Computer Career Center,

a Division of Vista College

Catalog

Diploma/Certificate/Degree

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Volume 38

ADDENDUM 1

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Effective March 15, 2021

The following chart replaces the Courses Eligible for Proficiency Credit chart on page 13 of the CCC Catalog, Volume 38.

Course Number	Course Name/Title	Course Number	Course Name/Title
AHP100	Medical Terminology	GE206	English Composition I
AHP101	Anatomy and Physiology	GE207	English Composition II
AHP100DE	Medical Terminology	GE232	Survey of the Sciences
AHP101DE	Anatomy and Physiology	HP100	Medical Terminology
BUS100	Business Fundamentals	HP101	Anatomy and Physiology
BUS101	Computer Applications	HP104	Pharmacology
BUS102	Business Communications	INT100	Computer Hardware Essentials
BUS103	Customer Service	INT101	Computer Software Essentials
BUS104	Management	INT102	Windows Fundamentals
BUS106	Business Law	PN120	Introduction to Practical Nursing
BUS107	Accounting	PN124	Anatomy and Physiology
BUS209	Human Resources	PN128	Health Assessment
CFT100	Basic Craft Skills	PN130	Nursing Terminology and Mathematics
GE201	Introduction to College Mathematics	PN148	The Older Adult
GE202	Introduction to Computer Science	PN160	Pathophysiology
GE203	Introduction to Psychology		

Effective March 15, 2021

The following information replaces the Class Schedules information on page 21 of the CCC Catalog, Volume 38.

CLASS SCHEDULES

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

Traditional Programs

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

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

The days and hours may vary in the Cosmetology and Practical Nurse programs, and externships.

Distance Education Programs

Distance Education programs utilize a blended learning model with classes integrating online teaching and traditional campus-based labs. The online theory portion includes scheduled faculty-led theory instruction along with student self-directed work completed outside of scheduled class time. Students are required to attend all scheduled online hours and all scheduled lab hours. Classes are scheduled Monday through Thursday with the unscheduled asynchronous work due by Friday at 4:00 p.m. Central Time. The following are examples of schedules for the scheduled activities, and may vary by campus and course.

Morning Class Schedule							
Day of the Week	Scheduled Class Time		Type of Activity	Day of the Week	Scheduled Class Time		Type of Activity
	START	END			START	END	
Monday	8:30 AM	9:20 AM	Online Theory	Wednesday	8:30 AM	9:20 AM	Online Theory
Monday	9:30 AM	10:20 AM	Online Theory	Wednesday	9:30 AM	10:20 AM	Online Theory
Tuesday	8:30 AM	9:20 AM	Campus Lab	Thursday	8:30 AM	9:20 AM	Campus Lab
Tuesday	9:30 AM	10:20 AM	Campus Lab	Thursday	9:30 AM	10:20 AM	Campus Lab
Tuesday	10:30 AM	11:20 AM	Campus Lab	Thursday	10:30 AM	11:20 AM	Campus Lab
Tuesday	11:30 AM	12:20 PM	Campus Lab	Thursday	11:30 AM	12:20 PM	Campus Lab
Tuesday	12:30 PM	1:00 PM	Campus Lab	Thursday	12:30 PM	1:00 PM	Campus Lab

Evening Class Schedule							
Day of the Week	Scheduled Class Time		Type of Activity	Day of the Week	Scheduled Class Time		Type of Activity
	START	END			START	END	
Monday	5:30 PM	6:20 PM	Online Theory	Wednesday	5:30 PM	6:20 PM	Online Theory
Monday	6:30 PM	7:20 PM	Online Theory	Wednesday	6:30 PM	7:20 PM	Online Theory
Tuesday	5:30 PM	6:20 PM	Campus Lab	Thursday	5:30 PM	6:20 PM	Campus Lab
Tuesday	6:30 PM	7:20 PM	Campus Lab	Thursday	6:30 PM	7:20 PM	Campus Lab
Tuesday	7:30 PM	8:20 PM	Campus Lab	Thursday	7:30 PM	8:20 PM	Campus Lab
Tuesday	8:30 PM	9:20 PM	Campus Lab	Thursday	8:30 PM	9:20 PM	Campus Lab
Tuesday	9:30 PM	10:00 PM	Campus Lab	Thursday	9:30 PM	10:00 PM	Campus Lab

The online learning management system (Canvas) and all other course software, is available to students 24 hours a day, seven days a week.

Vista College ensures response time to students' requests of no more than 24 hours (during days of operation).

Effective March 15, 2021

The following information replaces the Externship information on page 23 of the CCC Catalog, Volume 38.

PROGRAM	HOURS*	WEEKS
Diploma Dental Assistant	180	5 weeks
Diploma Medical Assisting (Teach-out effective 07/02/19)	180	5 weeks
Diploma Medical Assisting (Traditional)	10 (classroom) / 170 (site)	5 weeks
Diploma Medical Assisting (Distance Education)	10 (online) / 170 (site)	5 weeks
Diploma Medical Insurance Billing & Coding (MIBC) (Teach-out effective 07/02/19)	180	5weeks
Diploma Medical Insurance Billing & Coding (MIBC)	10 (classroom) / 170 (site)	5 weeks

Effective March 15, 2021

The following information replaces the Attendance information on page 26 of the CCC Catalog, Volume 38.

ATTENDANCE

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

- Attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student will receive accurate and complete information concerning the student attendance and progress.
- Students are expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor.
- Completing make-up work does not eliminate a previous absence. If allowed, it may be evaluated for credit. It is the student's responsibility to contact instructors for assignments during the absence, and to

be current with schoolwork at all times. Absence from school does not excuse program obligations required for satisfactory academic progress.

The following attendance requirements apply to the asynchronous online component of distance education program courses:

- The student must complete a minimum of two weekly learning activities with a passing grade as defined by the course syllabus in order to earn five (5) hours of weekly attendance;
- The minimum two (2) weekly learning activities must be submitted by Friday at 5:00 p.m. Central Time each week;
- The student must have attended at least one (1) hour weekly (Monday – Thursday) scheduled class time to be eligible for the asynchronous attendance;
- Asynchronous work must be completed outside of scheduled class time in order to count toward attendance; and
- There is no partial attendance for this course component. If the student does not fulfill the asynchronous attendance requirements, zero minutes will be posted for the weekly asynchronous attendance. Even if the student does not earn attendance for the asynchronous learning activities, the student may earn a grade for the assignments.

Students in a seminar course whose absences exceed 15% of total program hours or five (5) consecutive days from school will be placed on probation and warned in writing to improve their attendance rate.

Effective March 15, 2021

The following information replaces the Administrative Hours of Operation information on page 27 of the CCC Catalog, Volume 38.

ADMINISTRATIVE HOURS OF OPERATION
Administrative offices are open Monday through Friday, at 8 a.m. until 5 p.m. (local time). The Admissions office is open Monday through Friday at 8 a.m. until 7 p.m. (local time) and on Saturdays 10 a.m. - 2 p.m. (local time). Administrative hours may vary by campus.

Effective March 15, 2021

The following information replaces the Dress Code information on page 32 of the CCC Catalog, Volume 38.

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

ALLOWED	NOT ALLOWED
Uniforms issued by the College	Non College-issued scrubs
Neat and clean	Wrinkled, dirty, torn
Lab jacket issued by the College	Hoodies, sweaters, sweatshirts, other jackets
Plain long sleeve white or black t-shirt under top	Other color t-shirts, short sleeve, embellished, tank top
Pants no longer than the top of the shoe	Extra-long or sagging pants
Black or brown unadorned headband, 1" or narrower	Head coverings such as hats, caps, or bandanas
Closed-toe shoes or tennis shoes (preferably non-cloth)	Sandals or flip-flops
Personal Adornments	
Jewelry – minimal, no dangling earrings, no rings during labs. Earlobe gauges must be in a neutral color.	Large hoop or dangling earrings, spike, bar or extreme pierced cartilage jewelry, necklaces, bracelets.

Jewelry in piercings sufficiently small and unobtrusive so as to not interference with the student's ability to function or academically perform.	Jewelry in piercings (oral and dermal) that may impede classroom or lab safety, or the student's ability to academically perform, must be removed.
Tattoos in the classroom setting. * *Students will be required to follow the externship/clinical site dress code regarding tattoos (this may include having to completely cover all visible tattoos.)	Tattoos that include images or words that may be offensive or vulgar to others (at the discretion of the Campus Director).
Personal Hygiene	
Fingernails – clean, short, smooth, unchipped polish	False/enhanced (length) nails
Hair – natural tones, clean, neatly styled, off the collar and all pulled back from the face. Long hair secured in the back.	Unnatural hair colors, unsecured hair
Beards/mustaches neat and closely trimmed	Other facial hair such as long sideburns
Makeup – minimal, natural-looking	Extreme or dark colors, heavy make-up
Clean, fresh-scented	Offensive body odor, cigarette smells, heavy cologne or after-shave

Additional programmatic dress code requirements may apply. Nursing and Cosmetology students should refer to their program-specific handbooks for dress code requirements.

All Cosmetology students may wear accessories and closed toe shoes in the color of their choice. All student attire must be tasteful in appearance and conducive to the educational and public-facing environment.

Effective March 15, 2021

The following information is added to the program information on page 38 of the CCC Catalog, Volume 38.

HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

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

Program Objectives – Students will be provided training to:

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

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

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
CFT100	Basic Craft Skills	45/45	6.5
HVA101	Introduction to HVAC*	45/45	6.5
HVA102	Principles of Electricity*	45/45	6.5

HVA103	Brazing, Soldering, and Piping*	45/45	6.5
HVA104	Duct Systems*	45/45	6.5
HVA105	Air Conditioning*	45/45	6.5
HVA106	Heating*	45/45	6.5
HVA107	Commercial HVAC*	45/45	6.5
HVA108	Commercial Refrigeration*	45/45	6.5
HVA109	Heat Pumps*	45/45	6.5
	TOTALS	**450/450**	**65.0**

Total Clock Hours: 900

Estimated Completion Time: 50 Weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.
A valid, state-issued driver's license is required for employment in the field of Heating, Ventilation, & Air Conditioning (HVAC).

Effective March 15, 2021

The following information replaces the program information on page 39 of the CCC Catalog, Volume 38.

MEDICAL ASSISTING (Traditional)

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

Program Objectives – Students will be provided training to:

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

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

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
AHP100	Medical Terminology	45/45/00	6.5
AHP101	Anatomy and Physiology	45/45/00	6.5

MAS100	Introduction to Medical Assisting	45/45/00	6.5
MAS201	Cardiopulmonary Procedures*	45/45/00	6.5
MAS202	Body Control and Balance Procedures*	45/45/00	6.5
MAS203	Nutrition and Wellness Procedures*	45/45/00	6.5
MAS204	Human Life Cycle Procedures*	45/45/00	6.5
MAS300	Medical Assisting Capstone*	45/45/00	6.5
MAS350	Medical Assisting Externship*	10/00/170	6.5
	TOTALS	**370/360/170**	**58.0****

Total Clock Hours: 900

Estimated Completion Time: 45 Weeks

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

MAS350 – All courses must be completed prior to externship.

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

Effective March 15, 2021

The following information is added to the program information on page 39 of the CCC Catalog, Volume 38.

MEDICAL ASSISTING (Distance Education)

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. This program version is a combination of online learning and on-site laboratory learning. Students will be required to attend scheduled online lectures as well as complete self-directed independent online exercises. The majority of the externship experience will be completed at an appropriate facility. Students will have opportunities to study and learn about administrative, clinical, and laboratory procedures; phlebotomy; EKG procedures; medical terminology; anatomy and physiology; record keeping; insurance billing; and pharmacology. Job-seeking techniques and interpersonal skills are also addressed. Graduates of the Medical Assisting program may seek employment in doctors' offices, hospitals, and related businesses. Upon completion of the program, a diploma is awarded.

Program Objectives – Students will be provided training to:

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

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

The following coure descriptions are added to the Course Description information, starting on page 45 of the CCC Catalog, Volume 38.

AHP100DE MEDICAL TERMINOLOGY
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE

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

AHP101DE ANATOMY & PHYSIOLOGY
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE

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

HVA109 HEAT PUMPS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREQUISITES: CFT100, HVA101-HVA104

This course introduces students to heat pump concepts, troubleshooting, and skills for craftspersons to properly charge a heat pump. Also covered are the fundamentals for customer service and Section 608 of the Federal Clean Air Act and preparing for the certification. Topics include types of heat pumps, components, troubleshooting, and operation in cooling, heating, and defrost.

MAS100DE   INTRODUCTION TO MEDICAL ASSISTING
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE

This prerequisite course orients students to the fundamental clinical and administrative procedures of a Medical Assistant. Foundational recall and introductory application of common skills performed by medical assistants will be introduced. This course is taught via distance education.

MAS201DE   CARDIOPULMONARY PROCEDURES
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100

This course applies the fundamental clinical, laboratory, and administrative skills of a medical assistant in conjunction with the commonly performed patient care practices found in cardiology, pulmonary, phlebotomy, and hematology specialties. Topics include pharmacology, dosage calculations, medical administration, communication, patient care, medical records documentation, safety, and professionalism. Both administrative and clinical skills according to national competencies as they relate are included. This course is taught via distance education.

MAS202DE   BODY CONTROL AND BALANCE PROCEDURES
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100

This course applies the fundamental clinical, laboratory, and administrative skills of a medical assistant in conjunction with the commonly performed patient care practices found in neurology, endocrinology, ophthalmology, otolaryngology, microbiology, and immunology specialties. Topics include pharmacology, dosage calculations, medical administration, communication, patient care, medical records documentation, safety, and professionalism. Both administrative and clinical skills according to national competencies as they relate are included. This course is taught via distance education.

MAS203DE   NUTRITION AND WELLNESS PROCEDURES
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100
This course applies the fundamental clinical, laboratory, and administrative skills of a medical assistant in conjunction with the commonly performed patient care practices found in gastroenterology, urology, urinalysis, nutrition and wellness, and dermatology specialties. Topics include pharmacology, dosage calculations, medical administration, communication, patient care, medical records documentation, safety, and professionalism. Both administrative and clinical skills according to national competencies as they relate are included. This course is taught via distance education.

MAS204DE   HUMAN LIFE CYCLE PROCEDURES
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100
This course applies the fundamental clinical, laboratory, and administrative skills of a medical assistant in conjunction with the commonly performed patient care practices found in obstetrics & gynecology, pediatrics, geriatrics, and orthopedics specialties. Topics include pharmacology, dosage calculations, medical administration, communication, patient care, medical records documentation, safety, and professionalism. Both administrative and clinical skills according to national competencies as they relate are included. This course is taught via distance education.

MAS300DE   MEDICAL ASSISTING CAPSTONE
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100, MAS201, MAS202, MAS203, MAS204
Students prepare for entering the professional workforce by demonstration of competencies related to administrative and clinical skills through application, analysis, and evaluation of procedures used in a variety of healthcare settings. This course is taught via distance education.

Effective February 8, 2021

The following chart replaces the Program Tuition/Textbook/Fees chart on page 7 of the CCC Catalog, Volume 38.

PROGRAM TUITION / TEXTBOOKS / FEES

Programs	Credential / Weeks	Credit Hours	Tuition	Textbook	Toolkit*	Registration Fee	Taxes**	Total Tuition
Dental Assistant	Diploma/45	57.0	$20,750	$200	N/A	$100	$1,749.78	**$22,799.78**
Heating, Ventilation, & Air Conditioning (HVAC)	Diploma/50	65.0	$21,200	$250	$750	$100	$1,853.69	**$24,153.69**
Information Technology (IT)	Diploma/40	52.0	$18,800	$200	$500	$100	$1,629.25	**$21,229.25**
Medical Assisting (Traditional)	Diploma/45	58.0	$23,275	$200	N/A	$100	$1,959.67	**$25,534.67**
Medical Assisting (Distance Education)	Diploma/45	58.0	$23,275	$200	N/A	$100	$1,959.67	**$25,534.67**
Medical Insurance Billing & Coding (MIBC)	Diploma/50	65.0	$23,400	$225	N/A	$100	$1,972.14	**$25,697.14**
Practical Nurse	Diploma/60	73.0	$27,500	$100	N/A	$100	$2,302.56	**$30,002.56#**
Business Administration (Teach-out effective 07/02/19)	Associate/70	121.0	$35,975	$375	N/A	$100	$3,029.91	**$39,479.91**
Business Administration	Associate/75	105.0	$35,975	$375	N/A	$100	$3,029.91	**$39,479.91**

Clock Hour Programs	Credential / Weeks	Clock Hours	Tuition	Textbook	Toolkit*	Registration Fee	Taxes**	Total Tuition
Cosmetology	Certificate / 46 (day) / 64 (evening)	1,600	$17,300	$750	$1,250	$100	$1,612.63	**$21,012.63^**

*Non-institutional charge
** Las Cruces tuition is subject to New Mexico gross receipts tax (8.3125%)
^ Cosmetology: Includes optional supply kit (Total cost w/o kit: $19,658.72)

Does not include $45 TEAS fee

Effective February 8, 2021

The following chart replaces the Tuition Charges - Breakdown chart on page 7 of the CCC Catalog, Volume 38.

TUITION CHARGES - BREAKDOWN

Programs	Credential	Total Tuition *	Program Contact Hours	10-Week Tuition	10-Week Textbooks	General Education Course Cost 2½-Week Class
Dental Assistant	Diploma	$22,799.78	900	$4,998.56	$50	N/A
Heating, Ventilation, & Air Conditioning (HVAC)	Diploma	$24,153.69	900	$4,596.61	$50	N/A
Information Technology (IT)	Diploma	$21,229.25	815	$5,094.84	$50	N/A
Medical Assisting (Traditional)	Diploma	$25,534.67	900	$5,606.32	$50	N/A
Medical Assisting (Distance Education)	Diploma	$25,534.67	900	$5,606.32	$50	N/A
Medical Insurance Billing & Coding (MIBC)	Diploma	$25,697.14	990	$5,636.41	$50	N/A
Business Administration (Teach-out effective 07/02/19)	Associate	$39,479.91	1260	$5,570.95	$53.57	$1,284.82
Business Administration	Associate	$39,479.91	1350	$5,570.95	$53.57	$1,284.82

Program	Credential	Total Tuition*	Program Contact Hours	15-Week Tuition	15-Week Textbooks	General Education Course Cost 2½-Week Class
Practical Nurse	Diploma	$30,002.56	1185	$6,875.00	$25	N/A

Clock Hour Program	Credential	Total Tuition	Clock Hours	Academic Year 1		Academic Year 2	
				Pay Period 1 (Incl. textbook & tool kit)	Pay Period 2	Pay Period 1	Pay Period 2
Cosmetology	Certificate	$21,012.63	1600	$7,521.22	$5,246.66	$4,122.37	$4,122.37

Effective January 1, 2021

The following information replaces the Holiday Calendar on page 22 of the CCC Catalog, Volume 38.

Holiday Calendar 2020-2021

Independence Day	Friday, July 3, 2020 (observed)
Labor Day	Monday, September 7, 2020
Thanksgiving	Thursday/Friday, November 26-27, 2020
Christmas	Thursday/Friday, December 24-25, 2020
New Year's Day 2021	Friday, January 1, 2021
Classes Resume	Monday, January 4, 2021
Martin Luther King Day	Monday, January 18, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Thanksgiving	Thursday/Friday, November 25-26, 2021
Christmas	Thursday/Friday, December 23-24, 2021
New Year's Day 2022	Friday, December 31, 2021

Effective November 6, 2020

The following information replaces the Proficiency Credit information on page 13 of the CCC Catalog, Volume 38.

PROFICIENCY CREDIT

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

will submit a written request for proficiency credit to the Director of Education no later than three weeks prior to the course start date, and the determination process must be completed before the course begins. The student must pass a proficiency exam (which may include skills assessment) that must be passed with a grade of 70 or higher in order to receive academic credit for the course. Practical Nurse students must pass a proficiency exam (which may include skills assessment) with a grade of 75 or higher in order to receive academic credit for the course.

Proficiency credit may be accepted for some CLEP tests as well. A student cannot receive proficiency credit if he or she has received a prior failing grade in the course equivalent. If the student demonstrates proficiency, a letter grade of "PE" will appear on the student's transcript. Proficiency credit will not be calculated in the cumulative grade point average (CGPA), but will be used to determine rate of progress (ROP) for satisfactory academic progress (SAP). All tests and supporting documentation for proficiency credit will be retained in the student's academic file. A fee of $100 per proficiency credit exam attempt will be charged. Fee payment must be made by cash, cashier's check, or money order. A student may not apply Federal Title IV funding to proficiency credit exam fees. Active military or military veterans are exempt from the proficiency credit fee. All other criteria must be met.

Proficiency credit may also be accepted based on earned certifications. Students who have earned the CompTia A+ certification may receive credit for INT100, Computer Hardware Essentials.

Computer Career Center,

a Division of Vista College

Catalog

Diploma/Certificate/Degree

Publish Date July 1, 2020

Effective Date July 1, 2020 – June 30, 2021

Volume 38

Las Cruces Branch Campus*
850 North Telshor Boulevard, Suite K
Las Cruces, New Mexico 88011
(575) 556-1080

Welcome from the Chief Executive Officer

Computer Career Center, a Division of Vista College, has just completed its thirty-second 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 that 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.

The entire structure of our busy world depends largely upon properly trained medical, trades and office 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, trades, and business. I personally challenge you to be the best that you can be. Not only while attending Vista College, but also when you enter 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 be proud to be a part of Computer Career Center, a Division of Vista College. Our rewards will come from your accomplishments and success obtained from your education. We want to be your educational family. Remember, you are the school!

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

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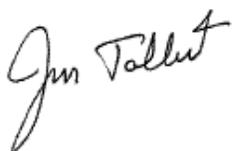
Jim Tolbert

Jim Tolbert
Chief Executive Officer

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

Table of Contents

MISSION AND OBJECTIVES

The mission of Computer Career Center, a Division of Vista College ("CCC"), is to provide high quality, specialized career preparation or enhancement. CCC recognizes this is an era of accelerated changes and accepts the responsibility to aid its students in preparation for these changes by providing quality education and career guidance relative to the demands of an evolving work place.

Consistent with its mission, CCC has established the following objectives:

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

ACCREDITATION, LICENSES, AND AFFILIATIONS

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

APPROVING BODIES
Accreditation Commission for Education and Nursing
New Mexico Board of Nursing
New Mexico Department of Health
New Mexico Regulation and Licensing Department, Board of Barbers and Cosmetologists
State of New Mexico Higher Education Department

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

SCHOOL MEMBERSHIPS
Chamber of Commerce
National Healthcare Association

PROGRAM TUITION / TEXTBOOKS / FEES

Programs	Credential / Weeks	Credit Hours	Tuition	Textbook	Toolkit*	Registration Fee	Taxes**	Total Tuition
Dental Assistant	Diploma/45	57.0	$20,750	$200	N/A	$100	$1,749.78	**$22,799.78**
Heating, Ventilation, & Air Conditioning (HVAC)	Diploma/50	65.0	$21,200	$250	$750	$100	$1,853.69	**$24,153.69**
Information Technology (IT)	Diploma/40	52.0	$18,800	$200	$500	$100	$1,629.25	**$21,229.25**
Medical Assisting	Diploma/45	58.0	$23,275	$200	N/A	$100	$1,959.67	**$25,534.67**
Medical Insurance Billing & Coding (MIBC)	Diploma/50	65.0	$23,400	$225	N/A	$100	$1,972.14	**$25,697.14**
Practical Nurse	Diploma/60	73.0	$27,500	$100	N/A	$100	$2,302.56	**$30,002.56#**
Business Administration (Teach-out effective 07/02/19)	Associate/70	121.0	$35,975	$375	N/A	$100	$3,029.91	**$39,479.91**
Business Administration	Associate/75	105.0	$35,975	$375	N/A	$100	$3,029.91	**$39,479.91**

Clock Hour Programs	Credential / Weeks	Clock Hours	Tuition	Textbook	Toolkit*	Registration Fee	Taxes**	Total Tuition
Cosmetology	Certificate / 46 (day) / 64 (evening)	1,600	$17,300	$750	$1,250	$100	$1,612.63	**$21,012.63^**

*Non-institutional charge
** Las Cruces tuition is subject to New Mexico gross receipts tax (8.3125%)
^ Cosmetology: Includes optional supply kit (Total cost w/o kit: $19,658.72)
# Does not include $45 TEAS fee

TUITION CHARGES - BREAKDOWN

Programs	Credential	Total Tuition *	Program Contact Hours	10-Week Tuition	10-Week Textbooks	General Education Course Cost 2½-Week Class
Dental Assistant	Diploma	$22,799.78	900	$4,998.56	$50	N/A
Heating, Ventilation, & Air Conditioning (HVAC)	Diploma	$24,153.69	900	$4,596.61	$50	N/A
Information Technology (IT)	Diploma	$21,229.25	815	$5,094.84	$50	N/A
Medical Assisting	Diploma	$25,534.67	900	$5,606.32	$50	N/A
Medical Insurance Billing & Coding (MIBC)	Diploma	$25,697.14	990	$5,636.41	$50	N/A
Business Administration (Teach-out effective 07/02/19)	Associate	$39,479.91	1260	$5,570.95	$53.57	$1,284.82
Business Administration	Associate	$39,479.91	1350	$5,570.95	$53.57	$1,284.82

Program	Credential	Total Tuition*	Program Contact Hours	15-Week Tuition	15-Week Textbooks	General Education Course Cost 2½-Week Class
Practical Nurse	Diploma	$30,002.56	1185	$6,875.00	$25	N/A

Clock Hour Program	Credential	Total Tuition	Clock Hours	Academic Year 1		Academic Year 2	
				Pay Period 1 (Incl. textbook & tool kit)	Pay Period 2	Pay Period 1	Pay Period 2
Cosmetology	Certificate	$21,012.63	1600	$7,521.22	$5,246.66	$4,122.37	$4,122.37

COVID-19 STATEMENT

The onset of the coronavirus public health crisis in March 2020 necessitated a variety of changes at CCC. The response to the challenges associated with evolving directives and regulations required Vista to be agile and adapt in order to continuing providing a quality education to our students. At CCC, our top priority is maintaining the health and safety of our students, faculty, and staff while continuing to deliver on our mission. We have consistently monitored the ever-changing COVID-19 health crisis, and have made numerous policy and operational decisions, some of which may continue to develop and change.

Opening our campuses with extensive health & cleanliness protocols

Basic infection control procedures include good personal hygiene practices and keeping the workplace clean. Employees & students are responsible for complying with all required cleanliness and COVID-related protocols to reduce the risk of spreading the COVID-19 virus at CCC, and to protect the health of our community of learners, CCC has instituted numerous protocols that include:
- Masks are required upon entry and while on campus
- Social distancing is indicated with floor markings and by limiting furniture throughout the campus
- Maximum allowable individuals per room
- Enhanced cleaning and sanitizing processes, including cleaning of equipment and surfaces between users
- Frequent hand-washing and availability of hand sanitizer
- Staggered schedules for arrival and breaks to minimize gatherings of individuals

Due to health and safety concerns, and the challenges with social distancing, campus events such as graduation ceremonies, job fairs and community events are postponed or cancelled at all campuses

Upon entry to the campus, if the response to either of the following questions is "yes", the student, employee or visitor will not be permitted to enter:

#1 In the last 24 hours have you experienced:

Cough	Shortness of breath or difficulty breathing	Fever
Muscle pain	Chills or shaking due to chills	Headache
Diarrhea	Loss of sense of taste or smell	Sore throat

#2 In the past 14 days, have you been in contact with someone who has tested positive for COVID-19?

Everyone will have his or her temperature taken (touchless) every time entering the facility
- Anyone with a temperature greater than 100.4 degrees Fahrenheit (38.0 degrees Celsius) will not be permitted to enter the facility;
- Students may be subject to re-checks / spot checks during their time on campus;
- Anyone who refuses to allow their temperature to be taken will not be permitted to enter the facility;
- Students will wear wristbands to indicate a completed temperature check, and will follow wristband rules by keeping them on the day they are assigned and not attempted to reuse on another day;
- Failure to comply with having their temperature taken, or failure to self-monitor effectively, are grounds for responsive action up to and including dismissal from school; and
- Students who are sick, or who are experiencing any of the above-mentioned symptoms, are expected to stay home and notify their instructor.

Students are responsible for complying with all cleanliness and COVID-related protocols required by CCC.

Students are prohibited from providing false information during a health and safety screening as well as entering the campus while on medical quarantine after testing positive for COVID. Violating these prohibitions are violations of the Student Code of Conduct.

Academic Operations

Consistent with state and local guidelines, and while our campuses are not under a "shelter in place" official order, we are offering classes in an online or hybrid format using video conference software and a learning management system, Canvas. Our computer labs will remain available to a limited number of students who do not have the use of a computer/internet at home.

Theory components of the programs will continue to be offered via online delivery at regular scheduled class times. For most programs, hands-on lab training is being offered at the campus in small student groups, while maintaining health and safety protocols. Students in most programs will attend lab class on campus 1-2 days per week, with slightly variable schedules, depending on course and program. Programs offering on-campus lab courses include:

Diploma
Dental Assistant
Heating, Ventilation & Air Conditioning
Medical Assisting
Practical Nurse

Certificate
Cosmetology

Practical Nurse Program - Student Handbook Addendum
To meet Practical Nurse program requirements, learning experiences will resume on campus and in selected healthcare sites. Students must follow Vista College policies related to COVID-19 screening and personal protective equipment at both campus and clinical settings. Students are expected to arrive on time to learning experiences, and will be held accountable for all clinical and laboratory policies outlined in the Student Nursing Handbook.

Students may not participate in campus and clinical experiences if they test positive, experience symptoms of COVID-19, or are quarantined due to exposure to COVID-19. Makeup experiences for missed content and evaluations may be scheduled at the joint discretion of the Nursing Program Director and Director of Education upon review of documentation of a COVID-19 infection or mandatory quarantine. If approved, makeup experiences must be completed when scheduled and may include weekday, evening and weekend experiences. Students who are unable to complete approved makeup experiences and meet all competencies by the end of the term will earn a failing grade for the course.

All course objectives, including clinical and laboratory competencies, must be met by the last day of the term.
This policy addendum does not supersede or replace any student policies from the Nursing Student Handbook including those concerning attendance, exams, competency evaluations, course progression and student conduct policies.
Students who choose not to participate in learning experiences may be withdrawn from a course or dismissed from the program based on current policies.

Leave of Absence (COVID-Related)

In the event that an externship site is not available to a student due to COVID-related reasons, the student may request a leave of absence (LOA). An LOA **may not** be granted for any of the following reasons:
- The course(s) the student needs are available, but the student does not want to take them
- A student is unable to pay tuition.
- The student is failing a course

The student will request an LOA by completing and submitting to the Director of Education a *Leave of Absence (LOA) Request Form – Temporary During COVID-19*. If the reason is determined to be valid, the student will be granted a leave of absence with the following stipulations and acknowledgements:

- The student is considered an active (not withdrawn) student to delay the return of unearned federal funds;
- The student will not be marked absent or present for the days between the leave start date and return date;
- If the leave is during an attended course, the student will receive a grade of "L" in the course, with no negative impact on Satisfactory Academic Progress. The student will not be charged to retake the course;
- If the student does not return on the scheduled date, he/she will be withdrawn from school. The "L" grade will revert to a grade of "W" which does have a negative impact on Satisfactory Academic Progress;
- Taking a Leave of Absence will extend the program beyond the original graduation date; and
- The student is required return to class **on** the start date of the return term indicated above (or on an earlier date).

ADMISSION

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

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

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

VETERANS AND SERVICE MEMBERS

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

However, after 90 days, and to qualify for this provision, such students shall:
- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Students using military and VA education benefits are required to submit all post-secondary institution transcripts, a military transcript or a Joint Service Transcript, and a DD214 (when applicable) by the end of the student's second term. Diploma seeking students must provide transcripts within two (2) terms (20 weeks). If not provided, then training will not continue to be certified. This does not apply to degree-seeking students.

The submitted documents will be used to conduct a mandatory evaluation of all potential transfer credits into any program for which the veteran or service member wishes to utilize his/her benefits.

PROGRAMMATIC ENTRANCE REQUIREMENTS

COSMETOLOGY
Applicants must fulfill the following acceptance requirements:

- Must be at least 17 years old to become eligible for state licensure by the New Mexico Board of Barbers and Cosmetologists ("NMBBC").
- Must not have accumulated more than 1,200 hours at another institution toward a cosmetology license.

HEATING, VENTILATION, & AIR CONDITIONING (HVAC)
Applicants must fulfill the following acceptance requirements:

- Must complete a background check, with passing results received by the campus by Friday at midnight (local time) of week two (2) of the term.
- Must provide documentation of a valid, state-issued driver's license by Friday at midnight (local time) of week two (2) of the term. The student must maintain the valid, state-issued driver's license in good standing throughout the duration of the program.

PRACTICAL NURSE PROGRAM
Applicants must fulfill the following acceptance requirements:

- Pass the Test of Essential Academic Skills (TEAS) with a minimum score of 41.3%.
- The TEAS test can be taken twice in a six-month period. After a second failed attempt, the applicant must wait until 180 days after the last attempt to test a third time. TEAS scores are valid for 365 days from the last attempt and expire on the 366th day.
- Pass the New Mexico Board of Nursing's criminal background check by Friday at midnight (local time) of week 12 of the first term or subsequent re-entry terms.
- Complete a drug screening from an approved screening provider prior to sitting in any class. The results from the drug screening are not needed prior to sitting in a class.
- Complete American Heart Association CPR certification and all immunization requirements by Friday at midnight (local time) of week twelve (12) of the first term or subsequent re-entry terms. After that point, students are required to maintain current immunity for the following throughout their educational experience:
  – Documentation of immunity to Measles, Mumps and Rubella
  – Documentation of immunity to Varicella
  – Annual documentation Tuberculin testing (PPD) with results < 3 months prior to the start of the program—OR – Submission of a chest x-ray and TB Questionnaire for students known to have a positive TB skin test
  – Hepatitis B vaccination or proof of immunity
  – Td (tetanus-diphtheria) or, preferably, Tdap (tetanus-diphtheria-pertussis) within the past 10 years
  – Seasonal flu vaccination

RE-ENTRY FROM PRIOR DROP
Students who previously attended but withdrew prior to graduating, and who wish to return to the same program of study, may re-enter upon review and approval. Such review will include prior academic history, conduct history, and outstanding financial obligations. CCC reserves the right to refuse re-entry to any student based upon the attendance, academic, financial, or conduct history of the student.
Re-entry students are subject to all admissions requirements and procedures as new applicants in effect at the time of re-entry with the exception of the registration fee. If the program requires a background check for admission, a re-entry

must fulfill this requirement for each enrollment. The Wonderlic exam is required only if the score standard is higher than for the prior enrollment.

A student who was academically dismissed may re-enter into the next grading period. A student who was dismissed for violating the attendance policy may apply for re-entry after sitting out for at least one full grading period. Students in the Cosmetology program may re-enter at the clock hour point of withdrawal.

Students re-entering within 180 days of the prior last date of attendance will be charged the tuition amount charged during the prior enrollment. Students re-entering outside of 180 days will be charged the tuition amount currently in effect. CCC charges for remaining courses only and does not charge for credits already earned.

Students re-entering in the Practical Nurse program are not required to retake the Test of Essential Academic Skills (TEAS).

VISTA COLLEGE-TO-CCC TRANSFER

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

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

TRANSFER OF CREDIT

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

Courses will be eligible for transfer consideration if:

- The final grade is the equivalent of "C" or better;
- Credits were completed within the past seven (7) years (not required for Cosmetology hours and General Education courses);
- The transfer course content matches the CCC course objectives and is comparable in nature; and
- The course applies to the graduation requirements of the program.

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

TRANSFER CREDIT - PRACTICAL NURSE PROGRAM

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

TRANSFER HOURS - COSMETOLOGY PROGRAM

Students must submit transcripts to request credit for transfer hours. Hours earned in a high school program will be accepted as transfer hours provided they meet NMBBC criteria. Cosmetology students must provide transcripts within two (2) terms (20 weeks). If not provided, then training will not continue to be certified.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

CCC does not imply, promise, or guarantee transferability of credits earned to other post-secondary institutions as policies regarding the acceptance of transfer credits vary. The acceptance of such credits is at the discretion of the institution to which a student transfers. Students who may wish to transfer after attending CCC are encouraged to contact the school they wish to attend to determine if their credits, certificate, diploma, or degree will transfer.

PROFICIENCY CREDIT

A student may request course credit based on prior work or educational experience. Proficiency credit is not available for all courses, and the courses must be required for the program (see chart below for eligible courses).
The student will submit a written request for proficiency credit to the Director of Education no later than three weeks prior to the course start date, and the determination process must be completed before the course begins. The student must pass a proficiency exam (which may include skills assessment) that must be passed with a grade of 70 or higher in order to receive academic credit for the course. Practical Nurse students must pass a proficiency exam (which may include skills assessment) with a grade of 75 or higher in order to receive academic credit for the course.

Proficiency credit may be accepted for some CLEP tests as well. A student cannot receive proficiency credit if he or she has received a prior failing grade in the course equivalent. If the student demonstrates proficiency, a letter grade of "PE" will appear on the student's transcript. Proficiency credit will not be calculated in the cumulative grade point average (CGPA), but will be used to determine rate of progress (ROP) for satisfactory academic progress (SAP). All tests and supporting documentation for proficiency credit will be retained in the student's academic file.
A fee of $100 per proficiency credit exam attempt will be charged. Fee payment must be made by cash, cashier's check, or money order. A student may not apply Federal Title IV funding to proficiency credit exam fees.
Active military or military veterans are exempt from the proficiency credit fee requirement. All other criteria must be met.

COURSES ELIGIBLE FOR PROFICIENCY CREDIT

Course Number	Course Name/Title	Course Number	Course Name/Title
AHP100	Medical Terminology	GE207	English Composition II
AHP101	Anatomy and Physiology	GE232	Survey of the Sciences
BUS100	Business Fundamentals	HP100	Medical Terminology
BUS101	Computer Applications	HP101	Anatomy and Physiology
BUS102	Business Communications	HP104	Pharmacology
BUS103	Customer Service	INT100	Computer Hardware Essentials
BUS104	Management	INT101	Computer Software Essentials
BUS106	Business Law	INT102	Windows Fundamentals
BUS107	Accounting	PN120	Introduction to Practical Nursing
BUS209	Human Resources	PN124	Anatomy and Physiology
CFT100	Basic Craft Skills	PN128	Health Assessment
GE201	Introduction to College Mathematics	PN130	Nursing Terminology and Mathematics
GE202	Introduction to Computer Science	PN148	The Older Adult
GE203	Introduction to Psychology	PN160	Pathophysiology
GE206	English Composition I		

COURSES ELIGIBLE FOR CLEP CREDIT

Course Number	Course Name	CLEP Subject Examination	Required Score
BUS106	Business Law	Introductory Business Law	50
GE201	Introduction to College Mathematics	College Algebra OR College Mathematics	50
GE202	Introduction to Computer Science	Information Systems and Computer Applications	50
GE203	Introduction to Psychology	Psychology, Introduction	50
GE206	English Composition I	College Composition	50
GE207	English Composition II	College Composition OR College Composition Modular	50

FINANCIAL AID

CCC's academic quarter (and academic term) for certificate, associate, and diploma programs is 10 weeks. The Practical Nurse program term is 15 weeks. This does not apply to clock-hour programs (Cosmetology).

Students enrolled in the associate degree program must enroll for a minimum of 12 quarter-credits per academic term to be considered full-time students.

CCC's academic year is defined as 30 weeks of instructional time during which a full-time student is expected to complete 36 quarter-credit hours. Cosmetology has a 26-week academic year (day) and a 36-week academic year (evening).

The college participates in the following Federal Student Aid programs:

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

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

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

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

ADMINISTRATIVE FEES

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

REFUND POLICIES

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.

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

REFUND OF FEDERAL TITLE IV AID POLICY

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

In compliance with Federal regulations, the College will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from the College. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the College and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in

some cases, to the College. If the amount received from federal funds is more than the amount earned, then a return will be made within forty-five (45) days of the date of determination, which is the date the College has determined that the student has officially or unofficially withdrawn.

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

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

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

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

If more Federal Title IV student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The College will notify the student within 30 days of the date of determination of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal Title IV financial assistance funds to be received. The student or parent, in the case of Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, the College may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student. The College will make a post-withdrawal disbursement of any loan funds the student accepts within 180 days from the date the College determined the student withdrew.

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

INSTITUTIONAL REFUND POLICY
1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and College holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:

a. The last day of attendance, if the student is terminated by the College;

b. The date of the receipt of written notice from the student; or

c. Fourteen (14) consecutive calendar days following the last date of attendance excluding scheduled breaks and holidays.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter College, not more than $100 in nonrefundable administrative fees shall be retained by the College for the entire residence program.

4. If a student enters a residence program and withdraws or is otherwise terminated, the College may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

a. An enrollee is not accepted by the College;

b. If the course of instruction is discontinued by the College and this prevents the student from completing the course; or

c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the College, or representations by the owner or representatives of the College.

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

8. Refund policy for students called to active military service:
A student of the College who withdraws from the College as a result of the student being called to active duty in a branch of military service or the National Guard may elect one of the following options for each program in which the student is enrolled:

a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for

the programs; or

  c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
   1. Satisfactorily completed at least 90 percent of the required coursework for the program; and
   2. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

COUNCIL ON OCCUPATIONAL EDUCATION REFUND POLICY

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

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

Students will be held responsible for any monies still owing to 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 shall be retained by the College.

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

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

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

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

INSTITUTIONAL SCHOLARSHIPS

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

MILITARY SCHOLARSHIP

Eligibility Information:
- Student is eligible to participate if using benefits at CCC for one of the following programs:

  - MGIB Montgomery GI Bill[®I], 9/11 GI Bill[®I], Forever GI Bill[®I], Yellow Ribbon
  - The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)
  - Vocational Rehabilitation & Employment Service Program
  - Tuition Assistance for Active Duty
  - My Career Advancement Account (MyCAA)

- Survivors & Dependents Educational Assistance (DEA)
- A Certificate of Eligibility (COE), 22-1905, or Financial Assistance document and transcripts must be provided
- If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount
- Be actively attending at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements in the withdrawn enrollment. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term in which a student withdraws.

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

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

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

For select programs, the college will scholarship a dollar for dollar match of the agency award as long as no credit balances are created. If the match creates a credit balance it will be reduced accordingly.

HIGH SCHOOL SCHOLARSHIP
This scholarship for eligible recent High School graduates applies to all certificate, diploma, and degree programs of study. Detailed information is available at https://www.vistacollege.edu/high-school-scholarship-award-vista/ on the Vista College website.

To qualify, the student must:
- Achieve a cumulative 2.5 GPA or 80% grade average for the senior high school year (verified with the official high school transcript verifying graduation).
- Have a high school graduation date no more than 12 months prior to the program start date; and

- Start a CCC program and pass the first five week course of the program.

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

HOPE SCHOLARSHIP

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

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

REACHING YOUR GOAL SCHOLARSHIP

The CCC *Reaching Your Goal Scholarship* is offered to assist full-time students who have previously attended CCC but who were unable to complete their programs of study. The *Reaching Your Goal Scholarship* provides 100% debt forgiveness against any previous enrollment balance up to $3,000 upon graduation from the currently enrolled program. To be eligible for the scholarship, the student must return to CCC, enroll and start classes, and must successfully complete and graduate from a program during this enrollment.

NEW PROGRAM / NEW GOAL SCHOLARSHIP

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

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

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

OTHER FUNDING SOURCES

VOCATIONAL REHABILITATION

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

NATIVE AMERICAN STUDENTS

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

WORKFORCE INNOVATION AND OPPORTUNITY ACT

Participants must be deemed eligible for WIOA services prior to enrollment at CCC. The objective of the program is to provide training for individuals who lack the occupational and job-seeking skills needed to obtain employment. The purpose of the program is to increase participant occupational skill levels to be adequately prepared for obtaining employment. For detailed information concerning these programs contact the local workforce center.

VETERANS AFFAIRS

As part of the application process the new student must visit the Office of Financial Aid to complete application instructions and to receive important information. It is the student's responsibility to notify the office of Financial Aid of

any changes in course load. Students receiving VA benefits and requesting Military Leaves of Absence will experience an interruption of benefits and will be reported to the VA office. The VA office will be notified when the student returns from the Military Leave of Absence as scheduled.

ACADEMICS

GRADES

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

Practical Nurse only					
A	Excellent (90-100)	Yes	Yes	Yes	4

B	Above Average (80-89.99)	Yes	Yes	Yes	3
C	Average (75-79.99)	Yes	Yes	Yes	2
F	Failing (Below 75)	No	Yes	Yes	0
T	Transfer Credit	Yes	Yes	No	N/A
	The student passed a similar course at another institution and earned the equivalent of a grade of 'C' or higher.				
W	Withdrawal	No	Yes	No	N/A
	The student withdraws on or before the last day of a grading period, whether from an individual course or from school.				
ML	Military Academic Leave	No	No	No	N/A
	Military students who are called to active duty who do not withdraw, who do take an academic leave, and choose to not complete the coursework for a grade.				

***Students wishing to audit a course must request permission from the Director of Education before the class starts.*

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

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

CLASS SCHEDULES

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

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

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

The days and hours may vary in the Cosmetology and Practical Nurse programs, and externships.

STUDENT/TEACHER RATIOS

The maximum student/teacher class ratios are:

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

2020-21 ACADEMIC CALENDAR

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

Start	End
08/03/2020	09/04/2020
09/07/2020	10/09/2020
10/12/2020	11/13/2020
11/16/2020	12/18/2020
01/04/2021	02/05/2021
02/08/2021	03/12/2021

03/15/2021	04/16/2021
04/19/2021	05/21/2021
05/24/2021	06/25/2021
06/28/2021	07/30/2021
08/02/2021	09/03/2021
09/06/2021	10/08/2021
10/11/2021	11/12/2021
11/15/2021	12/17/2021

Practical Nurse Program Start/End Dates

Day Calendar		Evening Calendar	
Start	End	Start	End
05/04/2020	08/13/2021	05/04/2020	12/10/2021
08/31/2020	12/10/2021	08/31/2020	04/15/2021
01/04/2021	04/15/2022	01/04/2021	08/12/2022
05/03/2021	08/12/2022	05/03/2021	12/09/2022
08/30/2021	12/09/2022	08/30/2021	04/14/2023

Cosmetology Program Start/End Dates

Day Calendar		Evening Calendar	
Start	End	Start	End
08/03/2020	05/21/2021	08/03/2020	05/21/2021
09/07/2020	06/25/2021	09/07/2020	06/25/2021
10/12/2020	07/30/2021	10/12/2020	07/30/2021
11/16/2020	09/03/2021	11/16/2020	09/03/2021
01/04/2021	10/08/2021	01/04/2021	10/08/2021
02/08/2021	11/12/2021	02/08/2021	11/12/2021
03/15/2021	12/17/2021	03/15/2021	12/17/2021
04/19/2021	02/01/2022	04/19/2021	02/01/2022
05/24/2021	03/11/2022	05/24/2021	03/11/2022
06/28/2021	04/15/2022	06/28/2021	04/15/2022
08/02/2021	05/20/2022	08/02/2021	05/20/2022
09/06/2021	06/24/2022	09/06/2021	06/24/2022
10/11/2021	07/29/2022	10/11/2021	07/29/2022
11/15/2021	09/02/2022	11/15/2021	09/02/2022

Holiday Calendar

Independence Day	Friday, July 3, 2020 (observed)
Labor Day	Monday, September 7, 2020
Thanksgiving	Thursday/Friday, November 26-27, 2020
Christmas	Thursday/Friday, December 24-25, 2020
New Year's Day 2021	Friday, January 1, 2021

Classes Resume	Monday, January 4, 2021
Martin Luther King Day	Monday, January 18, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Thanksgiving	Thursday/Friday, November 25-26, 2021
Christmas	Thursday/Friday, December 23-24, 2021
New Year's Eve	Friday, December 31, 2021

UPDATE OF NAME AND CONTACT INFORMATION

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

VOLUNTARY WITHDRAWAL FROM SCHOOL

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

PROGRAM CHANGES WITHIN THE INSTITUTION

Students who wish to change programs must submit a *Program Change Request* form. Program changes cannot occur during a course. Previously-attempted CCC courses that apply to the new program will be applied to the student's new academic record, including all academic grades earned (A, B, C, F, and W).
If a student has previously withdrawn from CCC and wishes to return to school in a different program, the Program Change process will be followed, and the student will be a new enrollment.

COURSE BREAK

When a continuously-enrolled student encounters a grading period during which the student does not require any of the courses being offered, it may be possible for the student to have a Course Break. A Course Break is a period of 2.5 or five (5) consecutive weeks during which the student remains in "active" status, but is not scheduled for or attending a course. A student in a negative SAP status, or with poor attendance, may not be eligible for a Course Break. A grade of "NC" (No Credit) will be applied to the course break.

A student may have no more than two breaks of any length (2.5 or 5 weeks) per program (inclusive of multiple enrollments). A Course Break may not be used for a student who wants to take time off, or who does not want to take the next scheduled course. Students on a Course Break who do not return on the first scheduled class day of the next term (immediately following a Course Break) will be dropped the morning of the following day. Education benefits are not payable for a Course Break for students using military and VA education benefits.

EXTERNSHIP

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

PROGRAM	HOURS*	WEEKS
Diploma Dental Assistant	180	5 weeks
Diploma Medical Assisting (Teach-out effective 07/02/19)	180	5 weeks
Diploma Medical Assisting	10 (classroom) / 170 (site)	5 weeks
Diploma Medical Insurance Billing & Coding (MIBC)	180	5weeks

(Teach-out effective 07/02/19)		
Diploma Medical Insurance Billing & Coding (MIBC)	10 (classroom) / 170 (site)	5 weeks

Students are required to complete all site hours

**Externships are unpaid and may not exceed 40 hours per week

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

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

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

ACADEMIC LEAVE - MILITARY

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

REPEATING A COURSE

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

PROGRESSIVE EVALUATIONS

Grades will be distributed to students at the end of each grading period. Student progress evaluations and academic advising are provided at the end of each academic term, 10-week terms for all programs except Practical Nurse, which has 15-week terms. Cosmetology progress evaluations are distributed at the end of each financial aid grading point. It is the student's responsibility to review his/her grades for accuracy at the end of each grading period and at the end of each term.

ENGLISH AS A SECOND LANGUAGE

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require student aid (Title IV) recipients to maintain satisfactory academic progress (SAP) toward achievement of their certificate, diploma, or degree. Every student, whether or not a Title IV recipient, is evaluated at the end of each term or payment period to assess academic standing and continued financial aid eligibility.

Students must meet both qualitative (cumulative grade point average) and quantitative (rate of progress) measurements to remain in good standing. Additionally, students must be able to complete their program of study within maximum time frame, which is defined as 1.5 times the published length of the program as measured in credit hours (calendar weeks for Cosmetology).

At the end of each quarter or payment period, the school will assess SAP, and students must demonstrate progress in the program at each of the evaluation points. The cumulative grade point average (CGPA) will be calculated at the end of each grading period for each program. The calculation will include all quarter credit hour courses completed during the program of study. In all calculations, a grade of "W" (Withdrawal) or "I" (Incomplete) will be treated as zero (0) credits earned.

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

Additional SAP Requirements for Clock Hour Programs
For Cosmetology, academic progress is measured at 450/900/1250/1600 scheduled hours (and every 300 hours thereafter)

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

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

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

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

Financial Aid/Academic Suspension (FA Suspension)
A student who does not meet one or both of the SAP measurements for a third consecutive academic term will be notified of their status, be placed on FA suspension, and will lose federal financial aid eligibility. The student may appeal the SAP decision. If the student is successful and wins the appeal, then (s)he may continue to attend school with alternative funding. The student must agree to follow an academic plan that supports the student's ability to achieve satisfactory academic benchmarks upon graduation from the program and within the maximum time frame.

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

A submitted SAP Appeal Application must include:

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

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

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

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

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

If the appeal is denied, all charges accrued for the grading period will be removed. The student will then be dismissed from school, and assigned a grade of WX for the current course if there is positive attendance.

Students wishing to re-enter from a prior withdrawal or dismissal, with a most recent SAP status of FA Probation, must successfully appeal to re-enter. Students will be on FA probation upon re-entry, and must fulfill all the requirements of the appeal.

GRADUATION REQUIREMENTS

Students must meet the following diploma/degree requirements as of the time of application for graduation:

- Students must successfully complete all courses in the program of study.
- Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course. A minimum of twenty-five percent (25%) of credit hours must be competed at CCC.
- A student must earn a cumulative grade point average of 2.0 for all course work completed at CCC.

Students must be in good financial standing prior to receiving their diploma/degree. Graduation ceremonies are held twice per year. In order to take part, students must complete an application to graduate and be approved for participation in a ceremony.

ATTENDANCE

Students are expected to attend each class meeting for every class in which they are officially enrolled.

The following attendance requirements apply to all diploma and degree programs:

- Attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student will receive accurate and complete information concerning the student attendance and progress.
- Students are expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor.
- Completing make-up work does not eliminate a previous absence. If allowed, it may be evaluated for credit. It is the student's responsibility to contact instructors for assignments during the absence, and to be current with schoolwork at all times. Absence from school does not excuse program obligations required for satisfactory academic progress.

ATTENDANCE VIOLATIONS

The following violations apply to all programs except Cosmetology and Practical Nurse (see below).

Percent Absent

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

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

Consecutive Days Absent

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

ATTENDANCE – COSMETOLOGY

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

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

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

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

Make-up Hours
Cosmetology students must complete 100% of the scheduled hours in the program. Due to that requirement, they have the opportunity to make up attendance time for having been absent from class. The campus has scheduled times for the students to attend for make-up hours outside of their regularly scheduled class time and within the scheduled course dates. When calculating attendance percentage for the determination of attendance violations, make-up hours will be included in the calculation, unless the student is military-funded.

Students receiving VA benefits may include make up hours to satisfy the 100% of the scheduled hour requirement. When calculating attendance percentage for the determination of attendance violations for military-funded students, make-up hours will not be included in the calculation.

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

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

Violations of the Attendance Policy are not eligible for appeal.

DATE OF DETERMINATION
The date of determination (DOD) will be the date the school determined the student would not return to school, and will be used to determine the timeliness of the refund. The DOD is the **earliest** of the following three (3) dates:
- The date the student notifies the school (verbally or in writing) that s/he is not returning (request to withdraw);
- The date the student violates the published attendance policy; or
- No later than the 14th calendar day after the LDA; scheduled breaks and holidays are excluded when calculating the DOD.

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

GENERAL INFORMATION

ADMINISTRATIVE HOURS OF OPERATION
Administrative offices are open Monday through Friday, at 8 a.m. until 7 p.m. (local time). The Admissions office is open Monday through Friday at 9 a.m. until 7 p.m. (local time).

AMERICANS WITH DISABILITIES ACT (ADA) AND 504 COORDINATOR

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

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

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

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

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

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

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

PARKING

There are reserved visitor parking places to be used only by visitors to the school.

- Students must obey all parking ordinances. CCC is not responsible for any damage to any vehicle on the premises or nearby. CCC is also not responsible for any theft from vehicles and strongly recommends that no valuables be left visible in any automobiles parked on the premises or nearby.
- Individuals who park their vehicles in spaces designed for use by handicapped must display an official handicapped parking permit obtained from the city. Vehicles parked in handicapped parking, which do not bear an appropriate permit, will be ticketed by the city police and are subject to being towed at the owner's expense.

TELEPHONE

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

CCC accepts no responsibility for relaying phone messages to students. However, the school will make reasonable effort to contact students in case of an emergency using the Vista Alert System.

GUESTS

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

CHILDREN ON CAMPUS

Any child under the age of 16 on the campus must be supervised by an adult. Children under the age of 16 are not permitted in the labs or classrooms.

FOOD AND BEVERAGE

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

LOST AND FOUND

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

FUNDRAISING AND SOLICITING

Fundraising and soliciting on the grounds of CCC is prohibited; violators will be reported to the Campus Director. In order for a CCC-recognized student organization to raise funds as part of a service project, approval must be obtained from the Campus Director in advance of the event.

EMERGENCY EVACUATION

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

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

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

SCHOOL CLOSINGS

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

STUDENT HEALTH - ERGONOMICS
Keyboarding Tips

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

Computer Monitor

- Keep the monitor one arm's length away from your eyes
- Adjust monitor height so that your head is in a comfortable, relaxed position while working

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

Computer Mouse

- Move the mouse with the elbow, not the wrist
- Limit tracking/scrolling device use
- Use keyboard shortcuts
- If surfing the web or editing a long document, consider a mouse with a scroll wheel
- Don't click too hard
- Hold the mouse correctly
- Don't let fingers "hover" above the mouse or trackball
- Use a light grip
- Don't hold the mouse when not in use
- Keep wrists in a straight or "neutral" position
- Try switching hands occasionally

Posture

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

STUDENT SERVICES

STUDENT RESOURCES

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

- Tutoring assistance
- Attendance advising
- Academic advising

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

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

STUDENT ACTIVITIES

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

CAREER SERVICES

Career Services are available for both graduates and active students. Particular attention is given to matching graduates with prospective employers and positions that are compatible with their entry level career goals, qualifications and

experience. Information concerning employment assistance may be obtained by contacting the Career Services Department. CCC does not guarantee employment or a starting salary upon graduation, completion or withdrawal from CCC. Career Services staff:

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

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society is composed of students with a 3.75 G.P.A. or higher and at least a 90% attendance rate. All students who meet and maintain eligibility requirements in academics and attendance and have completed at least 12 credit hours will be admitted to candidacy for election to membership. Continued eligibility is reviewed on a quarterly basis, and will take into consideration academic performance, attendance, service, leadership and character.

STUDENT CODE OF CONDUCT

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

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

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

- Intentionally or knowingly, and without authority or consent, limits and/or restricts the freedom of a person to move about in a lawful manner;
- Threatens by any means, intimidates or uses physical or sexual force in a manner than endangers the health or safety of another person, or which reasonably causes another person to be fearful of physical or emotional harm;
- Intentionally harasses another person; or
- Engages in any activity related to other persons that are prohibited by law or court order.

An offense related to property is committed when a student:

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

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

- Engages in illegal, obscene or indecent conduct on CCC property or at a CCC-sponsored event;

- Forges, alters, possesses, duplicates or uses documents, records, keys or identification without consent or the authorization of appropriate CCC officials;
- Engages in solicitation in or on CCC property, or involving the use of CCC property, unless such solicitation is approved by appropriate CCC officials;
- Intentionally acts to impair, interfere with or obstruct the orderly conduct processes and functions of CCC;
- Violates the Copyright Policy;
- Violates the Internet Access and Usage policy;
- Acts in a manner that bring the name or reputation of CCC into disrepute; or
- Smokes/uses e-cigarettes in the building or within 25 feet of any entrance.

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

- Uses, possesses, or manufactures firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property;
- Falsely reports a fire, activates emergency warning equipment or communicates false information regarding the existence of explosives or hazardous materials on CCC 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 CCC when directed to do so by a CCC official having just cause to do so;
- Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law; or
- Charges of, or conviction of, a serious crime such that the College administration determines that the continued presence of the student would constitute a threat or danger to the students, faculty, or staff of CCC; or
- Is charged with, or convicted of, a violation of the CCC Policy on Alcohol and Drugs.

DRESS CODE

Students must practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students must wear their unaltered, appropriately-sized school-issued shirts/scrubs at all times, and they must be clean and free of wrinkles, stains or tears. For programs not requiring scrubs, pants must be clean, fit properly, and be in good condition. Personal protective equipment (PPE) must be worn in the labs as required.

All students must also wear their ID badges while on campus. Students found in violation of the dress code will be subject to disciplinary action.

ALLOWED	NOT ALLOWED
Uniforms issued by the College	Non College-issued scrubs
Neat and clean	Wrinkled, dirty, torn
Lab jacket issued by the College	Hoodies, sweaters, sweatshirts, other jackets
Plain long sleeve white or black t-shirt under top	Other color t-shirts, short sleeve, embellished, tank top
Pants no longer than the top of the shoe	Extra-long or sagging pants
Black or brown unadorned headband, 1" or narrower	Head coverings such as hats, caps, or bandanas
Closed-toe shoes or tennis shoes (preferably non-cloth)	Sandals or flip-flops
Personal Adornments	
Jewelry – minimal, no dangling earrings, no rings during labs. Earlobe gauges must be in a neutral color,	Large hoop or dangling earrings, spike, bar or extreme pierced cartilage jewelry, necklaces, bracelets.
Jewelry in piercings sufficiently small and unobtrusive so as to not interference with the student's ability to function or academically perform.	Jewelry in piercings (oral and dermal) that may impede classroom or lab safety, or the student's ability to academically perform, must be removed.
Tattoos in the classroom setting.* *Students will be required to follow the externship/clinical site dress code regarding tattoos (this may include having to completely cover all visible tattoos.)*	Tattoos that include images or words that may be offensive or vulgar to others (at the discretion of the Campus Director).

Personal Hygiene	
Fingernails – clean, short, smooth, unchipped polish	False/enhanced (length) nails
Hair – natural tones, clean, neatly styled, off the collar and all pulled back from the face. Long hair secured in the back.	Unnatural hair colors, unsecured hair
Beards/mustaches neat and closely trimmed	Other facial hair such as long sideburns
Makeup – minimal, natural-looking	Extreme or dark colors, heavy make-up
Clean, fresh-scented	Offensive body odor, cigarette smells, heavy cologne or after-shave

Additional programmatic dress code requirements may apply. Nursing and Cosmetology students should refer to their program-specific handbooks for dress code requirements.

All Cosmetology students may wear accessories and closed toe shoes in the color of their choice. All student attire must be tasteful in appearance and conducive to the educational and public-facing environment.

INTERNET ACCESS AND USAGE POLICY

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

CCC reserves the right to audit information that is accessed through the internet to ensure that non-business related use of CCC equipment does not impact business needs. Personal use of the internet is limited and supervised.

CCC 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. CCC prohibits the access or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material via the Internet.

STUDENT GRIEVANCE PROCEDURE

The CCC grievance procedure provides a prompt, equitable, and impartial process for resolving student grievances. It is available to any student who believes that a school decision or action, or the action of another student or third party, has adversely affected his or her status, rights, or privileges at CCC.

Student grievances will be addressed confidentially, unless maintaining confidentiality would impede the ability to investigate the attempt to address the student's concerns. Information will be shared only with those necessary in an attempt to resolve the concerns. No reprisals of any kind will be taken by any party or by any member of the Vista College administration against any party involved.

If, following the resolution of this grievance procedure, it is determined that discrimination, harassment, or retaliation has occurred, appropriate corrective and remedial actions will be taken including up to termination of employment for a Vista faculty or staff member, dismissal of a student, or termination of the relationship with a third party. Additional remedial actions, such as training for supervisors, employees, and/or students, may be implemented in order to prevent a reoccurrence of the discrimination, harassment, or retaliation. Appropriate actions to remedy the effects of the discrimination, harassment, or retaliation upon the student(s) that brought the complaint will also be enacted.

The following process should be followed in order to reasonably and impartially resolve the grievance. If at any time during the process the student needs additional time, he or she may request for an extension by submitting a written request to the Campus Director. The e-mail addresses to be used for Director of Education and Campus Director are as follows:

Director of Education E-mail	Campus Director E-mail
LasCrucesDOE@vistacollege.edu	LasCrucesCD@vistacollege.edu

1. Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving another student or a third party should be brought directly to the Director of Education using the email address above (step 2 below).
2. If the grievance or complaint has not resolved with the individual instructor or staff member, the student should then bring the concerns to the Director of Education. The Director of Education will investigate the

claim and attempt to resolve the issue. Resolution may include a mediated conversation between involved parties.

3. If the grievance or complaint has not resolved with the Director of Education, the student should then bring the concerns to the Campus Director by submitting a written statement to the Campus Director using the email address above. The written statement should contain:

- The student's specific concerns or allegations
- The date that the student met with the Vista faculty or staff member as outlined in Step 1 above (if applicable)
- The outcome of the meeting with the Vista faculty or staff member as outlined in Step 1 above (if applicable)
- The date that the student met with the Director of Education as outlined in Step 2 above
- The outcome of the meeting with the Director of Education or staff member as outlined in Step 2 above
- The outcome that the student seeks

The Campus Director will:

- Within five (5) calendar days of the receipt of the written statement hold a preliminary meeting with the student to discuss the grievance
- Conduct an investigation, which will include a hearing to give all parties involved an opportunity to present evidence and provide statements relevant to the matter
- The hearing will take place within seven (7) calendar days of the receipt of the written statement from the student
  The Campus Director will provide his or her decision in writing within five (5) calendar days after the hearing.

The decision will provide the Campus Director's findings, conclusions, and reasoning. A written copy of the decision will be provided to the student in person or by email. The student's original written complaint and the Campus Director's decision will be retained in the relevant files of all parties involved (faculty files for faculty and academic files for students).

If, following the completion of Step 3, a student remains unsatisfied with the outcome, the student may direct unresolved issues to:

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

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

A student in a degree, diploma or certificate program 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

A Practical Nurse program 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 students may also contact:
New Mexico Regulation and Licensing Department
Board of Barbers and Cosmetologists
PO Box 25101
Santa Fe, NM 87504
http://www.rld.state.nm.us/Default.aspx?aspxerrorpath=/boards/file_A_Compliant.aspx

PROGRAMS OF STUDY - DIPLOMA AND CERTIFICATE

The following programs of study are approved and regulated by the New Mexico Higher Education Department, 2044 Galisteo, Suite 4, Santa Fe, NM 87505, 505-476-8400, fax – 505-476-8433, http://hed.state.nm.us. Programs are accredited by the Council on Occupational Education (www.council.org), 7840 Roswell Rd., Bldg. 300, Suite, 325, Atlanta, Georgia 30350, (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, Toney Anaya Bldg., 2550 Cerrillos Road, Santa Fe, NM, 87505, Phone-505-476-4690, Fax-505-476-4665.

<div align="center">

Cosmetology

Dental Assistant

Heating, Ventilation, & Air Conditioning (HVAC)

Information Technology (IT)

Medical Assisting

Medical Insurance Billing & Coding (MIBC)

Practical Nurse

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Credit hours for certificate, associate, or diploma programs are converted using the following method:
- One quarter credit is awarded for each 10 clock hours of lecture
- One quarter credit is awarded for each 20 clock hours of laboratory
- One quarter credit is awarded for each 30 clock hours of externship

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

COSMETOLOGY

The Cosmetology certificate program is designed to expose students to the skills necessary for becoming licensed cosmetologists. The program focuses on preparing students for the state licensure exam and professional entry into the salon industry using both theoretical and practical instruction. Students are awarded Certificates of Proficiency upon completion of the program, including acquisition of 1600 hours to satisfy New Mexico state requirements. As specified by the New Mexico Regulation and Licensing Department, the program includes a minimum of 75 hours of theory focused on state laws and regulations, professional image, first aid, chemistry, electricity, job seeking, and ethics; 75 hours of sterilization, sanitation, and bacteriology; 75 hours of shampoo, rinses, and scalp treatments; 200 hours of chemical rearranging-perms and relaxers; 150 hours of hairstyling; 125 hours of hair coloring-bleaching; 200 hours of hair cutting; 175 hours of facials; 175 hours of manicuring/pedicuring; and 50 hours of salon business and retails sales.

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

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

Clinic Learning Experience: The remaining 1300 hours are spent in the clinic area, providing students with the opportunity for practical experience.

Program Objectives – Students will be trained to:
- Adopt the practical skills, theoretical knowledge and professional attitudes necessary for success in the Cosmetology profession.
- Demonstrate the following skills:
  - Shampooing
  - Hair & scalp treatments
  - Cutting hair

Course Number	Course Title	Theory/Lab /Extern Hours	Clock Hours
COS2018NM	Cosmetology Skills Fundamentals	1600	1600

Total Clock Hours: 1600

Estimated Completion Time: 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.

DENTAL ASSISTANT

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

Program Objectives – Students will be trained to:

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

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

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
DA100	Introduction to Dentistry	60/30/00	7.5
DA101	Dental Sciences	90/00/00	9.0
DA102	Practical Infection Control	30/60/00	6.0

DA103	Dental Materials	30/60/00	6.0
DA104	Preventive Dentistry*	30/60/00	6.0
DA105	Dental Radiography*	30/60/00	6.0
DA106	Dental Office Management*	30/60/00	6.0
DA107	Dental Procedures*	00/90/00	4.5
DA211	Dental Assistant Externship*	00/00/180	6.0
	TOTALS	**300/420/180**	**57.0**

Total Clock Hours: 900

Estimated Completion Time: 45 Weeks

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

DA211 – All courses must be completed prior to externship.

HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

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

Program Objectives – Students will be trained to:

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

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

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

Total Clock Hours: 900

Estimated Completion Time: 50 Weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.
A valid, state-issued driver's license is required for employment in the field of Heating, Ventilation, & Air Conditioning (HVAC).

INFORMATION TECHNOLOGY (IT)

The Information Technology diploma program is designed to prepare students for entry level employment in the IT field. The program prepares students with the skills and knowledge needed to set-up, maintain, troubleshoot, and repair computers and small computer networks. Graduates will leave the program with the hands-on experience, customer service skills, and eligibility to sit for the CompTIA A+ & Network+ certifications expected by today's employers. Upon completion of this program, a diploma is awarded.

Program Objectives – Students will be trained to:

- Prepare for the CompTIA A+ and, Linux, and CompTIA Network+ certifications.
- Build a personal computer using appropriately identified tools and procedures.
- Demonstrate the traits of professionalism and appropriate communication associated with the profession.
- Identify and appropriately utilize preventive maintenance products, tools, safety procedures, and precautions.
- Recognize and describe the functions of basic components in a structured cabling system.
- Demonstrate an understanding of the purpose and properties of routers and switches.
- Plan and install a network.
- Describe the functions of key members of the transmission control protocol/Internet protocol ("TCP/IP") protocol suite.
- Create configuration management documentation and describe how it simplifies managing and upgrading a network and prevents errors.
- Using appropriate tools to monitor the network to identify performance and connectivity issues.
- Operate Windows Server 2016/R2 in a networked environment.
- Demonstrate fundamental understanding of computer and network security.

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

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
INT100	Computer Hardware Essentials	45/45/00	6.5
INT101	Computer Software Essentials*	45/45/00	6.5
INT102	Windows Fundamentals*	45/45/00	6.5
INT103	Introduction to Networking*	45/45/00	6.5
INT104	Network Security Fundamentals*	45/45/00	6.5
INT105	Network Analysis and Design*	45/45/00	6.5
INT106	Server Administration*	45/45/00	6.5
INT107	Linux*	45/45/00	6.5
	TOTALS	**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.
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MEDICAL ASSISTING

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

Program Objectives – Students will be trained to:

- Perform initial examinations of patients; take vitals; assisting in procedures; administer medication; perform first aid and CPR.
- Discuss and demonstrate professionalism in the healthcare professional role.

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

Potential job titles: , Medical Assistant, Medical Receptionist, Office Assistant - Medical, Clinic Research Assistant, Clinical Assistant, Clinical Support Coordinator, Front Desk Medical Assistant, Laboratory Assistant, Medical Back Office Clerk, Patient Service Specialist, Patient Access Representative, Scheduler, and Admitting Clerk

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

Total Clock Hours: 900

Estimated Completion Time: 45 Weeks
*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.
MAS350 – All courses must be completed prior to externship.
**Total Quarter Credit Hours have been rounded down to the nearest whole number.

MEDICAL INSURANCE BILLING & CODING (MIBC)

The Medical Insurance Billing & 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 & Coding (MIBC) professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Upon completion of the program, a diploma is awarded.

Program Objectives – Students will be trained to:

- Follow regulatory compliance guidelines for patient information; prevention of fraud and abuse; and adherence to federal laws such as Health Insurance Portability and Accountability Act (HIPAA), Stark Law, Fair Debt Collection Act, and False Claims Act.
- Manage all aspects of the medical billing process, including; insurance verification, procedural and diagnostic coding, charge entry, claims submission, payment posting, claim denial management; and reporting.
- Complete front office duties related to patient scheduling.
- Perform proper form preparation and charting.
- Conduct office logistics procedures; medical record retention and management; electronic health records and practice

- Perform general office operations; opening and closing the medical office; greeting patients; proper telephone etiquette; and clear and accurate correspondence.
- Carry out patient education as it relates to patient's insurance responsibilities; Patient's Bill of Rights; patient consent; and pre-operation or post-operation instructions.

Potential job titles: Medical Insurance Billing & Coding Clerk, Medical Front Office Clerk, Medical Receptionist, Medical Claims Processor, Insurance Coordinator, Medical Records Clerk, Eligibility Clerk, Billing Clerk, and Patient Service Specialist, Patient Access Representative, Scheduler, and Admitting Clerk

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
AHP100	Medical Terminology	45/45/00	6.5
AHP101	Anatomy and Physiology	45/45/00	6.5
BUS101	Computer Applications	45/45/00	6.5
MBC1140	Medical Insurance	45/45/00	6.5
MBC1150	Managing Medical Office Procedures	45/45/00	6.5
MBC1160	Practice Management and Electronic Health Records*	40/50/00	6.5
MBC1170	Diagnostic Coding*	45/45/00	6.5
MBC1180	Procedural Coding*	45/45/00	6.5
MBC2290	Medical Insurance Billing & Coding Capstone*	40/50/00	6.5
MBC2299	Medical Insurance Billing & Coding Externship*	10/00/170	6.5
	TOTALS	**405/415/170**	**65.0**

Total Clock Hours: 990

Estimated Completion Time: 50 Weeks

*Indicates prerequisites exist. Students must complete prerequisite courses prior to entry into this course.
MBC2299 – All courses must be completed prior to externship.

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 may seek employment in healthcare settings such as hospitals, clinics, and long-term care facilities as Practical Nurses. Upon completion of the program, a diploma is awarded.

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

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

Course Number	Course Title	Theory/Lab/Extern 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
PN130	Nursing Terminology and Mathematics	30/00/00	3.0
LEVEL II			
PN148	The Older Adult*	30/00/00	3.0
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
	TOTALS	**465/180/540**	**73.0****

Total Clock Hours: 1185

Estimated Completion Time: 60 Weeks (day)

*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.

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.

*The Practical Nurse program is regulated by the New Mexico Board of Nursing, 6301 Indian School Road, NE, Suite 710, Albuquerque, NM 87110; (505) 641-8340; www.bon@state.nm.us. and the New Mexico Higher Education Department, Private Post-Secondary Schools, 2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100; (505) 476-8400; www.hed.state.nm.us.

PROGRAMS OF STUDY – ASSOCIATE OF APPLIED SCIENCE DEGREE

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 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

Credit hours for certificate, associate, or diploma programs are converted using the following method:
- One quarter credit is awarded for each 10 clock hours of lecture
- One quarter credit is awarded for each 20 clock hours of laboratory
- One quarter credit is awarded for each 30 clock hours of externship

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

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

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

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

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

Course Number	Course Title	Theory/Lab/Extern Hours	Quarter Credit Hours
BUS100	Business Fundamentals	45/45/00	6.5
BUS101	Computer Applications	45/45/00	6.5
BUS102	Business Communications	45/45/00	6.5
BUS103	Customer Service	45/45/00	6.5
BUS104	Management*	45/45/00	6.5
BUS105	Marketing*	45/45/00	6.5

BUS106	Business Law*	45/45/00	6.5
BUS107	Accounting*	45/45/00	6.5
BUS208	Business Computer Information Systems*	45/45/00	6.5
BUS209	Human Resources*	45/45/00	6.5
BUS210	Computerized Accounting*	45/45/00	6.5
BUS211	Small Business and Entrepreneurship*	45/45/00	6.5
GE201	Introduction to College Mathematics	90/00/00	9.0
GE203	Introduction to Psychology	45/00/00	4.5
GE206	English Composition I	45/00/00	4.5
GE207	English Composition II *	45/00/00	4.5
GE232	Survey of the Sciences	45/00/00	4.5
	TOTALS	**810/540/00**	**105.0****

Total Clock Hours: 1350

Estimated Completion Time: 75 Weeks

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

COURSE DESCRIPTIONS

AHP100 MEDICAL TERMINOLOGY
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
This course introduces students to the medical terminology, symbols, and application of the language of the medical and healthcare fields. Terms are covered as they relate to body structure, function, and disease, with the main focus being placed on the medical vocabulary and construction of terms using word roots, prefixes, and suffixes.

AHP101 ANATOMY & PHYSIOLOGY
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
Upon completion of the course students will have acquired an overview of the anatomical structures and physiology of the human body. Each body system is discussed in terms of major anatomical structures and functions including how each system participates in homeostasis of the body. In addition, the course covers selected major pathologies, diagnostic procedures, and treatment methods.

BUS100 BUSINESS FUNDAMENTALS
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
This course explores fundamental processes of global business. Topics include: risk and profit in the business environment; economics, ethics, and social responsibility; organizational structure, management, and leadership; human resources; marketing; and managing financial resources.

BUS101 COMPUTER APPLICATIONS
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
This course focuses on Microsoft® Office applications and how they are used in business. Topics include: business documents, tables, graphics, and templates; spreadsheets, worksheets, and data; using formulas and functions; charts and tables; databases and tables; data relationships and queries; creating, editing, and delivering presentations.

BUS102 BUSINESS COMMUNICATIONS
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
This course is the study of communications in a business environment. Topics include: establishing credibility; interpersonal and team communication; difficult conversations and communicating across cultures; effectiveness and readability; communication tools and social media; types of business messages; and reports and presentations.

BUS103 CUSTOMER SERVICE
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
This course explores skills, behavior, and culture of customer service. Topics include: Verbal and nonverbal communication skills, listening, service breakdowns and recovery, maintaining relationships, and retaining customers.

BUS104 MANAGEMENT
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: BUS100, BUS101, BUS102, BUS103
This course introduces management principles in an organizational environment. Topics include: the evolution of management; culture, ethics, and corporate responsibility; planning and decision making; human resources, diversity, and inclusion; leadership, motivation, communication, and teamwork; and innovation and change.

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

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

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

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

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

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

BUS211 SMALL BUSINESS MANAGEMENT AND ENTREPRENEURSHIP
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: BUS100, BUS101, BUS102, BUS103, BUS104, BUS105, BUS106, BUS107
This course takes a practical approach to small business and entrepreneurship. Topics include conceiving, planning, organizing, and

managing a small business.

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

COS2018NM   Cosmetology Skills Fundamentals
CONTACT HOURS: THEORY – 300 LAB – 1300 (1600 HOURS)
TOTAL CLOCK HOURS 1600 Hours
PREREQUISITES: None
The course prepares students for the state licensure exam and professional entry into the salon industry using both theoretical and practical instruction. The course includes extensive instruction and practical experience in hair cutting, coloring and perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing. The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

DA100   INTRODUCTION TO DENTISTRY
CONTACT HOURS: THEORY - 60 LAB - 30 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 7.5
PREREQUISITES: NONE
Students are instructed in the history, ethics, legalities, duties and responsibilities of the dental health team; knowledge of professional organizations; and proper conduct and grooming of the dental assistant. Additionally, students will be exposed to the basic theories of psychology which enable the dental assistant to gain a better understanding of the dental patient and dental health staff.

DA101   DENTAL SCIENCES
CONTACT HOURS: THEORY - 90 LAB - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
Students receive instruction in general anatomy and physiology principles of all body systems. The anatomy of the head and neck, as well as the face and oral cavity will be covered in depth. Oral embryology and histology as well as the formation of teeth are discussed. Methods of dental charting and common oral diseases will be covered.

DA102   PRACTICAL INFECTION CONTROL
CONTACT HOURS: THEORY - 30 LAB - 60 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE
Students will be instructed in the basic concepts of microbiology and the relevance of sterilization. OSHA Regulations (including the hazard communication standard and how compliance is accomplished) will also be emphasized.

DA103   DENTAL MATERIALS
CONTACT HOURS: THEORY - 30 LAB - 60 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: NONE
Students will be instructed in the fundamentals and properties of various dental materials such as irreversible hydrocolloid impression materials and dental cements, and manipulation of gypsum products, discuss final impressions for crown and bridge along with other cosmetic reconstructive procedures. The student will be exposed to the proper uses, applications and the safe handling procedures according to OSHA compliance and the FDA for dental amalgam, and composites, cements, bases and liners.

DA104 PREVENTIVE DENTISTRY
CONTACT HOURS: THEORY- 30 LAB - 60 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: DA100, DA101, DA102, DA103

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

DA105 DENTAL RADIOGRAPHY
CONTACT HOURS: THEORY - 30 LAB - 60 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: DA100, DA101, DA102, DA103
Students will be instructed in dental radiology, radiographic equipment and safety protocol, dental film processing, radiographic techniques, legal issues, quality control, infection control, and the foundations of extra-oral and intra-oral radiology.

DA106 DENTAL OFFICE MANAGEMENT
CONTACT HOURS: THEORY - 30 LAB - 60 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: DA100, DA101, DA102, DA103
Students will be instructed in telephone etiquette and communication, guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing and techniques for collecting.

DA107 DENTAL PROCEDURES
CONTACT HOURS: THEORY - 0 LAB - 90 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: DA100, DA101, DA102, DA103, DA105
This course is an introduction to dental operative procedures, charting, instrumentation, infection control, care and maintenance of equipment and utilization of dental materials. The student will become familiar with the function and use of various instruments and accessories used in the dental office.

DA211 DENTAL ASSISTANT EXTERNSHIP
CONTACT HOURS: THEORY - 0 LAB - 0 EXTERNSHIP (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.0
PREREQUISITES: DA104, DA105, DA106, DA107
Students learn from hands-on dental assisting experiences in clinical, laboratory, and administrative duties. The externship is completed in a dental office, under the direct supervision of a licensed dentist. The externship program has been designed to provide the student with supervised practical work experience. Externship is for students who have completed classroom training and is a requirement for graduation. Externship hours vary and may be scheduled from 20 to 40 hours per week.

GE201 INTRODUCTION TO COLLEGE MATHEMATICS
CONTACT HOURS: THEORY- 90 LAB - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: NONE
Introduction to College Mathematics covers basic math topics such as solving for whole numbers and equations, understanding proper and improper fractions, converting decimals and figuring percentages. Other topics covered include calculating simple interest, annuities, loan amortization, checkbook reconciliation, and business statistical problems such as mean, median and mode.

GE202 INTRODUCTION TO COMPUTER SCIENCE
CONTACT HOURS: **THEORY- 45 LAB - 0 (45 HOURS)**
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course introduces various information and communications technologies and explains how information systems are used to solve problems.

GE203 INTRODUCTION TO PSYCHOLOGY
CONTACT HOURS: THEORY- 45 LAB - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
This course includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

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

GE207   ENGLISH COMPOSITION II
CONTACT HOURS: THEORY- 45 LAB - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: GE206
This course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students are introduced to research techniques, citation techniques, documentation formats and critical analysis of written topics.

GE232   SURVEY OF THE SCIENCES
CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: NONE
The methods of rational inquiry and problem solving for the sciences are covered within this course. Students will explore and analyze selected topics from physics, chemistry, biology, astronomy and earth science.

HVA101   INTRODUCTION TO HVAC
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100
Students will be instructed in the fundamental theories, knowledge and skills pertaining to the HVAC trade.

HVA102   PRINCIPLES OF ELECTRICITY
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100
Students will be introduced to the concept of power generation and distribution, common electrical components, AC and DC circuits, and reading and interpreting wiring diagrams.

HVA103   BRAZING, SOLDERING and PIPING
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100
Students will be introduced to types and sizes of tubing, the purposes of tubing and piping, tubing insulation, cutting tubing, bending tubing, heat sources for soldering and brazing, brazing techniques, soldering techniques, make flare joints, swaging techniques, general safety practices and tools and equipment.

HVA104   DUCT SYSTEMS
CONTACT HOURS: THEORY- 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100
Students will be introduced to plenum systems, duct system standards, duct materials, galvanized-steel duct, fiberglass duct, combination duct systems and air distribution and balance. An introduction to zoning will also be covered.

HVA105   AIR CONDITIONING
CONTACT HOURS: THEORY- 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100, HVA101-HVA104
Students will be introduced to refrigeration systems applied to air conditioning, air distribution and balance, installation, controls, typical operating conditions, and troubleshooting. Additional topics include compressors, refrigerant and oils, leak detection, evacuation, recovery, and charging.

HVA106   HEATING
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100, HVA101-HVA104
Students will be introduced to gas-fired forced-hot-air furnaces, other types of furnaces, multi-purposes of multi-positional gas fuels, manifold pressures, oil heat, oil-fired forced-warm air furnaces, hydronic heat, indoor air quality, electric heat, and troubleshooting.

HVA107   COMMERCIAL HVAC
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100, HVA101-HVA104
Students will be introduced to high-pressure, low-pressure, and absorption chilled-water systems; cooling towers and pumps and operation; maintenance; and troubleshooting of chilled- water air-conditioning systems.

HVA108   COMMERICAL REFRIGERATION
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREQUISITES: CFT100, HVA101-HVA104
Students will be introduced to the evaporator and the refrigeration system, condensers, compressors, expansion devices, special refrigeration system components, application of refrigeration systems, commercial ice machines and troubleshooting, and typical operating conditions for commercial refrigeration.

HVA201   SUPERVISORY SKILLS AND CREW LEADERSHIP
CONTACT HOURS: THEORY- 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: CFT100, HVA101-HVA104
This course introduces students to human resource criteria, concepts, and skills for craftspeople in leadership roles. Topics include leadership styles, communication, delegating, problem solving, job-site safety, project planning, scheduling, and estimating. Students will also study green topics as they relate to HVAC.

INT100   COMPUTER HARDWARE ESSENTIALS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: NONE
In Computer Hardware Essentials, the student will study to develop a working knowledge of the parts of a computer utilizing a hands-on approach to the material. The course covers computer components, installation, configurations, maintenance and troubleshooting of computer hardware, peripherals, and laptops. Computer safety and cabling will also be discussed. Students will have the opportunity to build their own personal computer. Upon the completion of INT100 and INT101, students will be eligible to sit for CompTIA A+ certification.

INT101   COMPUTER SOFTWARE ESSENTIALS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100
In Computer Software Essentials, the student will be exposed to the fundamental concepts and gain the hands-on, real world experience necessary to support software, operating systems, basic security, and virtual aspects of computer maintenance and repair. The student will practice the application of proper troubleshooting theory and procedure. Upon the completion of INT101 and INT100, students will be eligible to sit for the CompTIA A+ certification.

INT102   WINDOWS FUNDAMENTALS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100
In Windows Fundamentals, the student will be instructed in the key features of Windows operating systems. The goal is for each student to develop a working knowledge of management of a Windows OS, and its file systems, directories, and interfaces. Troubleshooting, customization, deployment, monitoring, and task management will also be covered.

INT103   INTRODUCTION TO NETWORKING
CONTACT HOURS: THEORY– 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100
Introduction to Networking is based on the CompTIA, Network+ and portions of the Cisco Certified Network Administrator (CCNA) certification exams. The course provides an introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. The goal is to teach fundamental concepts and provide the hands-on, real world experience necessary to help the student understand and support basic network infrastructure and devices. Additionally, the course covers the physical aspects of installing network system components and cabling. Upon the completion of INT103 AND INT105, the student will be eligible to sit for the CompTIA A+ and Network+ certifications.

INT104   NETWORK SECURITY FUNDAMENTALS
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100, INT101, INT102, INT103
In Network Security Fundamentals, the student will be given an opportunity to learn about security components, protocols, common vulnerabilities, and defenses, as well as topics of increasing importance in the industry as a whole. Data and host security, as well as wireless security and virtualization, will be covered. This course allows the student to plan, administer, and evaluate workstation and network security as a part of the course.

INT105   NETWORK ANALYSIS AND DESIGN
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: INT100, INT101, INT102, INT103
Network Analysis and Design expands upon the concepts presented in INT103 by delving into more advanced networking topics including routing and remote access, addressing, and security. Network monitoring and troubleshooting are taught in context. By the end of the course, the student will be eligible to sit for the CompTIA A+ and Network+ certification exams.

INT106   SERVER ADMINISTRATION
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100, INT101, INT102, INT103
In the Server Administration course, the student will practice configuring, managing, and troubleshooting networking features and services in a Windows Server environment. The goal of the course is for the student to gain knowledge of server networking, domain name systems, Active Directory, and other services associated with Windows server network infrastructure. By the end of the course, the student should be able to complete a server virtualization setup.

INT107   LINUX
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: INT100, INT101, INT102, INT103

Linux Essentials provides an introduction to the Linux operating system and covers both fundamental concepts and real-world applications necessary to understand and support the different Linux distributions for desktops and servers. Portions of the course map to the objectives of the CompTIA Linux+ certification exam.

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

MAS201   CARDIOPULMONARY PROCEDURES
CONTACT HOURS: THEORY - 45 LAB - 45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100
This course applies the fundamental clinical, laboratory, and administrative skills of a medical assistant in conjunction with the

commonly performed patient care practices found in cardiology, pulmonary, phlebotomy, and hematology specialties. Topics include pharmacology, dosage calculations, medical administration, communication, patient care, medical records documentation, safety, and professionalism. Both administrative and clinical skills according to national competencies as they relate are included.

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

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

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

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

MAS350   MEDICAL ASSISTING EXTERNSHIP
CONTACT HOURS: THEORY - 10 LAB – 0 EXTERNSHIP 170 (180 HOURS)
TOTAL QUARTER CREDIT HOURS: 6.5
PREREQUISITES: AHP100, AHP101, MAS100, MAS201, MAS202, MAS203, MAS204, MAS300
This course is designed to provide the student with 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.

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

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

MBC1160   PRACTICE MANAGEMENT and ELECTRONIC HEALTH RECORDS
CONTACT HOURS: THEORY – 40 LAB – 50 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP100, AHP101
The course takes students through the basics of managing medical records, common medical office practices of the back office billing, coding, and collections, healthcare technology requirements and applications, and the processing of medical office reports. Students simulate the medical office procedures through completion of common tasks used in practice management and electronic health record software.

MBC1170   DIAGNOSTIC CODING
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP100, AHP101
The course provides students with an overview of diagnostic coding and reporting guidelines as outlined by the Centers for Medicare and Medicaid Services, the National Center for Health Statistics, and the Department of Health and Human Services using the International Classification of Diseases. Students learn how to use the diagnostic coding manual and apply knowledge of chapter specific guidelines for encounters in multiple settings, including, hospital admission. Students have hands-on application in coding manuals and electronic coding software.

MBC1180   PROCEDURAL CODING
CONTACT HOURS: THEORY – 45 LAB – 45 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP100, AHP101
The course provides students with an overview of physician coding and reporting guidelines using the Current Procedural Terminology manual and the Healthcare Common Procedural Coding System manual. The course covers an in-depth explanation of the sections found in the manuals, and then following a body system approach to allow students to practice procedural coding. Emphasis is placed on correctly coding Evaluation & Management, modifiers, and surgical procedures. Students have hands-on application in CPT and HCPCS coding manuals and electronic coding software.

MBC2290   MEDICAL INSURANCE BILLING AND CODING CAPSTONE
CONTACT HOURS: THEORY – 40 LAB – 50 (90 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP100, AHP101, MBC1140, MBC1150, MBC1160, MBC1170, MBC1180
This course presents the student with the opportunity to gain experience from an online internship for medical coding. The virtual multi-specialty medical clinic simulates the work experience each student needs to be successful in the field and assists the student in creating a customized portfolio for sharing with prospective employers. Students also prepare for the National Health Career Association, Certified Biller Coder Specialist exam.

MBC2299 MEDICAL BILLING AND CODING EXTERNSHIP
CONTACT HOURS: THEORY – 10 LAB – 0 EXTERNSHIP - 170 (180 HOURS)
TOTAL QUARTER CREDIT HOUR: 6.5
PREREQUISITES: AHP100, AHP101, BUS101, MBC1140, MBC1150, MBC1160, MBC1170, MBC1180
Students learn from hands-on experience in medical administrative duties. Students are required to complete 180 hours of supervised training in the administrative aspects of a physician's office, clinic, insurance office, or hospital setting. This course gives students the ability to obtain work experience and become familiar with aspects and duties of a medical insurance billing and coding representative.

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.

PN130   NURSING TERMINOLOGY AND MATHEMATICS
CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 0 (30 HOURS)
TOTAL QUARTER CREDITS: 3.0
PREREQUISITES: NONE
This course introduces essential concepts of nursing terminology and mathematics. Students will employ a systematic, word-building approach to master the complex terminology used with the healthcare field. This part of the course allows students to learn medical terms, accurate pronunciations, definitions, and spelling. In the second part of the course, students use a systematic approach to master the complex calculations necessary for the safe administration of medications. Dimensional analysis is used to calculate medication dosages for pediatric and adult oral, powdered, topical, parenteral, and intravenous medications, including weight-based medications.

PN148   THE OLDER ADULT
CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: PN120, PN124, PN128, PN130
Improvements in healthcare have allowed people to live to older ages than ever before in history. An aging society makes it imperative for nurses to understand the processes of aging and the comprehensive health needs of older adults. This course emphasizes a holistic approach to the understanding and care of older adults. Global concepts related to aging are covered with an emphasis on health and wellness. The role of the nurse and inter-professional healthcare team in managing special healthcare issues of older adults and their families is discussed. Students will have the opportunity to interview healthy older adults and reflect on their views related to aging.

PN160   PATHOPHYSIOLOGY
CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: PN120, PN124, PN128, PN130
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, PN124, PN128, PN130
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, PN124, PN128, PN130
This course introduces students to basic principles of pharmacology. Prescription and over-the-counter (OTC) medications used to manage common acute and chronic health problems will be discussed from a nursing perspective. The course will focus on the practical nurse's role in the safe administration of medications. Topics include drug action and interaction, indications and contraindications, routes of administration, safe dose ranges, therapeutic and adverse reactions, and drug use in special populations across the lifespan. Special emphasis is on the role of the nurse in patient teaching. Medication calculation will be reviewed.

PN220   MENTAL HEALTH NURSING
CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 45 (75 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: PN160, PN164, 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 a particular emphasis on mental health issues of the older adult. The importance of an inter-professional team approach to treatment is emphasized as is the continuum of care across behavioral health settings. Students will use the clinical problem-solving process, therapeutic communication, and evidence-based approaches to care with patients in acute or community-based settings.

PN224   ADVANCED MEDICAL SURGICAL NURSING
CONTACT HOURS: THEORY - 45 LAB - 30 CLINICAL - 135 (210 HOURS)
TOTAL QUARTER CREDIT HOURS: 10.5
PREREQUISITES: PN160, PN164, 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, inter-professional collaboration, and care management are emphasized throughout the course as is the relationship of evidence to practice. Laboratory skill experiences allow students to learn and practice advanced nursing skills. Clinical practice in patient care environments allows students to apply acquired content knowledge in the care of multiple patients and to demonstrate skills at increasing levels of complexity.

PN228   PHARMACOLOGY II
CONTACT HOURS: THEORY - 30 LAB - 0 CLINICAL - 0 (30 HOURS)
TOTAL QUARTER CREDIT HOURS: 3.0
PREREQUISITES: PN160, PN164, PN168
This course focuses on medications used by **Practical Nurse**s in the care of patients with acute health problems. The **Practical Nurse**s' role in the safe administrations of medications will be emphasized. Topics include drug action and interaction, indications and contraindications, routes of administration, safe dose ranges, therapeutic and adverse reactions, and drug use in special populations. Special emphasis is on the role of the nurse in patient teaching. Medication calculation will be reviewed. Lifespan differences and complementary alternative therapies are also discussed and evaluated.

PN240   PARENT CHILD NURSING
CONTACT HOURS: THEORY - 45 LAB - 0 CLINICAL - 0 (45 HOURS)
TOTAL QUARTER CREDIT HOURS: 4.5
PREREQUISITES: PN220, PN224, 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, postpartum, 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, PN224, PN228
This course provides senior nursing students the opportunity to develop increasing levels of autonomy in managing care for several patients through the integration of knowledge and skills learned throughout the curriculum. Clinical experiences allow the application of essential content and skills acquired throughout the program to the care of multiple complex care patients. 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.

COURSES IN TEACHOUT PROGRAMS

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

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

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

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

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

BA105   COMPUTERIZED ACCOUNTING SYSTEMS
CONTACT HOURS: THEORY – 20 LAB – 70 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 5.5
PREREQUISITES: BA100-BA103

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

BA106 ECONOMICS
CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: BA100 – BA103
The course is designed to acquaint students with the workings of the economy. Students learn processes involving the economic systems, markets and completion, money and banking, production, income, and employment, economic activities and policies, and international economics.

BA107 BUSINESS COMPUTER INFORMATION SYSTEMS
CONTACT HOURS: THEORY – 70 LAB – 0 (90 HOURS)
TOTAL QUARTER HOURS: 8.0
PREREQUISITES: BA100 – BA103
Business Computer Information Systems is designed to provide students with an understanding how information systems may be used to solve problems and make better business decisions. The role of information services in management, including current professional practices and methodologies, is covered. Emphasis is on the managerial and strategic aspects of information technology.

BA208 HUMAN RESOURCES MANAGEMENT
CONTACT HOURS: THEORY – 90 LAB – 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: BA104-BA107
Human Resource Management covers the concepts, terminology, principles, theories, issues and regulations that relate to the field of Human Resources.

BA209 PRODUCTION AND OPERATIONS MANAGEMENT
CONTACT HOURS: THEORY - 90 LAB - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: BA104-BA107
Production and Operations Management incorporates engineered information driven activities of the supply chain such as communication, inventory management, warehousing, transportation, facility location, product service and support. With advances in technology and communications, the activities have been significantly altered and a need for analysis in a competitive environment focusing on supply chain management and manufacturing for competitive advantage has been developed. This becomes even more important due to product life cycles shrinking and competition becoming more intense.

BA210 STRATEGIC MANAGEMENT AND IMPLEMENTATION
CONTACT HOURS: THEORY - 90 LAB - 0 (90 HOURS)
TOTAL QUARTER CREDIT HOURS: 9.0
PREREQUISITES: BA104-BA107
The main objective of the course is to understand the functions and methods of strategic management. The subject matter focuses on business strategy, strategic objectives, strategic diagnosis, monitoring, and forecasting.

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

NON-DISCRIMINATION POLICY

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

CCC admits students of any race, color, national and ethnic origin or other protected characteristics to all rights, privileges, programs and activities generally made available to students, and is non-discriminatory in its administration of educational policies, scholarship and loan programs, and other school-administered programs.
In addition, the institution complies with the Civil Rights Act of 1964, related Executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and all applicable state civil rights laws.

Questions regarding the ADA or Section 504 should be directed to:

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

ARBITRATION AND CLASS ACTION WAIVER DISCLOSURE

CCC requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to compliance@vistacollege.edu.

DRUG FREE SCHOOLS

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

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

A student that violates the CCC prohibition on controlled substances or alcohol is subject to disciplinary action up to and including immediate suspension or dismissal from CCC, and legal implications including criminal prosecution, fine

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

RECORDS RETENTION AND MAINTENANCE

Admissions material submitted to the school should be original documents. Upon receipt by the admissions office, the documents submitted become property of CCC. 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 CCC policy, admissions applications and supporting documentation for students who applied but did not start will be retained for a period of one year. Transcripts are kept indefinitely.

In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, third party access to records or copies of the documents therein, will not be permitted without written consent of the student. Validation of written consent will be required prior to release of information in the record. A reasonable period (not to exceed 5 business days) may take place before records are available.

RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 1974

In compliance with FERPA and the Buckley Amendment, CCC gives notice that the following types of directory information may be released to the general public and agencies without the written consent of the student:

- Student name
- Dates of attendance
- Major field of study and awards, certificate/diploma/degree earned

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

Students must authorize release of any additional information pertaining to student records in writing, except as authorized under the law. Such exceptions include, but are not limited to agencies duly conducting authorized audits of school records, compliance with legally authorized court orders, and cooperation with law enforcement officials in official investigations. Students have a right to inspect and review upon written request to the campus. In addition, the student has the right to request an amendment of the education records including information that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

CAMPUS SECURITY ACT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (the "Clery Act"), CCC publishes an Annual Security Report ("ASR"). The ASR contains information and crime statistics for the previous three calendar years regarding crimes that occurred on campus and on public property within, or immediately adjacent and accessible to the campus. The report also contains information regarding campus security and personal safety topics such as crime prevention, fire safety, crime reporting policies, the Policy on Alcohol and Drugs, and other information related to safety and security. A copy of the ASR is available to students and on CCC's website: https://www.vistacollege.edu/campus-safety/

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state regarding registered sex offenders. Information may be requested from the Department of Public Safety regarding convicted sex crime offenders. The website is located at www.nmsexoffender.dps.state.nm.us. This is the official Internet source for public record information on sex offender registrations in the state of New Mexico.

The Campus Sex Crimes Prevention Act also requires that sex offenders who are required to register in the state to provide notice of each institution of higher education in the state at which the offender is employed, enrolled, or carries on a vocation. CCC recognizes that it is the responsibility of local law enforcement officials to notify the community of potential public danger. Therefore, CCC does not disseminate sex offender registry information to students. CCC will work closely with local law enforcement officials to determine when and under what circumstances local law enforcement officials will notify the community about the presence of a registered sex offender.

SEXUAL HARASSMENT

CCC is committed to maintaining a learning environment that is free from inappropriate conduct based on sex. It is CCCpolicy to provide an educational and working environment for its students and staff that is free from sexual harassment. Sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. Any student who thinks that he or she has been subjected to sexual harassment misconduct by another student, member of the faculty or staff, or a campus visitor or contractor, is encouraged to immediately file a complaint through the Title IX process.

Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to a Vista education program or activity;
- An employee of the school conditioning the provision of an aid, benefit, or service of CCC on an individual's participation in unwelcome sexual conduct; or
- Sexual assault (including fondling, incest, rape, or statutory rape), dating violence, domestic violence, or stalking as those terms are defined in the Violence Against Women Act (VAWA).

TITLE IX REGULATIONS

If you are the victim of sexual harassment, you have the option to file a complaint with the CCC's Title IX Coordinator if the harassment involves a student or employee, visitor, or contractor of CCC.

A Formal Complaint is made by the written submission of complete documentation of an alleged sexual harassment incident(s) to the Title IX Coordinator.

Documentation must include:

- Date(s) and time(s) of the alleged incident(s);
- Location and names of individuals involved in the alleged incident(s);
- Specific details of what happened and resulting effects related to the incident(s);
- Names of any witnesses to alleged incident(s);
- Any action taken following the incident(s);
- A physical or digital signature of the Complainant. A Formal Complaint may not be filed anonymously. The grievance process requires that the Complainant's identity must be disclosed to the Respondent.

Title IX Coordinator

The person with authority to oversee the grievance process and ensure that equitable, non-biased treatment of all parties. The Title IX Coordinator must not have a conflict of interest or bias toward either the Complainant or the Respondent.

> Title IX Coordinator for Students
> Justin Gobert
> Senior Director of Compliance
> Education Futures Group, LLC
> 300 N. Coit Rd, Suite 1400
> Richardson, TX 75080
> 972-733-343, ext. 1712
> jgobert@vistacollege.edu

Complaints of sexual harassment involving only students (student on student) will be guided by the CCC's Title IX Coordinator for Students

Title IX Coordinator for Employees, Visitors, and Contractors
Sabrina Burreal
Vice President of Human Resources
Education Futures Group, LLC
300 N. Coit Rd, Suite 1400
Richardson, TX 75080
972-733-343, ext. 1723
sburreal@vistacollege.edu

Complaints of sexual harassment involving non-students will be guided by the CCC's Title IX Coordinator for Employees, Visitors, and Contractors

A copy of the full Vista Title IX Policy can be found at https://www.vistacollege.edu/non-discrimination-title-ix/ Students may also contact the U.S. Department of Education, Office for Civil Rights to complain of a sex discrimination or sexual harassment including sexual violence; see:

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

COLLEGE GOVERNANCE

Computer Career Center, a Division of Vista College and its subsidiaries are owned by Education Futures Management, Co.

BOARD OF DIRECTORS	**CORPORATE OFFICERS**	
Jim E. Tolbert	Louis W. Kenter	Jim E. Tolbert
Louis W. Kenter	Chairman	Chief Executive Officer
Michael P. McInerney		
	Tim Armstrong	Michael P. McInerney
	Vice President of Operations	Vice President and Secretary
	Andrew Gray	
	Chief Financial Officer and Assistant Secretary	

CAMPUS DIRECTOR

Richard Sambrano
Las Cruces (Branch Campus)

CAMPUS FACULTY & STAFF

A comprehensive listing of all campus faculty and staff members can be found in this catalog's supplement, Volume 37, effective July 1, 2020.

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, 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 to TCTI to Computer Career Center—Lubbock campus. The Lubbock campus is located at 4620 50th Street, Lubbock, Texas. Students have access to a computer lab, medical labs, and classrooms. Administrative offices are also available. The Lubbock campus is currently in teach-out.

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 Brookhollow, 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. In 2016, an additional extension campus was opened at 5929 Brookhollow, El Paso, Texas. The square footage of that location is 8,250 square feet. The total square footage of all facilities in El Paso is approximately 77,250.

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.

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, and 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 a conference room. 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, according to program. Curricula are reviewed and developed through an Occupational Advisory Committee whose members represent business, industry, and education. A Financial Aid Department, a Placement Department, and an Admissions Department supplement the Academic Department to help students achieve their career goals.

Vista College is chartered by the State of Texas as a private education corporation and approved by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15 Street, Austin, Texas 78778-0001 (512) 936-3100 and the State of New Mexico Higher Education Department, 2044 Galisteo Street, Suite 4 Santa Fe, NM 87505-2100, (505) 476-6548. The Associate of Applied Science Degrees are approved and regulated by the Texas Higher Education Coordinating Board, 1200 East Anderson Lane, Austin, TX 78752, (512) 427-6101 and the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898. The Ft. Smith campus is approved and regulated by the State of Arkansas Higher Education Department, 423 Main Street, Suite 400, Little Rock, Arkansas 72201, (501) 371-2000.

The 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 program began in Las Cruces, NM in May 2011 and is 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 Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898.

COMPUTER CAREER CENTER, A DIVISION OF VISTA COLLEGE
FULL-TIME FACULTY & STAFF

LAS CRUCES

STAFF

Name	Job Title	Name	Job Title
Richard Sambrano	Campus Director	OPEN	Director of Financial Aid
Fred Alvarado	Director of Admissions	OPEN	Business Office Manager
Rosa Alsop	Director of Career Services	Macaria Renteria	Registrar
Valentin Galvan	Director of Education		

FACULTY

Name	Job Title	Major/Degree	Educational Institution
Behnke, Madelyn	Program Director – Allied Health	BS Business Administration, Certified MA	DeVry University, North-West
Garcia, Manuel	Instructor – Allied Health	Doctor of Medicine	Universidad Autonoma de Juarez
Tirre, Chelsea	Instructor – Allied Health	BS, Health Sciences/Health Administration	New Mexico State University
Renteria, Brenda	Program Director – Cosmetology	Cosmetology Instructor License	Vogue College of Cosmetology
Hill, Tasha	Instructor – Cosmetology	Cosmetology Instructor License	Business Skills Institute
Ortega, Lupe	Instructor – Cosmetology	Cosmetology Instructor License	Vogue College of Cosmetology
Chavarria, Audrey	Program Director – Dental Assistant	CDA/RDA/BLS Provider	Dental Assisting National Board
Chavez, Matthew	Program Director – HVAC	Registered Air Conditioning and Refrigeration Technician	Texas Department of Licensing and Regulation
Jensen, Rachel	Program Director – Practical Nurse	MSN, BSN, MBA, BBA	Herzing University, NMSU
Bassett, Gayle	Instructor – Practical Nurse	MSN Nursing Education, BSN, BA Philosophy	Herzing, NMSU
Castro, Lawrence	Instructor – Practical Nurse	MSN, BSN	Capital University, United Doctors
Rodriguez, Ashley	Instructor – Practical Nurse	BSN	New Mexico State University
Gonzales, Victoria	Instructor – Practical Nurse	ASN, BSN, MSN	Western NM, NMSU, Herzing