

Everest Institute
Austin, Houston Bissonnet, Houston Hobby and San Antonio Catalog
2016-2018 Catalog, Volume I, Version VII
Addendum Effective 07/21/17

■ **ADDENDUM:** The new Medical Billing and Coding diploma program information has been added to the catalog as follows:



MEDICAL BILLING AND CODING

Austin, Houston Bissonnet, and Houston Hobby

Diploma Program

33 Weeks – 760 Hours, 48 Credits

Modality: Blended format

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Medical Billing and Coding professionals perform a variety of administrative functions as they pertain to the anatomy and physiology of the human body. These include functions associated with organizing, analyzing, and technically evaluating health insurance claim forms. These professionals will also perform duties in diagnostic and procedural coding and are eligible for CPC/CPB certification through AAPC.

The objective of the Medical Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Billing and Coding Program is a 760 clock hour/48.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules. Students must first complete the Module HCIN and then continue in any sequence for the remaining six modules. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of all modules, students participate in an externship. This consists of 200 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Program Outcomes

- Within a medical billing and coding environment, identify the components of a given body system.
- Within a medical billing and coding environment, correctly use medical terminology of a given body system.
- Within a medical billing and coding environment, utilize proper ICD-10-CM/CPT/HCPCS coding.
- Within a medical billing and coding environment, determine the correct application of Health Insurance forms and documents.
- Within a medical billing and coding environment, demonstrate proficiency of medical office technology.

Module Code	Module Title	Total Clock Hours	Total Quarter Credits
HCIN	Introduction to the Healthcare Profession	80	6
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6
MIBPC	MIBP Practicum -OR-	200	6
MIBXT	MIBXT Externship	200	6
Program Totals		760	48

Program effective on or after July 31, 2017

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<p>HCIN Introduction to the Healthcare Profession</p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, and OSHA. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skills, and critical professionalism skills are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certification is also included in the course. Lecture Hours: 40; Clinical Lab Hours: 40; Prerequisite: None; Outside Hours: 20</p>	<p>6 Quarter Credits</p>
<p>Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems</p> <p>Throughout this module, students will identify the components of the Cardiovascular and Lymphatic Systems. Focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0; Outside Hours: 20</p>	<p>6 Quarter Credits</p>
<p>Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System</p> <p>Throughout this module, students will identify the components of the genitourinary system. Focus will also be placed on the correct usage of medical terminology related to this system. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0; Outside Hours: 20; Outside Hours: 20</p>	<p>6 Quarter Credits</p>
<p>Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology</p> <p>Throughout this module, students will identify the components of the integumentary and endocrine systems. Focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0; Outside Hours: 20</p>	<p>6 Quarter Credits</p>
<p>Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System</p> <p>Throughout this module, students will identify the components of the musculoskeletal system. Focus will also be placed on the correct usage of medical terminology related to this system. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0; Outside Hours: 20</p>	<p>6 Quarter Credits</p>
<p>Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems</p> <p>Throughout this module, students will identify the components of the Respiratory and Gastrointestinal Systems. Focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0; Outside Hours: 20</p>	<p>6 Quarter Credits</p>
<p>Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology</p> <p>Throughout this module, students will identify the components of the Sensory and Nervous Systems, and Psychology. Focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0; Outside Hours: 20</p>	<p>6 Quarter Credits</p>

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<p>Module MIBPC – MIBP Practicum (selected campuses)</p> <p>Upon successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students will participate in this 200-hour Online Practicum. This fully online practicum gives students an opportunity to work with the principles and practices learned in the classroom and apply them to a virtual, medical office environment. Students work under the direct supervision of their instructor during this module. The instructor for this module will evaluate students at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete this practicum in order to fulfill requirements for graduation. Prerequisites: HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, MIBSN; Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 200.0</p>	<p>6 Quarter Credits</p>
<p>Module MIBXT – Externship</p> <p>Upon successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students will participate in this 200-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Students are expected to work a full-time (40 hours per week) schedule if possible. Supervisory personnel will evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, MIBSN; Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 200.0</p>	<p>6 Quarter Credits</p>

AUSTIN					
Diploma Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Billing and Coding (blended)	33 Weeks	48	\$14,500	Included in tuition	\$14,500
Effective on or after July 31, 2017					

HOBBY					
Diploma Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Billing and Coding (blended)	33 Weeks	48	\$14,500	Included in tuition	\$14,500
Effective on or after July 31, 2017					

BISSONNET					
Diploma Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Billing and Coding (blended)	33 Weeks	48	\$14,500	Included in tuition	\$14,500
Effective on or after July 31, 2017					

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Blended Modular Program Calendar Medical Billing and Coding 2017 - 2018	
Start Dates	End Dates
2/6/2017	3/3/2017
3/6/2017	4/2/2017
4/10/2017	5/7/2017
5/8/2017	6/4/2017
6/5/2017	7/2/2017
7/10/2017	8/6/2017
8/7/2017	9/3/2017
9/5/2017	10/1/2017
10/9/2017	11/5/2017
11/6/2017	12/3/2017
12/4/2017	1/7/2018
1/8/2018	2/4/2018
2/5/2018	3/4/2018
3/5/2018	4/1/2018
4/9/2018	5/6/2018
5/7/2018	6/3/2018
6/4/2018	7/1/2018
7/9/2018	8/5/2018
8/6/2018	9/2/2018
9/4/2018	9/30/2018
10/8/2018	11/4/2018
11/5/2018	12/2/2018
12/3/2018	1/6/2019

Holidays/Student Breaks Weekday 2017 - 2018		
Holidays/Student Breaks	Start Date	End Date
Presidents Day	2/20/2017	2/20/2017
Student Break	4/1/2017	4/9/2017
Student Break	4/3/2017	4/9/2017
Memorial Day	5/29/2017	5/29/2017
Student Break	7/1/2017	7/9/2017
Student Break	7/3/2017	7/9/2017
Student Break	9/30/2017	10/8/2017
Student Break	10/2/2017	10/8/2017
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas & New Year Holidays	12/25/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Memorial Day	5/28/2018	5/28/2018
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019

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■ **ADDENDUM:** The new Associate of Applied Science, Business program, Tuition Table, Flat-term Rate Table, SAP Table and Calendar have been added to the catalog for Bissonnet campus.



BUSINESS

Associate of Applied Science Degree

24 Months – 96 Quarter Credits

Modality: Blended format only

*Please note this program will follow the blended calendar.

V1

The Associate of Applied Science (AAS) in Business is designed to produce career-prepared graduates responsive to organizational, societal, and economic demands in the ever-evolving technological and increasingly global marketplace. Through curriculum woven with practical application and experience based learning, students will be prepared to successfully begin and advance in their professional careers.

Throughout the Business AAS program students will receive the knowledge and skills to prepare for multiple certifications. Certification testing opportunities will be built into designated courses for the following certifications: Microsoft Office Specialist in Word, PowerPoint, Outlook, and Excel Certification. Additionally, certification content will be built into designated courses for National Institute for Social Media Strategist Certification, and Microsoft Project Certification.

Goals

The Business AAS program provides students whose career goals require a broad knowledge of the functional areas of business across all industries. Students will take coursework foundational to business in the areas of accounting, finance, economics, human resources, and general business. Additionally, students will choose an area of connection that will delve further into business from its respective area preparing them with the knowledge and skills in the areas of administration, management, marketing, and sales.

The major core courses provide the major components of business with areas of study in administration, management, marketing, and sales. General education studies further broaden student understanding of people, communication, the environment, and reasoning. Software applications are woven throughout the program to provide students the ability to be successful and competitive in the technology-driven field of business. Additionally, the program provides the knowledge and skills needed for students to prepare for third party certifications in Microsoft, PowerPoint, Word, Outlook, Excel, and Project.

Program Outline			
Code	Course Title	Total Contact Hours	Total Quarter Credit
ACG 2021	Introduction to Corporate Accounting	40	4
CGS 2060C	Computer Applications	50	4
ECOP 2100	General Economics for Business	50	4
ENC 1101	Composition I	40	4
EVS 1001	Environmental Science	40	4
FIN 1103	Introduction to Finance	40	4
FINP 2205	Introduction to Business Finance	50	4
GEBP 2210	Business Presentations and Communications	50	4
MAN 1030	Introduction to Business	40	4
MAN 2021	Principles of Management	40	4
MANP 2250	Processes, Systems, and Information Management	40	4
MAN 2300	Introduction to Human Resources	40	4
MANP 2350	Organizational Behavior	40	4
MAN 2501	Organizational Strategies	40	4
MAR 1011	Introduction to Marketing	40	4
MATP 1023	Quantitative Reasoning	40	4
PSY 2012	General Psychology	40	4
SLS 1105	Strategies for Success	40	4
SPC 2300	Fundamentals of Interpersonal Communication	40	4
SYG 2001	Principles of Sociology	40	4
Program Total		860	80

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Business Administration Concentration additional Major Core Requirements			
GEBP 2100	Business Analytics	50	4
MANP 2400	Introduction to Process Management	40	4
MANP 2582	Introduction to Project Management	50	4
MANP 2450	Quality Control Strategies and Implementation	40	4
Program Total		1,040	96
Management Concentration Additional Major Core Requirements			
MANP 2425	Introduction to Operations Management	40	4
MANP 2582	Introduction to Project Management	50	4
MANP 2460	Supply Chain Management	40	4
SBM 2000	Small Business Management	40	4
Program Total		1,030	96
Marketing Concentration Additional Major Core Requirements			
MAR 2305	Customer Relations and Servicing	40	4
MAR 2320	Advertising	40	4
MAR 2720	Marketing on the Internet	40	4
MARP 2800	Social Media Marketing	40	4
Program Total		1,020	96
Sales Concentration Additional Major Core Requirements			
BULP 2320	Legal and Ethical Issues in Sales	40	4
MARP 2355	Fundamentals of Selling	40	4
MAR 2720	Marketing on the Internet	40	4
MARP 2800	Social Media Marketing	40	4
Program Total		1,020	96

ACG2021 - Introduction to Corporate Accounting	4 Quarter Credits
This Introduction to Corporate Accounting course defines financial accounting objectives and their relationship to business. Students learn about the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisites: MAN 1030 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
CGS2060C - Computer Applications	4 Quarter Credits
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisites: None Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 00.0	
ECOP2100 – General Economics for Business	4 Quarter Credits
This General Economics for Business course provides an overview of changes in economics, how they arise, and their impact on business. Relevant theoretical aspects and real-life applicability will be explored with a focus on essential economic information that impacts business decision making. The economic impact on markets, customers, business policy and strategy, sustainability, and the pros and cons of outsourcing will also be explored. Prerequisites: ENC 1101, MAN 1030, MAT 1023 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 00.0	
ENC1101 - Composition I	4 Quarter Credits
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
EVS1001 - Environmental Science	4 Quarter Credits
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
FIN 1103 – Introduction to Finance	4 Quarter Credits
This Introduction to Finance course explores the significant principles involved in personal finance and the manner in which finance is connected to decision-making throughout life. The real-world applicability and career-impacting decisions of personal and business finance will be explored. Specific concepts related to financial planning will be introduced, including; insurance, banking, credit, and investments. Prerequisites: MAN 1030 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
FINP2205 – Introduction to Business Finance (NEW)	4 Quarter Credits
This Introduction to Business Finance course examines the basic principles of corporate finance. The topics covered will provide an overview of the tools required to understand and solve financial problems confronting business today. Emphasis is on real-world application to financial issues and decision-making for organizational success. Prerequisites: MAN 1030, APA 2111 or ACG 2021 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 00.0	
GEBP2210 – Business Presentations and Communications (NEW)	4 Quarter Credits

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<p>This Business Communications and Presentations course develops computer literacy for use in today's information technology driven business environment to present and communicate information. A practical working knowledge of creating multi-media presentations and using email in a business professional environment is presented. This course provides the knowledge and skills to prepare for the Microsoft Office Specialist Outlook, Word, and PowerPoint certification tests. Prerequisites: CGS 2060 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 00.0</p>	
MAN1030 - Introduction to Business	4 Quarter Credits
<p>This Introduction to Business course is designed to introduce the terminology, functions, and procedures related to the organization and operation of a business enterprise in an economic-driven and technologically-evolving society. The foundation of business is explored with real-world applicability and career-focused emphasis given to business ethics and social responsibility, management and the organization, and human resources. Additionally, an overview of business ownership, marketing, social media, information management, accounting and financial principles are introduced to build a foundation of business knowledge. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0</p>	
MAN2021 - Principles of Management	4 Quarter Credits
<p>This Principles of Management course provides an overview of the four functions of management, with an emphasis on real-world situations and current events. Upon completion of this course, students will understand and apply management fundamentals across several different industries. Specific attention is paid throughout the course to career readiness. Prerequisites: MAN 1030 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0</p>	
MANP2250 - Processes, Systems, and Information Management (NEW)	4 Quarter Credits
<p>This Processes, Systems, and Information Management course will introduce the concept of management information systems (MIS) in relation to helping businesses achieve their strategies. Real-time trending topics will demonstrate how information systems are used to support and improve business processes. How people, processes, and systems can be integrated to most effectively achieve organizational objectives will be analyzed. Prerequisites: CGS 2060 and MAN 1030 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0</p>	
MAN2300 - Introduction to Human Resources	4 Quarter Credits
<p>This Introduction to Human Resources (HR) course will introduce a broad range of topics associated with Human Resources Management (HRM) from the perspective of the HR professional, the manager, and the employee. HRM encompasses several functions including the recruitment, selection, and maintenance of a qualified, motivated, and productive workforce. Through real-world, applicable assignments and activities, students will learn how effective performance of these functions requires understanding of planning, job analysis, recruitment, selection, employee development, performance appraisal, compensation, benefits, safety, and labor relations. Prerequisites: MAN 1030 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0</p>	
MANP2350 - Organizational Behavior (NEW)	4 Quarter Credits
<p>This Organizational Behavior course provides the basic knowledge and processes required to understand behavior in the workplace and to apply this knowledge to organizational change. Topics include communication and trust, power and leadership, group and inter-group processes, conflict and conflict management, and work and organizational design. Prerequisites: MAN 2300 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0</p>	
MAN2501 - Organizational Strategies (NEW)	4 Quarter Credits
<p>This Organizational Strategies course is a culminating experience in which students refer to previous business courses and apply each operational and strategic component to a real-world business scenario. Knowledge applied will encompass business operations, management, accounting, finance, production, marketing, diversity of human capital, policies and procedures, and defined roles and responsibilities within the workplace. Critical thinking is required to achieve problem resolution in a fast moving and competitive environment where accurate decision-making depends largely on legalities, ethics, and social responsible to the business, and the people that strive for success within it. Prerequisites: MAN 2300, MAR 1011, ACG 2021 or APA 2121, FIN 1103, MAN 2727 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0</p>	
MAR1011 - Introduction to Marketing	4 Quarter Credits
<p>This Introduction to Marketing course reviews the fundamentals of the marketing process. Students will examine the factors that influence buyers in multiple markets with respect to product, price, promotion, and distribution. Emphasis will be placed on application and decision-making needed to succeed in today's competitive business environment. Prerequisites: MAN 1030 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 00.0</p>	
MATP1023 – Quantitative Reasoning	4 Quarter Credits
<p>This course will introduce students to the skills needed to think critically, make informed decisions, provide reason from evidence, and become numerically literate to understand how numbers are used to communicate in their everyday lives. Emphasis is placed on real world, open-ended exercises that involve reading, writing, calculating, synthesizing, and clearly explaining results using quantitative information. Prerequisites: Successful completion of assessment test or FUN0099 Lecture Hours: 40.0; Lab Hours: 0.0; Outside Hours: 20.0</p>	
PSY2012 - General Psychology	4 Quarter Credits
<p>This course covers the fundamental theories and principles of human psychology with an emphasis on applying the concepts to life and work in order to promote effective critical thinking and learning, understanding of emotions and motivations, positive social and workplace interactions, and the importance of the roles played by the unconscious and subconscious minds. Beginning with the historical foundations of psychology, students will study the groundwork</p>	

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for more contemporary perspectives. Study of the brain and its developmental stages, cognitive, motivational, and emotional functions, as well as disorders and their treatment provide a holistic investigation of the human mind as we know it. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
SLS1105 - Strategies for Success	4 Quarter Credits
This course is designed to equip students with tools and techniques for reaching their goals. The course includes an introduction to the college and its resources and provides insights to the thinking process and how it affects actions. Students will be actively involved in learning how to unlock their potential as they embark on their educational journey. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
SPC2300 - Fundamentals of Interpersonal Communications	4 Quarter Credits
The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
SYG2001 – Principles of Sociology	4 Quarter Credits
A Study of cultural heritage, of the cultural influence of human personality, and of social interaction. Prerequisites: None. Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hrs: 20.0	
GEBP2100 – Business Analytics (NEW)	4 Quarter Credits
This Business Analytics course develops spreadsheet application skills for use in today's information technology driven business environment to track and analyze information. Course topics include creating and managing worksheets and workbooks, creating charts and tables, applying formulas and functions, formatting cells and ranges, and using analysis tools to organize and communicate data to support business decision-making. This course provides students with the knowledge and skills to prepare for the Microsoft Office Specialist in Excel certification test. Prerequisites: CGS 2060 and MAN 1030 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 00.0	
MANP2400 – Introduction to Business Process Management (NEW)	4 Quarter Credits
This Introduction to Business Process Management course introduces the key concepts and approaches in business process management and improvement. Business process management systems will be introduced to show how they can be used identify, document, model, and assess to improve core business processes. Real-world challenges and approaches to the organizational processes will be explored. Prerequisites: MANP 2250 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
MANP2582 – Introduction to Project Management	4 Quarter Credits
This Introduction to Project Management course introduces a practical approach to managing projects with emphasis on organizing, planning, and controlling. The tools used by today's managers will be illustrated through the use of Microsoft Project software. Additionally, project management roles, environments, and the project life cycle will be examined. Prerequisites: MAN 2021 Lecture Hours: 30.0 Lab Hours: 20.0 Outside Hours: 00.0	
MANP2450 – Quality Control Strategies and Implementation (NEW)	4 Quarter Credits
This Quality Control Strategies and Implementation course introduces quality control procedures and concepts for enhancing the entire business environment. Various methods of process control and acceptance sampling will be reviewed, including using control charts and sampling plans. Operational techniques for quality improvement and management strategies for implementation will also be introduced using real-world scenarios. Prerequisites: GEBP 2100, MANP 2400, MANP 2582 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
MANP2425 – Introduction to Operations Management (NEW)	4 Quarter Credits
This Introduction to Operations Management course introduces the disciplines, practices, and strategic tools that are used to efficiently produce goods and services in organizations. Product and service design, capacity planning, and continuous improvement methodologies will be examined. Inventory management, supply chain management, and project management will also be introduced. Lastly, this course utilizes case studies of prominent business to solidify the learning and application of operations management in the real world. Prerequisites: MAN 2021 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
MANP2460 – Supply Chain Management (NEW)	4 Quarter Credits
This Supply Chain Management course provides an overview of the business processes and activities of a supply chain; including sourcing, procurement, sales and operations planning, and distribution and demand management. Emphasis is placed on analytical thinking and identifying problems encountered in practice. Prerequisites: MANP 2425 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	

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SBM2000 - Small Business Management	4 Quarter Credits
This Small Business Management course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisites: MAN 2021, FIN 1103, MAR 1011 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
MAR2305 - Customer Relations and Servicing	4 Quarter Credits
This Customer Experience Management course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisites: MAR 1011 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
MAR2320 – Advertising and Social Change	4 Quarter Credits
This Advertising and Social Change course is a study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Prerequisites: MAR 1011 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
MARP2355 – Fundamentals of Selling	4 Quarter Credits
This Fundamentals of Selling course introduces the importance of sales in a variety of organizations and industries. It establishes the value of selling skills across numerous roles in today's job market, Business to Business (B2B) and Business to Consumer (B2C). The sales process, including prospecting, qualifying, call planning, effective communication, networking, Customer Relationship Management, and potential compensation will be explored. Each element of the sales process will be addressed in the context of an ethical sales role, which is central to the student's professional brand and which will enhance career preparedness. Prerequisites: GEB 2210 and MAR 1011 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
BULP2320 – Legal and Ethical Issues in Sales	4 Quarter Credits
This Legal and Ethical Issues in Sales course introduces the legal and ethical challenges involved in sales practice. Emphasis will be on developing strategies needed to conduct ethical business transactions. Ethical practices and sales strategies will be integrated within a variety of industries. Prerequisites: MARP 2355 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
MAR2720 – Marketing on the Internet	4 Quarter Credits
This Marketing on the Internet course is a study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisites: MAR 1011 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	
MARP2800 - Social Media Marketing	4 Quarter Credits
This Social Media Marketing course examines the latest strategies for monitoring and engaging consumers in social media from a marketing perspective. Students will explore the use of platforms such as, Facebook, Twitter, LinkedIn, etc., to both understand how to define campaign-specific audiences and to determine which platforms receive the largest participation. From this course, students will be able to craft and execute platform-specific marketing tactics to connect with and analyze target markets in order to optimize consumer recognition and engagement with a brand. Prerequisites: MAR 2720 Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 20.0	

BISSONNET					
Quartered Based Program	Program Length	Credit Units	Tuition Program	Textbooks and Equipment (estimated)	Total Cost (estimated)
Business AAS	24 months	96	\$24,000	Included in tuition program	\$24,000
Effective June 26 or after					

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FLAT TERM RATE TABLE

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Business AAS		
Number of Credits Enrolled In	Credit Load	Cost Per Quarter
16 or more	20	\$3,960.00
	19	\$3,960.00
	18	\$3,960.00
	17	\$3,960.00
	16	\$3,960.00
12 - 15	15	\$3,000.00
	14	\$3,000.00
	13	\$3,000.00
	12	\$3,000.00
8 - 11	11	\$2,880.00
	10	\$2,880.00
	9	\$2,880.00
	8	\$2,880.00
Less than 8	7	\$2,520.00
	6	\$2,160.00
	5	\$1,800.00
	4	\$1,440.00
	3	\$1,080.00
	2	\$720.00
	1	\$360.00
Effective June 26 or after		

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Blended Calendar 2017 – 2018				
Mini-Term Starts		May	22	2017
Mini Term Drop/Add Deadline		May	30	2017
Spring Term Ends		July	2	2017
Independence Day Holiday		July	4	2017
Summer Vacation	From:	July	3	2017
	To:	July	9	2017
Summer Term Starts		July	10	2017
Summer Term Add/Drop Deadline 6 Week 1 Courses		July	16	2017
Summer Term Add/Drop Deadline 12 Week Courses		July	23	2017
Mini-Term Starts		August	21	2017
Mini-Term Add/Drop Deadline		August	27	2017
Labor Day Holiday*		September	4	2017
Summer Term Ends		October	1	2017
Fall Break	From:	October	2	2017
	To:	October	8	2017
				2017
Fall Term Start		October	9	2017
Fall Term Add/Drop Deadline 6 Week 1 Courses		October	15	2017
Fall Term Add/Drop Deadline 12 Week Courses		October	22	2017
Mini-Term Starts		November	20	2017
Thanksgiving Day Holiday*	From:	November	23	2017
	To:	November	26	2017
Mini-Term Add/Drop Deadline 6 Week 1 Courses		November	30	2017
Winter Holiday	From:	December	23	2017
	To:	January	1	2018
Classes Resume		January	2	2018
Fall Term Ends		January	7	2018
				2018
Winter Term Starts		January	8	2018
Winter Term Add/Drop Deadline 6 Week 1 Courses		January	14	2018
M.L. King Jr. Birthday Holiday*		January	15	2018
Winter Term Add/Drop Deadline 12 Week Courses		January	22	2018
Presidents' Day*		February	19	2018
Mini-Term Starts		February	20	2018
Mini Term Add/Drop Deadline		February	26	2018
Winter Term Ends		April	1	2018
Spring Vacation	From:	April	2	2018
	To:	April	8	2018
Spring Term Starts		April	9	2018
Spring Term Add/Drop Deadline 6 Week 1 Courses		April	15	2018
Spring Term Add/Drop Deadline 12 Week Courses		April	22	2018
Mini-Term Starts		May	21	2018
Mini Term Add/Drop Deadline		May	27	2018
Memorial Day Holiday*		May	28	2018
Spring Term Ends		July	1	2018
Independence Day Holiday*		July	4	2018
Summer Vacation	From:	July	2	2018
	To:	July	8	2018

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96 Quarter Credit Hour Quarter-Based Program Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.10	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

■ **ADDENDUM:** The following Blended languages have been added to the catalog.

DISTANCE EDUCATION READINESS

All incoming distance education or blended learning students must complete an Online Readiness Assessment (ORA) prior to enrollment. Students who achieve a score of 36 or below on the ORD must meet with an advisor prior to enrollment to discuss their level of distance education readiness and available resources.

BLENDING LEARNING

Everest offers some programs in a blended format. Blended learning combines a hands-on classroom experience with online education. Courses offered in the blended format are not self-paced and must be completed as prescribed in the course outline. Each week in the blended format, students will divide their time between coming to class at the campus and spending time completing assignments using the online modality. For example, in a 4 hour/five days per week module, students attend class three days and spend two days working in the online environment. Both the onsite and online portions of the module are taught by the same instructor. Please refer to the Programs section of the catalog to determine which programs are offered in the blended learning format.

In a blended course, all of the content of the course is contained within an online shell via Canvas, the learning management system. This shell contains the syllabus, a gradebook, and all of the assignments and assessments that will be required throughout the course/module, both onsite and online. The onsite instructor will guide students through the in-class and online assignments and activities. Attendance will be taken by the instructor and recorded for the days the student is required to attend the onsite class, and attendance will be recorded through Canvas when the students complete the assigned online activities on two separate days during the week.

For students to maximize success in the online portion of the course/module, they must have available to them a computer with a system profile that meets or exceeds the following:

PC, Windows 7 or newer
 Mac OS X 10.6 or newer, min 1GB of Ram

Supported Browsers Include:
 Internet Explorer 11
 Safari 9-10
 Chrome
 Firefox

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Minimum Internet Speed of 512kbps

In addition, students must:

- ✓ Have Internet access and an established email account;
- ✓ Verify email account/address with the instructor for the course/module;
- ✓ Participate in both the onsite and online coursework and complete learning and graded activities weekly throughout the course/module.

Students who do not have access to a computer or the internet, may participate in the online coursework by utilizing a computer in one of the school's computer labs.

■ **ADDENDUM:** Tuition cost has been updated to the catalog.

AUSTIN					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Business Accounting**	36 Weeks	72	\$15,400	\$2,007	\$17,407
Computer Information Technology	48 Weeks	60	\$14,500	Included in Tuition	\$14,500
Dental Assistant	33 Weeks	48	\$14,905	\$1,109	\$16,014
Electrical Technician	36 Weeks	59	\$14,181	\$1,764	\$15,945
Heating, Ventilation and Air Conditioning	36 Weeks	55	\$14,181	\$2,045	\$16,226
Medical Assistant	41 Weeks	60	\$15,048	\$2,429	\$17,477
Medical Insurance Billing and Coding*	33 Weeks	48	\$13,153	\$1,980	\$15,133
*Tuition for Medical Assistant effective July 1, 2017					
*Enrollments in these programs are temporarily suspended					
**Enrollments are no longer accepted in these programs					

HOBBY					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Computer Information Technology	48 Weeks	60	\$14,500	Included in Tuition	\$14,500
Dental Assistant	33 Weeks	48	\$12,020*	\$1,120	\$13,140
Information Technology Support Specialist**	42 Weeks	76	\$16,632	\$1,585	\$18,217
Medical Assistant	41 Weeks	60	\$12,712*	\$2,471	\$15,183
Medical Insurance Billing and Coding	33 Weeks	48	\$11,075*	\$2,380	\$13,455
*Tuition effective July 1, 2017					
**Enrollments are no longer accepted in these programs					

BISSONNET					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Carpentry**	36 Weeks	55	\$14,570	\$1,572	\$16,142
Computer Information Technology	48 Weeks	60	\$14,500	Included in Tuition	\$14,500
Dental Assistant	33 Weeks	48	\$12,018*	\$1,120	\$13,138
Electrical Technician	36 Weeks	59	\$14,556	\$1,861	\$16,417
Heating, Ventilation and Air Conditioning	36 Weeks	55	\$14,571	\$2,154	\$16,725
Medical Administrative Assistant	33 Weeks	48	\$11,306*	\$2,268	\$13,574
Medical Assistant	41 Weeks	60	\$11,158*	\$2,471	\$13,629
Medical Insurance Billing and Coding	33 Weeks	48	\$11,075*	\$2,380	\$13,445
Plumbing Technology**	36 Weeks	55	\$14,571	\$2,271	\$16,842
*Tuition effective July 1, 2017					
**Enrollments are no longer accepted in these programs					

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SAN ANTONIO					
Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Computer Information Technology	48 Weeks	60	\$14,500	Included in Tuition	\$14,500
Medical Administrative Assistant	33 Weeks	48	\$11,373*	\$2,152	\$13,525
Medical Assistant	41 Weeks	60	\$12,712*	\$2,471	\$15,183
Heating, Ventilation and Air Conditioning	36 Weeks	55	\$15,406	\$2,055	\$17,461
*Tuition effective July 1,2017					

- **ADDENDUM:** Jacksonville and Melbourne have been removed from the Zenith Education Group table.
- **ADDENDUM:** Information Technology Support Specialist (ITSS) have been removed for Austin and Hobby campus.
- **ADDENDUM:** The following language have been added to the catalog under the Student Services section.

TEMPORARY CAMPUS CLOSING WEATHER

To provide continued services to students, it is Zenith's policy that all schools remain open according to their regular hours of operation. However, certain situations, such as holidays, special events, inclement weather, and emergencies, may arise that necessitate the temporary closure of a Zenith campus. In the event it becomes necessary for a location to temporarily close students will be notified using a notification software/system. Zenith will communicate site closures, delayed start, and early close. Campus leadership may also send notices about special events and other general reach out messages to communicate with students. The system will send notice via landline, cell phone—audio and text, and email. All students are required to keep their contact information current in CampusVue at all times in order to be reached with these important messages. The Campus Director reserves the right to schedule make up hours and/or assignments for hours missed due to any school closures. The students will be notified of these make up hours and be required to attend or be marked absent.

- **ADDENDUM:** The following statement has been updated to the Retaking Failed Coursework section.

Veterans Affairs (VA) students are not eligible for VA funding for repeating passed coursework.

- **ADDENDUM:** Tinamarie Aguilar has been removed from the Title IX of the Education Amendments contact list.
- **ADDENDUM:** The statement below has been added to the Academic Calendars section.

Please note: The end dates for any program with no online or distance-based attendance or academic requirements will be the Friday immediately preceding the end date listed in all of the calendars below.

- **ADDENDUM:** The Administrative Staff tables have been updated to the catalog.

AUSTIN	
Tenishia Jackson	Campus Director & Academic Dean
Michelle Clark	Director of Student Success
Thomas Gentry Birdwell	Director of Career Services

BISSONNET	
Dr. Sylento R. Lewis	Executive Director
Clarence Patrick Francis	Director of Student Success
OPEN	Director of Career Services
Dr. Natasha Williams	Campus Director & Academic Dean

HOBBY	
Wanetta Jones-Allen	Campus Director & Academic Dean
Terrence Jones	Director of Student Success
Brian Candido	Director of Career Services

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SAN ANTONIO	
Barry Bailey	Campus Director & Academic Dean
Dorothy Cuestas Pacheco	Director of Student Success
Ted Dean Johnson	Director of Career Services

■ **ADDENDUM:** Modular calendar for Allied Health programs has been added to the catalog.

Allied Health Modular Programs	
Dental Assistant	
Medical Administrative Assistant	
Medical Assistant	
Medical Billing and Coding	
Pharmacy Technician	
2017 - 2018	
Start Dates	End Dates
2/6/2017	3/3/2017
3/6/2017	4/2/2017
4/10/2017	5/7/2017
5/8/2017	6/4/2017
6/5/2017	7/2/2017
7/10/2017	8/6/2017
8/7/2017	9/3/2017
9/5/2017	10/1/2017
10/9/2017	11/5/2017
11/6/2017	12/3/2017
12/4/2017	1/7/2018
1/8/2018	2/4/2018
2/5/2018	3/4/2018
3/5/2018	4/1/2018
4/9/2018	5/6/2018
5/7/2018	6/3/2018
6/4/2018	7/1/2018
7/9/2018	8/5/2018
8/6/2018	9/2/2018
9/4/2018	9/30/2018
10/8/2018	11/4/2018
11/5/2018	12/2/2018
12/3/2018	1/6/2019

Holidays/Student Breaks		
Weekday		
2017 - 2018		
Holidays/Student Breaks	Start Date	End Date
Presidents Day	2/20/2017	2/20/2017
Student Break	4/1/2017	4/9/2017
Student Break	4/3/2017	4/9/2017
Memorial Day	5/29/2017	5/29/2017
Student Break	7/1/2017	7/9/2017
Student Break	7/3/2017	7/9/2017
Student Break	9/30/2017	10/8/2017
Student Break	10/2/2017	10/8/2017
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas & New Year Holidays	12/25/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Memorial Day	5/28/2018	5/28/2018
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019