*	60/60/00	9.0
MAS2399	Medical Assisting Externship*	00/00/180	6.0
		420/420/180	**69.0**

TOTAL CLOCK HOURS: 1020
ESTIMATED COMPLETION TIME: 45 weeks

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

NOTE: Externship students may complete a maximum of 8 hours per day and no more than 40 hours per week.
MAS2399 – All courses must be completed prior to externship.

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

MEDICAL INSURANCE BILLING AND CODING

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

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

TOTAL CLOCK HOURS: 900
ESTIMATED COMPLETION TIME: 50 weeks

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

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

MB211 – All courses must be completed prior to externship.

PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS
(SEMINAR)

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

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

TOTAL CLOCK HOURS: 45
ESTIMATED COMPLETION TIME: 2.5 weeks

PRACTICAL NURSE

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

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ CLINICAL HOURS	QUARTER CREDIT HOURS
LEVEL I			
PN120	Introduction to Practical Nursing	45/00/00	4.5
PN124	Anatomy and Physiology	45/00/00	4.5
PN128	Health Assessment	15/60/00	4.5
PN140	Medical Terminology	15/00/00	1.5
PN144	Medication Math	15/00/00	1.5
PN148	The Older Adult	30/00/00	3.0
LEVEL II			
PN160	Pathophysiology	30/00/00	3.0
PN164	Medical Surgical Nursing	45/60/135	12.0
PN168	Pharmacology I	30/00/00	3.0
LEVEL III			
PN220	Mental Health Nursing	30/00/45	4.5
PN224	Advanced Medical Surgical Nursing	45/30/135	10.5
PN228	Pharmacology II	30/00/00	3.0
LEVEL IV			
PN240	Parent Child Nursing	45/00/45	6.0
PN244	Practical Nursing Capstone	45/30/180	12.0
		465/180/540	**73.0****

TOTAL CLOCK HOURS: 1185
ESTIMATED COMPLETION TIME: 60 weeks

*The Practical Nurse program is regulated by the New Mexico Board of Nursing, 6301 Indian School Road, NE, Suite 710, Albuquerque, NM 87110, (505), www.bon@state.nm.us.

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

To be employed as a licensed Practical Nurse in the state of New Mexico, an individual must possess a license issued by New Mexico Board of Nursing.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS OF STUDY

The following programs of study are approved and regulated by the New Mexico Higher Education Department, 2048 Galisteo, Santa Fe, NM 87505, 505-476-8400, fax – 505-476-8433, http://hed.state.nm.us. Programs are accredited by the Commission of the Council on Occupational Education (www.council.org), 7840 Roswell Rd., Bldg. 300, Ste. 325, Atlanta, Georgia 30350, 1-800-917-2081.

Associate of Applied Science in Business Administration
Associate of Applied Science in Medical Assisting
Associate of Applied Science in Medical Insurance Billing and Coding

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

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

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

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

TOTAL CLOCK HOURS: 1260
ESTIMATED COMPLETION TIME: 70 weeks

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

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

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING

The Associate of Applied Science in Medical Assisting program is designed to provide students with an understanding of the medical office environment and administering to the needs of both patients and doctors. Students will have opportunities to study and learn through a body systems approach to provide administrative and clinical patient care. Each course includes system-specific information in terminology, anatomy and physiology, pharmacology/dosages/math, law and ethics, administration and technology competencies, documentation and electronic medical records, safety/OSHA regulations, clinical competencies, and professionalism and soft skills. Graduates of the Medical Assisting, AAS program will be prepared to seek employment in doctors' offices, hospitals, and other related businesses. Upon completion of the program, students are awarded an Associates of Applied Science degree.

COURSE NUMBER	COURSE TITLE	THEORY/LAB/ EXTERNSHIP HOURS	QUARTER CREDIT HOURS
MAS1120	Human Life Cycle Systems	60/60/00	9.0
MAS1135	Cardiovascular Systems	40/40/00	6.0
MAS1140	Nutrition and Elimination Systems	60/60/00	9.0
MAS1150	Body Coordination and Control Systems	60/60/00	9.0
MAS1155	Body Defense and Chemical Balance Systems	40/40/00	6.0
MAS1165	Respiratory Systems	40/40/00	6.0
MAS1170	Human Body Mechanics Systems	60/60/00	9.0
MAS2210	Essentials of Healthcare Management *	60/60/00	9.0
MAS2330	In-Patient Care Skills (*Elective A*) *	60/60/00	9.0
MAS2335	Advanced Diagnostic Procedures (*Elective A)* *	60/60/00	9.0
	OR		
MAS2350	Managing Compliance in Healthcare (**Elective B**)*	60/60/00	9.0
HRM2355	Human Resource Management (*Elective B*)	60/60/00	9.0
MAS2290	Medical Assisting Capstone*	60/60/00	9.0
MAS2399	Medical Assisting Externship*	00/00/180	6.0
GE201	Introduction to College Mathematics	90/00/00	9.0
GE202	Introduction to Computer Science	45/00/00	4.5
GE203	Introduction to Psychology	45/00/00	4.5
GE204	English Composition I	45/00/00	4.5
GE205	English Composition II *	45/00/00	4.5
		870/600/180	**123.0 ** **

TOTAL CLOCK HOURS: 1650
ESTIMATED COMPLETION TIME: 80 weeks

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

NOTE:
1. **Students choose either the "Elective A" track or the "Elective B" track.**
2. **Externship students may complete a maximum of 8 hours per day and no more than 40 hrs per week.**
     MAS2399 – All courses must be completed prior to externship.

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

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL INSURANCE BILLING AND CODING

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

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

TOTAL CLOCK HOURS: 1440
ESTIMATED COMPLETION TIME: 80 weeks

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

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

MB211 – All courses must be completed prior to externship.

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

COURSE DESCRIPTIONS FOR ALL PROGRAMS

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

BA100 BUSINESS I
CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS) TOTAL QUARTER
CREDIT HOURS: 9.0
PREREQUISITES: NONE
Business I is comprised of an overview of the nature of business including the goal of business and the study of economic systems. Students are introduced to major aspects of the business environment.

BA101 MANAGEMENT
CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS) TOTAL QUARTER
CREDIT HOURS: 9.0
PREREQUISITES: NONE
Management covers the concepts, terminology, principles, theories, and issues that relate to field of management. The course provides students with an overview of introductory management and organization of functions. Students are instructed in integrate behavioral and system approaches into the traditional analysis of business. Students are exposed to decision making and planning strategies while developing leadership skills.

BA102 ACCOUNTING
CONTACT HOURS: THEORY – 90 LAB – 0(90 HOURS) TOTAL QUARTER
CREDIT HOURS: 9.0
PREREQUISITES: NONE
Accounting covers basic accounting principles, the basic accounting equation, debits and credits, and analyzing transactions using T-accounts. It focuses on the completion of the accounting cycle and covers recording and posting transactions through the use of T-analysis, adjustments, closing entries, and post- closing trial balances. This course provides the tools for the preparation of financial statements including Income Statements, Statements of Owners Equity and Balance Sheets. Students are instructed in the beginning phases of the accounting cycle, debits, and credits and how to analyze transactions using T-accounts.

BA103 BUSINESS LAW
CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
Business Law includes an overview of the types of laws such as Constitutional law, statutes, torts, criminal and contract law, and emphasizes the role of law in business and society including government regulations, consumer protection, environmental laws, worker health and safety, employment discrimination and other laws effecting business. Students are informed about the legal system as it relates to business.

BA104 BUSINESS II
CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: BA100-BA103
Business II includes introductions to human relations, human resources, marketing, accounting, financial analysis and the financial system. Students also review and discuss business trends and events that will change the future business world.

BA105 COMPUTERIZED ACCOUNTING SYSTEMS
CONTACT HOURS: THEORY – 30 LAB – 70 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 5.5
PREREQUISITES: BA100-BA103
This course is an overview of the functionality of integrated accounting software systems. Topics include step-by-step entry guidelines for financial transactions, generation and analysis of accounting reports, and production of financial statements.

BA106 ECONOMICS
CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: BA100-BA103

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

BA107 BUSINESS COMPUTER INFORMATION SYSTEMS CONTACT HOURS:
THEORY – 70 LAB – 20 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: BA100-BA103

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

BA208 HUMAN RESOURCES MANAGEMENT
CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: BA104-BA107

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

BA209 PRODUCTION AND OPERATIONS MANAGEMENT CONTACT HOURS:
THEORY – 90 LAB – 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: BA104-BA107

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

BA210 STRATEGIC MANAGEMENT AND IMPLEMENTATION
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: BA104-BA107

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

BO208 BUSINESS OPERATIONS
CONTACT HOURS: THEORY–90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: COS630 or ET104-ET107 or HV104-HV107 or CON104-CON107

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

CFT100 BASIC CRAFT SKILLS
CONTACT HOURS: THEORY -45 LAB -45 (90 HOURS)
TOTAL QUARTER CREDITS: 6.5
PREREQUISITES: NONE

This course introduces students to basic craft skills including the proper use of hand tools, power tools, and rigging. Students will receive instruction on handling techniques for hazardous and non-hazardous construction materials, basic skills in drawing and reading blue prints, and working in confined spaces. In addition, students review basic mathematical functions, communication, and job readiness skills.

CM210 COMMUNICATIONS
CONTACT HOURS: THEORY–90 LAB-0 (90
HOURS) TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: DA104-DA107 or HV104-HV107

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

GE201 INTRODUCTION TO COLLEGE MATHEMATICS CONTACT
HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE

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

GE202 INTRODUCTION TO COMPUTER
SCIENCE CONTACT HOURS: THEORY-45 LAB-0
(45 HOURS) TOTAL QUARTER CREDIT HOURS:
4.5 PREREQUISITES: NONE

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

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

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

GE206 ENGLISH COMPOSITION I
CONTACT HOURS: THEORY-45 LAB-0 (45
HOURS) TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

Students are introduced to critical reading and writing, research techniques, citation and documentation formats, and using correct grammar and sentence structure to communicate effectively

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

This course builds on the skills learned in English Composition I. It develops written communication skills with an emphasis on the use of the writing process, the analysis of readings, and the practice of writing for personal and professional applications

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

Students will develop an understanding of medical terminology, symbols and abbreviations, and the application of this new language in the field of health care. While terms are covered as they relate to body structure and function, the main focus is on medical vocabulary and constructing terms using word parts such as roots, suffixes and prefixes.

HP101 ANATOMY AND PHYSIOLOGY
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
Students will acquire an overview of the anatomical structures and physiology of the human body. Each body system is discussed in terms of the major anatomical structures and functions including how each system participates in homeostasis of the body. In addition, the course will cover selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. Finally the course will cover common issues and changes that occur in each body system through the life span.

HP102 MEDICAL OFFICE PROCEDURES
CONTACT HOURS: THEORY-70 LAB-20 (905 HOURS)
TOTAL QUARTER CREDIT HOURS: 8.0
PREREQUISITES: NONE
The student will gain an understanding of the concepts and develop the skills required to work in the medical office and to support the reimbursement functions associated with specialized billing procedures. This course covers basic computer skills to include web access skills, concepts related to hardware and software, and MS Office Suite applications

HP103 COMPUTERIZED MEDICAL BILLING
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
Students will expand their knowledge of computer technology in healthcare and the use of electronic health records. This course will introduce students to the methods and language of healthcare reimbursement. Students will explore principles of reimbursement as they apply to various types of healthcare settings and in addition this course also prepares students for careers in computerized patient accounting. Students will be instructed in how to manage patient information using the latest medical and accounting software. Instruction covers patient registration, appointments and scheduling, insurance claims, processing patient transactions, medical records, and patient case management. public reporting of disease and disease trends, how acute care organizations store and retrieve electronic records, analysis of different types of encoder software, analysis on online coding tools (coding reference tools), evaluation of CAC's, and identifying issues involving the migration from a paper-based HIM to an electronic HIM. The student will become familiar with major acute care environment vendors and their system strengths, evaluation of the HER, evaluation of the PHR, and evaluation of HIE's.

HP104 PHARMACOLOGY
CONTACT HOURS: THEORY-90 LAB-0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: HP100–HP103
Students will gain knowledge of how pharmacological agents are used in the healthcare industry. Drugs are introduced in classifications according to body systems and commonly used drugs in each classification are studied in detail. Topics covered include allergy and respiratory medications, anti- ineffective medications, and anti-neoplastic agents, and central nervous system medications. Drug action and the preparation and administration of medications will also be covered.

HP207 INTRODUCTION TO ELECTRONIC MEDICAL RECORDS
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HP104; MB105-MB106; MB109
The student will develop a basic understanding of EHR tasks and functional benefits that will be continuously reinforced by actual EHR experiences. The course focuses on EHR rules, regulations, and innovations.

HV100 BASIC REFRIGERATION
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
Students will be introduced to heat and pressure, temperature, conduction, convection, radiation, sensible heat, latent heat, specific heat, sizing heating equipment, matter and energy, refrigeration/ refrigerants, and Fahrenheit/Celsius conversion.

HV101 INTRODUCTION TO ELECTRICITY
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
Students will be introduced basic electricity and magnetism, automatic control components and applications, troubleshooting and basic controls.

HV102 BRAZING, SOLDERING, AND PIPING
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
Students will be introduced to types and sizes of tubing, the purpose of tubing and piping, tubing insulation, cutting tubing, bending tubing, heat sources for soldering and brazing, brazing techniques, soldering techniques, make flare joints, swaging techniques, general safety practices and tools and equipment.

HV103 SHEET METAL FABRICATION AND DUCT SYSTEMS CONTACT HOURS:
THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
Students will be introduced to plenum systems, duct system standards, duct materials, galvanized-steel duct, fiberglass duct, combination duct systems and air distribution and balance.

HV104 AIR CONDITIONING
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HV100-HV103
Students will be introduced to psychometrics, refrigeration applied to air conditioning, air distribution and balance, installation, controls, typical operating conditions and troubleshooting.

HV105 HEATING
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HV100-HV103
Students will be introduced to gas-fired, force-hot-air furnaces, type of furnaces, multi-purposes of multi- positional gas fuels, manifold pressures, oil heat, an introduction to oil-fired forced-warm air furnaces, hydronic heat, indoor air quality, electric heat and problem shooting.

HV106 COMMERCIAL HVAC
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HV100-HV103
Students will be introduced to high-pressure, low-pressure, and absorption chilled-water systems, cooling towers and pumps and operation, maintenance, and troubleshooting of chilled- water air-conditioning systems.

HV107 COMMERCIAL REFRIGERATION
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HV100-HV103
Students will be introduced to the evaporator and the refrigeration system, condensers, compressors, expansion devices, special refrigeration system components, application of refrigeration system, commercial ice machines and troubleshooting and typical operating conditions for commercial refrigeration.

INT100 COMPUTER HARDWARE ESSENTIALS
CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
In Computer Hardware Essentials, the student will develop a working knowledge of the parts of a computer utilizing a hands- on approach to the material. The course covers computer components, installation, configurations, maintenance and troubleshooting of computer hardware, peripherals, and laptops. Computer safety will also be discussed. Upon the completion of IT100 and IT101,

students will be eligible to sit for and obtain CompTIA A+ certification.

INT101 COMPUTER SOFTWARE ESSENTIALS
CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
In Computer Software Essentials, the student will learn the fundamental concepts and gain the hands-on, real world experience necessary to support software, operating systems, basic security, and virtual aspects of computer maintenance and repair. The student will also learn and apply proper troubleshooting theory and procedure. Upon the completion of IT101 and IT100, students will be eligible to sit for and obtain CompTIA A+ certification.

INT102 WINDOWS FUNDAMENTALS
CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
In Windows Fundamentals, the student will be instructed in the key features of Windows operating systems. The goal is for each student to develop a working knowledge of management of a Windows OS, and its file systems, inter-faces and directories. Troubleshooting, customization, deployment, monitoring, and task management will also be covered.

INT103 INTRODUCTION TO NETWORKING
CONTACT HOURS THEORY–45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
Introduction to Networking is based on the CompTIA Network+ and portions of the Cisco Certified Network Administrator (CCNA) certification exams. The course provides an introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. The goal is to teach fundamental concepts and provide the hands-on, real world experience necessary to understand and support basic network infrastructure and devices. Additionally, the course covers all physical aspects of installing network system components and cabling. Upon the completion of IT103 AND IT105 the student will be eligible to sit for and obtain CompTIA Network+ certification.

INT104 NETWORK SECURITY FUNDAMENTALS
CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100-INT103
In Network Security Fundamentals, the student will learn about security components, protocols, common vulnerabilities and defenses, and virtualization, as well as topics of increasing importance in the industry as a whole. Data and host security, as well as wireless security components will be covered. The student will plan, administer, and evaluate workstation and network security as a part of the course.

INT105 NETWORK ANALYSIS AND DESIGN
CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: INT100-INT103
Network Analysis and Design expands upon the concepts presented in IT103 by delving into more advanced networking topics including routing and remote access, addressing, and security. Network monitoring and troubleshooting are taught in context. This course prepares the student with the skills necessary to support a small to medium sized business or ISP. By the end of the course, the student will be prepared to sit for the CompTIA Network+ certification exam. Elements of this course map to portions of the Cisco Certified Network Administrator (CCNA) certification.

INT106 SERVER ADMINISTRATION
CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100-INT103
In the Server Administration course the student will learn configuring, managing, and troubleshooting networking features and services in a Windows Server environment. The goal of the course is for the student to gain knowledge of server networking, Domain Name Systems, Active Directory, and other services associated with Windows Server network infrastructure. By the end of the course, the student will complete a server virtualization setup.

INT208 ENTERPRISE ROUTING AND SWITCHING
CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT104-INT106

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

INT209 CLIENT NETWORK IMPLEMENTATION
CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT104-INT106

This course focuses on implementation and management of client networks. Topics include types of client networks; installing, configuring, and monitoring a network infrastructure; routing and switching aspects of networks; and Internet protocols. Upon completion of this course, students will be eligible to sit for the Cisco Certified Network Administrator (CCNA) Routing and Switching certification exam.

INT210 WINDOWS SERVER SECURITY
CONTACT HOURS: THEORY–45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT104-INT106

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

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

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

MAS1120 HUMAN LIFE CYCLE SYSTEMS
CONTACT HOURS: THEORY-60 LAB-60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE

This course provides an overview of patient care areas involving the reproductive system, maternal child and geriatric life stages, and the role of the healthcare professional in patient care needs associated with genetics, growth and development, pregnancy and the reproductive system. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization, and time management are emphasized.

MAS1130 CARDIOVASCULAR AND BODY DEFENSE SYSTEMS
CONTACT HOURS: THEORY-60 LAB-60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREPRQUISITES: NONE

This course provides an overview of the patient care areas involving the cardiovascular, blood, lymphatic and immune systems, and anatomy and physiology, pharmacology with basic math, communication, medical records, safety, legal and ethical standards. Both administrative skills and clinical skills in clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1135 CARDIOVASCULAR SYSTEMS
CONTACT HOURS: THEORY– 40 LAB –40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE

This course provides an overview of the patient care areas involving cardiovascular and blood systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1140 NUTRITION AND ELIMINATION SYSTEMS
 CONTACT HOURS: THEORY-60 LAB-60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 90
PREREQUISITES: NONE

This course provides an overview of patient care areas involving nutrition, metabolism, gastrointestinal and genitourinary systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1150 BODY COORDINATION AND CONTROL SYSTEMS
CONTACT HOURS: THEORY-60 LAB-60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE

This course provides an overview of patient care areas involving the nervous and endocrine systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1155 BODY DEFENSE AND CHEMICAL BALANCE SYSTEMS
 CONTACT HOURS: THEORY– 40 LAB –40 (80 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
 PREREQUISITES: NONE

 This course provides an overview of the patient care areas involving lymphatic, immune, fluids and electrolytes, and acid/base balance systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS1170 HUMAN BODY MECHANICS SYSTEMS
CONTACT HOURS: THEORY-60 LAB-60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE

This course provides an overview of patient care areas involving cells, tissues, integumentary and musculoskeletal systems, and the role of the healthcare professional in patient care needs associated with these systems. Topics include medical terminology, anatomy and physiology, pharmacology with basic math, communication, medical records, and safety, legal and ethical standards. Both administrative skills and clinical skills in various health care settings according to national competencies as they relate to these systems are included. Professional development, accuracy, organization and time management are emphasized.

MAS2290 MEDICAL ASSISTING CAPSTONE
CONTACT HOURS: THEORY-60 LAB-60 (120 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: MAS1120-MAS1170

This course is a capstone review of roles and responsibilities in medical assisting. Students will demonstrate competencies related to administrative and clinical skills used in a variety of healthcare settings, and will also focus on preparation for employment in the field of medical assisting.

MAS2399 MEDICAL ASSISTING EXTERNSHIP
CONTACT HOURS: THEORY-0 LAB-0 EXTERNSHIP – 180 (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: MAS2290
This course is designed to provide the student hands-on experience in the field working as an extern in a healthcare facility. Professionalism in dress, behavior, and attitude are presented throughout the program.

MB105 INTRODUCTION TO CPT/HCPS CODING
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HP100–HP103
The student will acquire the needed skills used in applying Current Procedural Terminology (CPT) codes to physician and non-physician services. Students will develop an understanding of CPT characteristics, terminology and conventions.

MB106 INTRODUCTION TO DIAGNOSTIC CODING
CONTACT HOURS: THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HP100–HP103
The student will be introduced to coding and classification systems and develop an understanding of how to assign valid diagnostic and procedural codes.

MB107 PATHOPHYSIOLOGY
CONTACT HOURS: THEORY-45 LAB-0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: HP100–HP103
The student will acquire a working knowledge of anatomy and physiology with an emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

MB109 HEALTH INFORMATION MANAGEMENT
CONTACT HOURS: THEORY-45 LAB-45 (HOURS 90)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HP100–HP103
Students will develop an understanding of health information, including content and structure of patient records: quantitative and qualitative analysis of the documentation of patient care; storage needs; and retrieving patient data. Students will be introduced to the various functions performed in a health record department with emphasis on maintaining confidentiality of patient data.

MB208 ADVANCED CPT/HCPCS CODING
CONTACT HOURS: THEORY-45 LAB-45 (HOURS 90)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HP104; MB105-MB106; MB109
The Student will develop and improve understanding of CPT/HCPCS coding in health care and the use of electronic health records.

MB209 ADVANCED DIAGNOSTIC CODING
CONTACT HOURS: THEORY-45 LAB-45 (90
HOURS) TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: HP104; MB105-MB106; MB109
The student will develop an understanding of advanced coding in the International Classification of Diseases (ICD). The student will also learn the coding of more complex diagnostic statements. Clinical information regarding specific disease processes will be covered. Emphasis is placed on coding accuracy and specificity using this system.

MB211 MIBC EXTERNSHIP
CONTACT HOURS: THEORY-0 LAB-0 EXTERNSHIP-180 (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: HP104; MB105-MB106; MB109
Students learn from hands-on experience in medical administrative duties in billing and coding. Students are required to complete 180 hours of supervised training in a physician's office, clinic, or hospital setting. This course gives students the opportunity to obtain unpaid work experience and become familiar with the aspects and duties of a medical insurance billing and coder position.

PH101- PHLEBOTOMY FOR HEALTHCARE PROFESSIONALS
CONTACT HOURS: THEORY-20 LAB–25 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: NONE

The student will be introduced to the legal and ethical issues associated with being a Phlebotomist. This course will cover the Anatomy and Physiology of the Cardiovascular System. Students will be trained to perform a variety of blood-collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood culture specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing, and accessioning.

PN120 --INTRODUCTION TO PRACTICAL NURSING
CONTACT HOURS: THEORY-45 LAB-0 CLINICAL-0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

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

PN124 – ANATOMY AND PHYSIOLOGY
CONTACT HOURS: THEORY-45 LAB-0 CLINICAL-0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

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

PN128 – HEALTH ASSESSMENT
CONTACT HOURS: THEORY-15 LAB-60 CLINICAL-0 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE

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

PN140 – MEDICAL TERMINOLOGY
CONTACT HOURS: THEORY-15 LAB-0 CLINICAL-0 (15 HOURS)
TOTAL QUARTER CREDIT HOURS: 1.5
PREREQUISITES: NONE

This course introduces prefixes, suffixes, and word roots that comprise medical terms to provide a foundation for understanding medical and nursing terminology. The basics of health care vocabulary are essential elements upon which to build learning in specialized nursing courses. Students will employ a systematic, word-building approach to master the complex terminology of the health care field. Students will develop an understanding of the rules of building and analyzing medical terms from word origins and will learn professional pronunciation, definitions, and spelling for all body systems.

PN144—MEDICATION MATH
CONTACT HOURS: THEORY-15 LAB-0 CLINICAL-0 (15 HOURS)
TOTAL QUARTER CREDIT HOURS: 1.5
PREREQUISITES: NONE

Students will review basic math concepts upon which to build an understanding of systems of measurement in household, apothecary, and metric systems. Students will utilize principles of dimensional analysis to calculate medication dosages for pediatric and adult oral, powdered, topical, parenteral, and intravenous medications, including weight-based medications.

PN148 – THE OLDER ADULT
CONTACT HOURS: THEORY-30 LAB-0 CLINICAL-0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: NONE
Improvements in healthcare have allowed people to live to older ages than ever before in history. An aging society makes it imperative for nurses to understand the processes of aging and the comprehensive health needs of older adults. This course emphasizes a holistic approach to the understanding and care of older adults. Global concepts related to aging are covered with an emphasis on health and wellness. The role of the nurse and interprofessional healthcare team in managing special healthcare issues of older adults and their families is discussed. Students will have the opportunity to interview healthy older adults and reflect on their views related to again.

PN160—PATHOPHYSIOLOGY
CONTACT HOURS: THEORY-30 LAB-0 CLINICAL-0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: PN120 - PN148
This course introduces the student to pathophysiological concepts and their effects on body systems. Building on principles of anatomy and physiology, the student will explore deviations from normal body structure and function due to disease and health problems across the lifespan. Primary concepts include disease etiology, pathology, clinical manifestations, and common diagnostic results. Ethnic and gender variations in disease incidence will also be addressed.

PN164—MEDICAL SURGICAL NURSING
CONTACT HOURS: THEORY-45 LAB-60 CLINICAL-135 (240 HOURS)
TOTAL QUARTER CREDIT HOURS: 12.0
PREREQUISITES: PN120 - PN148
This course focuses on the beginning knowledge and skills necessary for practical nursing practice. The clinical problem-solving process   is a primary focus of the course and provides the structure for the understanding of healthcare needs and nursing intervention. Concepts   related to patient and staff safety, quality of care, inter-professional collaboration, and evidence-based practice are emphasized throughout   the course. Laboratory and clinical experiences in patient care environments allow students to demonstrate the use of the clinical problem-solving process to provide culturally-sensitive, patient-centered care.

PN168 – PHARMACOLOGY I
CONTACT HOURS: THEORY-30 LAB-0 CLINICAL-0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: PN120 - PN148
This course introduces students to basic principles of pharmacology. Regularly prescribed and over-the-counter (OTC) medications used to manage common acute and chronic health problems will be discussed from a nursing perspective. The course will focus on the practical nurse's role in the safe administration of medications. Topics include drug action and interaction, indications and contraindications, routes of administration, safe dose ranges, therapeutic and adverse reactions, and drug use in special populations. Special emphasis is on the role of the nurse in patient teaching. Medication calculation will be reviewed.

PN220 – MENTAL HEALTH NURSING
CONTACT HOURS: THEORY-30 LAB-0 CLINICAL-45 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: PN160 - PN168
This course provides students with an overview of theories and concepts related to the care of patients across the lifespan with select psychiatric and behavioral issues, with an emphasis on mental health issues of the older adult. The importance of an interprofessional team approach to treatment is emphasized as is the continuum of care across behavioral health settings. Students will use clinical problem-solving process, therapeutic communication and evidence-based approaches to care for patients in acute or community-based settings.

PN224 – ADVANCED MEDICAL SURGICAL NURSING
CONTACT HOURS: THEORY-45 LAB-30 CLINICAL-135 (210 HOURS)
TOTAL QUARTER CREDIT HOURS: 10.5
PREREQUISITES: PN160 - PN168
This course builds on previously acquired knowledge and focuses on the care of patients with acute health problems and multiple comorbidities.   Clinical decision making, interprofessional collaboration, and care management are emphasized throughout the course as is the relationship of evidence to practice. Laboratory skill experiences allow students to learn and practice advanced nursing skills. Clinical practice in patient care environments allows students to apply acquired content knowledge in the care of multiple patients and to   demonstrate skills at increasing levels of complexity.

PN228 – PHARMACOLOGY II
CONTACT HOURS: THEORY-30 LAB-0 CLINICAL-0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: PN160 - PN168

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

PN240 – PARENT CHILD NURSING
CONTACT HOURS: THEORY-45 LAB-0 CLINICAL-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: PN220 - PN228

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

PN244 – PRACTICAL NURSING CAPSTONE
CONTACT HOURS: THEORY-45 LAB-30 CLINICAL-180 (255 HOURS)
TOTAL QUARTER CREDIT HOURS: 12.0
PREREQUISITES: PN220 - PN228

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

Program Tuition/Fees/Books
(Effective: September, 2017)

Program	Quarter Credit Hours	Program Tuition	Textbook	Kit	Equipment and Fees#	Taxes*	Total Program Cost
Business Administration	67	$20,475	$200	0	$100	$1,726.92	$22,501.92
Business Administration, AAS	121	$36,000	$350	0	$100	$3,029.91	$39,479.91
Cosmetology (1600 clock hours)	-	$17,300	$750	$1,250	$100	$1,612.63	$21,012.63^
Heating, Ventilation, and Air Conditioning (HVAC)	52	$18,600	$200	$750	$100	$1,633.41	$21,283.41
Information Technology	52	$18,800	$200	500	$100	$1,629.25	$21,229.25
Medical Assisting	69	$23,275	$200	0	$100	$1,959.67	$25,534.67
Medical Assisting, AAS	123	$37,000	$375	0	$100	$3,115.11	$40,590.11
Medical Ins Billing/Coding	66	$21,800	$225	0	$100	$1,839.14	$23,964.14
Medical Ins Billing/Coding, AAS	112	$36,400	$375	0	$100	$3,065.23	$39,940.23
Phlebotomy for Healthcare Prof.	3	$600.12	0	0		$ 58.20	$ 658.32
Practical Nurse	73	$27,500	$100	0	$100+	$2,302.56	$30,002.56+

*Las Cruces tuition is subject to New Mexico state sales tax (8.3125%)
Registration fee of $100
^ Cosmetology: Includes optional supply kit (Total cost w/o kit: $19,683.73)
+ Does not include $55 TEAS fee and $40 fee for a Criminal background check

2017 Academic Calendar

HOURS OF OPERATION
Administrative offices are open from 8 a.m. until 5 p.m., Monday through Friday. The Admissions office is open from 8 a.m. until 7 p.m. Monday through Friday, and on Saturdays 10a.m.—2 p.m. Administrative hours vary by campus.

Day and Evening Starts
Class start dates occur on Mondays, except in the case of an observed holiday when the school is closed.

Class Schedules and Progress Evaluations
Class schedules for each student are subject to revision each start date. In general, day and night program schedules will be planned according to the following periods of instruction. Schedules may vary by campus.

Morning Schedules 8:30 a.m. to 1:00 p.m.

Afternoon Schedules 1:00 p.m. to 5:30 p.m.

Evening Schedules 6:00 p.m. to 10:00 p.m. Medical Assisting: 5:30 pm to 10:30 pm

Progress evaluations will be made at the end of each grading term.

Program End Dates and Graduation
Program end dates vary by course of study. Each program consists of a specific number of credit hours that must be earned. Each student must complete his/her program of study in accordance with the requirements of the academic catalog. The number of class hours listed for each program is intended as a guideline only. Graduation ceremonies are held twice per year. In order to take part, students must complete an application to graduate and be approved for participation in a ceremony by the Campus Director.

2017 Academic Calendar

2017 Core Classes	
Start	**End**
1/02/2017	2/03/2017
2/06/2017	3/10/2017
3/13/2017	4/14/2017
4/17/2017	5/19/2017
5/22/2017	6/23/2017
6/26/2017	7/28/2017
7/31/2017	9/01/2017
9/04/2017	10/06/2017
10/09/2017	11/10/2017
11/13/2017	12/15/2017

Holiday	Make Up Day - CORE
1/02/2017	1/06/2017
1/16/2017	1/20/2017
5/29/2017	5/26/2017 (Gen Ed's)
	6/02/2017 (Term)
7/04/2017	6/30/2017 (Gen Ed's)
	7/07/2017 (Term)
9/04/2017	9/08/2017
11/23 to 11/24/2017	11/17/2017 (Term)
	12/07/2017 (Gen Ed's)
12/18/2017 to 1/01/2018	1/05/2018

Cosmetology -- Day	
1/03/2017	12/13/2017
4/18/2017	4/20/2018
8/15/2017	8/09/2018
12/05/2017	11/17/2018
Cosmetology -- Evening	
4/17/2017	8/24/2018
9/25/2017	2/04/2019

Cosmetology -- Holiday	
Day	**Evening**
5/27/2017	5/29/2017
4/04/2017	7/04/2017
9/02/2017	9/04/2017
11/23 to 11/25/17	11/23 to 11/24/2017
12/18/17 to 1/02/18	12/18/17 to 1/01/18

Practical Nurse	
1/09/2017	4/20/2018
5/08/2017	8/17/2018
9/04/2017	12/14/2018