

Everest College
Arlington (Mid-Cities), Dallas and Ft. Worth South
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 6/26/2017

■ **ADDENDUM:** The new Computer Information Technology program, Tuition Table, SAP Table, and Calendar have been added to the catalog for Arlington (Mid-Cities) campus.



COMPUTER INFORMATION TECHNOLOGY

Diploma Program

12 Months – 60 Quarter Credits

Modality: Blended format only

*Please note this program will follow the Computer Information Technology calendar.

The **Computer Information Technology Diploma** program provides students the basic foundation and technical skill sets required for an entry level IT job. The curriculum covers the professional skills for the IT professional and prepares students for key certification exams widely recognized in the I.T. field.

The program helps prepare students for careers such as IT Support Specialist, Desktop Support Technician, Technical Support Representative, and Help Desk Support Technician.

Goals

The goal of the program is to provide the technical and business skills needed to secure IT positions in a variety of industries.

Graduates will:

- Use and troubleshoot personal computer hardware and software.
- Install, configure, and use common workplace operating systems.
- Develop help desk support, customer service, and communication skills to enable customer satisfaction.
- Demonstrate competency in all aspects covered by CompTIA A+ certification.
- Develop professional skills appropriate for a workplace environment.

Program Outline			
Course	Title	Total Contact Hours	Total Quarter Credits
CNT 1003	Computer Networking Fundamentals	50	4
CTS 1110	Computer Operating Systems	50	4
CTSP 1115	IT Helpdesk Support	40	4
CGS 1280	Computer Hardware Concepts	50	4
CTS 1327C	Network Operating Systems-Client	50	4
CTSP 2350	Introduction to Linux	50	4
CTS 2383C	Network Management	50	4
CNT 2400C	Network Security Fundamentals	50	4
CTSP 2401	A+: Computer Systems Maintenance	40	4
CTSP 2402	A+: PC Operating Systems	40	4
CET 1605C	Network Routing I	50	4
CTS 2386C	Network Infrastructure	50	4
CTS 2303	Network Directory Services	50	4
CTS 1334	Network Operating Systems-Server	50	4
CGS 2060C	Computer Applications	50	4
Program Total		720	60

<p>CNT 1003 - Computer Networking Fundamentals</p> <p>This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: None Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5</p>	<p>Quarter Credits 4</p>
<p>CTS 1110 - Computer Operating Systems</p> <p>This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration and upgrade of operating systems. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: None Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5</p>	<p>Quarter Credits 4</p>

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CTSP 1115 - IT Helpdesk Support	Quarter Credits 4
<p>In this course, students will be introduced to a variety of successful customer service skills (soft-skills) that are needed when working in an IT service desk. Topics discussed in the course include how customer satisfaction is achieved, active listening, problem-solving strategies and dealing with difficult customers.</p> <p>By the end of this course, students will be able to demonstrate effective communication skills required in an IT setting, successful customer service support and effective troubleshooting skills when working with helpdesk clients. Students will also explore current IT trends and different certifications that are available to the service desk professional. Students are expected to designate an average of 10 hours for out-of-class study and assignments for this course. Prerequisites: None Lecture Hours: 40.0; Lab Hours: 00.0; Outside Hours: 10.0</p>	
CGS 1280 - Computer Hardware Concepts	Quarter Credits 4
<p>In this course, students will be introduced to a variety of hardware components and their related functions in personal devices (desktops, laptops, tablets, mobile devices). Topics discussed in the course include diagnosing, troubleshooting, installing and repairing hardware, network connection, and associated devices.</p> <p>By the end of this course, students will be able to demonstrate how to connect and trouble shoot external devices, explain the functions of different hardware platforms and operating system software, describe various processor types, optimize a PC's performance with the correct RAM choice, support various peripherals through hardware and software diagnostics, and maintain the local area network hardware. This course also provides preparation for the hardware content of the CompTIA A+ certification. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: None Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5</p>	
CTS 1327C - Network Operating Systems-Client	Quarter Credits 4
<p>This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: CNT1003 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5</p>	
CTSP 2350 - Intro to Linux	Quarter Credits 4
<p>This course introduces students to the Linux OS. Basics covered include installation and configuration of a Linux OS, as well as basic administrative tasks such as creating groups and users. Students will also learn the basics of the most common Linux distributions. These will be accomplished using both the command line and GUI interfaces. Students will learn basic shell scripting and use of the vi editor in creating shell scripts. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: CGS 1280, CTS 1110 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5</p>	
CTS 2383C - Network Management	Quarter Credits 4
<p>In this follow-up course to CTS1327C (Network Operating Systems - Client I), the student continues to learn about desktop configuration and management in a network environment. This course focuses on the Windows 8.1 operating system, which introduces a paradigm shift towards a platform and interface that improves user experience on touch screen and mobile devices. In addition to performing installation, configuration, and desktop management tasks in a simulated Windows 8.1 network environment, students will setup and configure a virtual private network, and configure a mobile to desktop sync partnership, security, and data encryption on a mobile device. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: CNT1003, CTS1327C Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5</p>	
CNT 2400C - Network Security Fundamentals	Quarter Credits 4
<p>This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: CNT1003 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5</p>	
CTSP 2401 - A+: Computer Systems Maintenance	Quarter Credits 4
<p>In this course, students will focus on preparing to take the 901 CompTIA A+ Certification Test. Concepts from CGS 1280 - Computer Hardware Systems will be reviewed in depth and students will be given the opportunity to review hardware concepts tested on the CompTIA exam. Emphasis will be placed on giving students ample practice test material and helping them focus on reviewing concepts they found challenging or confusing from prior courses. Students are expected to designate an average of 10 hours for out-of-class study and assignments for this course. Prerequisites: CGS 1280, CTS 1110 Lecture Hours: 40.0; Lab Hours: 0.0; Outside Hours: 10.0</p>	
CTSP 2402 - A+: PC Operating Systems	Quarter Credits 4
<p>In this course, students will focus on preparing to take the 902 CompTIA A+ Certification Test. Concepts from CTS 1110 – Computer Operating Systems will be reviewed in depth and students will be given the opportunity to review software concepts tested on the CompTIA exam. Emphasis will be placed on giving students ample practice test material and helping them focus on reviewing concepts they found challenging or confusing from prior courses. Students are expected to designate an average of 10 hours for out-of-class study and assignments for this course.</p>	

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Prerequisites: CGS 1280, CTS 1110 Lecture Hours: 40.0; Lab Hours: 0.0; Outside Hours: 10.0	
CET 1605C - Network Routing I	Quarter Credits 4
This course introduces the knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network using Cisco hardware. The course includes topics on the operation of IP data networks, LAN switching technologies, IPv6, IP routing technologies, IP services, network device security, and basic troubleshooting. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: CNT1003 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5	
CTS 2386C - Network Infrastructure	Quarter Credits 4
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: CNT1003 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5	
CTS 2303 - Network Directory Services	Quarter Credits 4
This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: CTS1334 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5	
CTS 1334 - Network Operating Systems-Server	Quarter Credits 4
This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands on labs to gain practical experience with installing, administering, and troubleshooting a network server. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: CNT1003 Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5	
CGS 2060C - Computer Applications	Quarter Credits 4
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. Students are expected to designate an average of 12.5 hours for out-of-class study and assignments for this course. Prerequisites: None Lecture Hours: 30.0; Lab Hours: 20.0; Outside Hours: 12.5	

ARLINGTON (MIDCITIES)					
MODULE-BASED PROGRAMS	PROGRAM LENGTH	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL (ESTIMATED)
Computer Information Technology	48 Weeks	60	\$14,500	Included in program tuition	\$14,500
Effective June 26 or after					

60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60).				
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
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	2.0	1.5	66.66%	65%
73-90	N/A	2.0	N/A	66.66%

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Computer Information Technology Diploma Program 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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■ **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.

BLENDED 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

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:** The Administrative Staff tables have been updated.

ADMINISTRATIVE STAFF

ARLINGTON	
Colette Franklin	Campus Director & Academic Dean
Julien Carney	Director of Career Services
Sharetta McKenzie	Director of Student Success

DALLAS	
Chris Peters	Campus President

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

FT. WORTH SOUTH					
MODULE-BASED PROGRAMS	PROGRAM LENGTH	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL (ESTIMATED)*
Dental Assistant	33 Weeks	48	\$12,020	\$1,120	\$13,140
Medical Assistant	41 Weeks	60	\$12,712	\$2,473	\$15,185
Medical Insurance Billing and Coding	33 Weeks	48	\$11,075	\$2,321	\$13,396
QUARTER BASED PROGRAMS	PROGRAM LENGTH	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL (ESTIMATED)*
Business*	24 months	96	\$31,638-\$47,424	\$4,050	\$35,688-\$51,474
Criminal Justice *	24 months	96	\$31,638-\$47,424	\$4,050	\$35,688-\$51,474
<p style="color: red;">*Tuition for modular effective July 1, 2017</p> <p>Total final cost dependent upon enrollment status</p> <p>* Enrollments are no longer accepted in this program</p>					

ARLINGTON (MIDCITIES)					
MODULE-BASED PROGRAMS	PROGRAM LENGTH	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL (ESTIMATED)*
Dental Assistant	33 Weeks	48	\$12,464*	\$1,118	\$13,582
Electrical Technician	36 Weeks	59	\$10,707*	\$1,906	\$12,613
Heating, Ventilation and Air Conditioning	36 Weeks	55	\$11,164*	\$2,198	\$13,362
Medical Assistant	41 Weeks	60	\$12,216	\$2,395	\$14,611
Medical Insurance Billing and Coding**	33 Weeks	48	\$15,038	\$2,185	\$17,223
Pharmacy Technician	33 Weeks	48	\$11,989*	\$1,215	\$13,204
QUARTER BASED PROGRAMS	PROGRAM LENGTH	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL (ESTIMATED)*
Business Administration**	24 months	96	\$29,664-\$47,424	\$4,000	\$33,664-\$51,424
Criminal Justice**	24 months	96	\$29,664-\$47,424	\$3,500	\$33,164-\$50,924
<p style="color: red;">*Tuition for modular effective July 1, 2017</p> <p>**Enrollments are no longer accepted in this program</p>					

■ **ADDENDUM:** The statement below has been removed from the Approvals and Membership section.

- Notice to students and prospective students: The Associate Degree: Business Administration at Everest College-Arlington has been placed on student achievement show-cause by their accreditor, the Accrediting Council for Independent Colleges and Schools (ACICS), due to noncompliance with its retention rate standard of 60%.

■ **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 statement below has been removed from the flat-term rate tuition table.

Note: For students who are enrolling in school at the mini-term, tuition is \$2,745. Thereafter, students are subject to the tiered quarterly tuition rate.

■ **ADDENDUM:** Jacksonville and Melbourne have been removed from the Zenith Education Group table.

■ **ADDENDUM:** The following statement has been added to the Pharmacy Technician program.

Pharmacy Technician students must meet with the Program Director/Chair during the first month.

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■ **ADDENDUM:** Medical Administrative Assistant have been removed for Arlington (Mid-Cities) and Dallas 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 computer profile has been updated to the Online Programs and Course Requirements (Linear Programs Only) section.

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

Minimum Internet Speed of 512kbps

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

Allied Health Modular Programs	
Dental Assistant	
Medical Assistant	
Medical Insurance 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