

Everest Institute - Gahanna
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/14/2017

■ **ADDENDUM:** The Computer Information Technology Associate of Applied Science degree program has been added to the catalog:



COMPUTER INFORMATION TECHNOLOGY

Associate of Applied Science Degree
 24 Months – 96 Quarter Credits
 Modality: Blended format

The Associate of Applied Science in Computer Information Technology provides students with the fundamental knowledge and skills required for industry-specific methodologies and standards associated with computer systems administration and maintenance. This program helps prepare graduates for careers as Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

Goals

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

Graduates will:

- Gain hands-on experience with the hardware and software used in personal computers.
- Demonstrate system support skills that focus on installing, administering, and troubleshooting commonly used hardware and software using critical thinking.
- Apply problem-solving techniques and critical thinking skills in their day to day work.
- Gain competency in all aspects covered by CompTIA A+ certification.
- Have the effective oral and written communication skills necessary to perform in a technical environment.
- Understand the professional, ethical, legal, security, and social issues within the IT administration framework.
- Employ interpersonal skills to work cooperatively and productively in a team environment.

This program also provides the foundation needed to pursue a bachelor degree in Information Technology.

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
CTS 1334	Network Operating Systems-Server	50	4
CET 1605C	Network Routing I	50	4
CTSP 2100	Computer Ethics	40	4
CTS 2303	Network Directory Services	50	4
CTSP 2350	Intro to Linux	50	4
CTSP 2351	Linux Systems Administration	50	4
CTS 2383C	Network Management	50	4
CTS 2386C	Network Infrastructure	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 2607C	Network Routing II	50	4
SLS 1105	Strategies for Success	40	4
CGS 2060C	Computer Applications	50	4
ENC 1101	Composition I	40	4
MAT 1033	College Algebra	40	4
SPC 2300	Fundamentals of Interpersonal Communication	40	4
EVS 1001	Environmental Science	40	4
PSY 2012	General Psychology	40	4
Program Total		1100	96

*Program effective on or after June 19, 2017

**Everest Institute - Gahanna
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/14/2017**

<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. Prerequisites: None Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</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. Prerequisites: None Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CTSP 1115 - IT Helpdesk Support</p> <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. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CGS 1280 - Computer Hardware Concepts</p> <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. Prerequisites: None Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CTS 1327C - Network Operating Systems-Client</p> <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. Prerequisites: CNT1003 Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CTS 1334 - Network Operating Systems-Server</p> <p>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. Prerequisites: CNT1003 Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CET 1605C - Network Routing I</p> <p>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. Prerequisites: CNT1003 Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CTSP 2100 - Computer Ethics</p> <p>This course is an examination of what it means to be ethical in the IT profession. Topics include how to interact professionally, properly using copy written material, secure data management, and intellectual property rights. Students will be assessed by writing analysis of what to do in situations with an ethical dilemma. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CTS 2303 - Network Directory Services</p> <p>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. Prerequisites: CTS1334 Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>

Everest Institute - Gahanna
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/14/2017

<p>CTSP 2350 - Intro to Linux</p> <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. Prerequisites: CGS 1280, CTS 1110 Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CTSP 2351 - Linux Systems Administration</p> <p>This course is designed to provide students with an introduction to necessary skills and abilities of a professional Linux system administrator. This course explores the various tools and techniques commonly used by Linux system administrators to achieve their day-to-day work in a Linux environment. Topics include installation and configuration; the boot process; user and group administration; file system administration. Students should have basic knowledge of Linux and its most common utilities and text editors. Prerequisites: CTSP 2350 Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CTS 2383C - Network Management</p> <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. Prerequisites: CNT1003, CTS1327C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CTS 2386C - Network Infrastructure</p> <p>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. Prerequisites: CNT1003 Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CNT 2400C - Network Security Fundamentals</p> <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. Prerequisites: CNT1003 Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CTSP 2401 - A+: Computer Systems Maintenance</p> <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. Prerequisites: CGS 1280, CTS 1110 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CTSP 2402 - A+: PC Operating Systems</p> <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. Prerequisites: CGS 1280, CTS 1110 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>CET 2607C - Network Routing II</p> <p>This course expands upon the topics covered in Network Routing I, enhancing the student's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium-size enterprise branch network. The course includes topics on LAN switching technologies, IP routing technologies, IP services, troubleshooting, and WAN technologies. Prerequisites: CET1605C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0</p>	<p>4 Quarter Credits</p>
<p>SLS 1105 - Strategies for Success</p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p>4 Quarter Credits</p>

Everest Institute - Gahanna
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/14/2017

CGS 2060C - 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; Lab Hours: 20; Other Hours: 0	
ENC 1101 - 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 ideas and supporting material. Prerequisites: Successful completion of assessment test Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
MAT 1033 - College Algebra	4 Quarter Credits
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem solving skills. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
SPC 2300 - Fundamentals of Interpersonal Communication	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; Lab Hours: 0; Other Hours: 0	
EVS 1001 - 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; Lab Hours: 0; Other Hours: 0	
PSY 2012 - General Psychology	4 Quarter Credits
This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	

Everest Institute - Gahanna
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/14/2017

Program	Program Length	Credit Units	Textbooks and Equipment	Tuition
Computer Information Technology (AAS) degree program	24 months	96	Included in tuition	\$24,000
Program effective on or after June 19, 2017				

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.

Associate Degree Program		
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 on or after June 19, 2017		

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%

Everest Institute - Gahanna
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/14/2017

Computer Information Technology Associate of Applied Science & Diploma Programs 2017 – 2018 Calendar				
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

**Everest Institute - Gahanna
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/14/2017**

- **ADDENDUM:** The following note was added right below 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 Pharmacy Technician diploma program was revised as follows:



PHARMACY TECHNICIAN

Diploma Program
33 Weeks – 760 Hours, 48 Credits
Modality: Blended

V 1.0

The Pharmacy Technician diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and disease states, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be eligible to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Program Description:

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

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

Module Number	Module Title	Total Hours	Quarter Credits
Prerequisite Course			
HCIN	Introduction to the Healthcare Profession	80	6.0
Modular Courses			
PHTDB – A	History and Ethics of Pharmacy	80	6.0
PHTDB – B	Pharmacology	80	6.0
PHTDB – C	Pharmacy Law and Administration for Pharmacy Technicians	80	6.0
PHTDB – D	Pharmacy Operations in the Retail and Hospital Setting	80	6.0
PHTDB – E	Medical Calculations and Non-Sterile Processing	80	6.0
PHTDB – F	Medical Calculations and Sterile Processing	80	6.0
PHTDB – X	Pharmacy Clinical Externship	200	6.0
Program Total:		760	48.0

Program effective on or after June 5, 2017

Everest Institute - Gahanna
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/14/2017

Module HCIN – Introduction to the Healthcare Profession	6.0 Quarter Credits
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, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None Lecture Hours: 40 Lab Hours: 40	
Module PHTDB-A - History and Ethics of Pharmacy	6.0 Quarter Credits
Included in this module is an overview and historical development of pharmacy. Subjects covered include a history and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy, which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The module will also cover best practices for high quality customer service, teamwork, and overall professionalism. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40	
Module PHTDB-B - Pharmacology	6.0 Quarter Credits
This module is designed to provide students with an overall understanding of anatomy and physiology as it relates to disease medication and treatment for: <ul style="list-style-type: none">• Endocrine and lymphatic systems• Nervous system• Respiratory, cardiovascular, and circulatory systems• Integumentary system• Neurological conditions, mental disorders, and muscle relaxants• G.I. and musculoskeletal systems• Urinary and reproductive systems• Oncology• HIV/AIDS• Disorders of the eyes and ears Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40	
Module PHTDB-C – Pharmacy Law and Administration for Pharmacy Technician	6.0 Quarter Credits
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescriptions and type the prescription labels. Also covered are the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. This module covers preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40	
Module PHTDB-D – Pharmacy Operations in the Retail and Hospital Settings	6.0 Quarter Credits
This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy to include. These topics include description of medication administration, safety, emerging therapies, and quality assurance. Also included are review of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug use control, and receiving and processing medication orders. Also covered in this module are drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory, and purchasing. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40	

**Everest Institute - Gahanna
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/14/2017**

<p>Module PHTDB-E - Medical Calculations and Non-Sterile Compounding 6.0 Quarter Credits</p> <p>This module is designed to provide the student with an overall understanding of medical calculations and non-sterile compounding. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds and admixtures. Repackaging and compounding of hazardous and chemotherapeutic products using material safety data sheets (MSDS) will be discussed and performed. Calculations and dimensional analysis of drug dosages will also be covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40</p>
<p>Module PHTDB-F – Medical Calculations and Sterile Compounding 6.0 Quarter Credits</p> <p>This module is designed to provide the student with an overall understanding of medical calculations and sterile compounding. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. This module covers infection control, mitigation of medication errors and quality assurance practices in the pharmacy setting. Students will examine intravenous flow rates of large volume and small volume IV and infusion of IV piggybacks. Repackaging and compounding of hazardous and chemotherapeutic products using material safety data sheets (MSDS) will be discussed and performed. Critical care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40 Lab Hours: 40</p>
<p>Module PHTDB-X – Pharmacy Clinical Externship 6.0 Quarter Credits</p> <p>This 200-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisites: Completion of Didactic Program. Lecture Hours: 0 Lab Hours: 0 Other Hours: 200.0.</p>

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3	Period 4
Pharmacy Technician (blended)	33 weeks	48	Included in tuition	\$14,500	\$5,278.00	\$5,278.00	\$3,944.00	N/A
Program effective on or after June 5, 2017								

■ **ADDENDUM:** Tinamarie Aguilar (Title IX Coordinator) was removed from Appendix A.

■ **ADDENDUM:** The Administration table was revised as follows:

Administration	
Diana Rankin	Campus Director & Academic Dean
Christine West	Director of Student Success
Grant Lewis	Manager of Career Services

■ **ADDENDUM:** The Class Hours have been revised in the Operating Hours table as shown below.

Office Hours	
Monday - Thursday	9:00 AM - 7:00 PM
Friday	9:00 AM - 5:00 PM
Saturday	Closed
Class Hours	
MEDICAL CLASSES	
Monday - Thursday	
9:00 AM - 1:00 PM	Morning Session
1:30 AM - 5:30 PM	Afternoon
6:00 PM - 10:00PM	Evening

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

**Everest Institute - Gahanna
2016-2018 Catalog, Volume I, Version IX
Addendum Effective 06/14/2017**

■ **ADDENDUM:** “Catalog Only” dates were removed from the 2016-2018 modular Holiday/Student Breaks calendar.

■ **ADDENDUM:** The following information was added to the Student Services section:

TEMPORARY CAMPUS CLOSING INFORMATION

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 second bullet was removed from the Admissions Information section as shown below.

Pharmacy Technician Diploma Program

- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Applicants must meet with the Program Director prior to enrollment in the program.
- Applicants must pass a criminal background check and complete a student disclosure form.

■ **ADDENDUM:** The statement below was added to the Program Description of the Pharmacy Technician program.

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

■ **ADDENDUM:** The computer profile information under the Blended Learning section was updated as shown below:

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

■ **ADDENDUM:** The tuition has been updated for the Dental Assistant and Pharmacy Technician (non-blended) diploma programs and will be effective on July 1, 2017.

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3	Period 4
Dental Assistant	33 weeks	48	\$1,113	\$14,099*	\$5,132.04	\$5,132.04	\$3,834.92	N/A
Medical Assistant	41 weeks	60	\$2,384	\$15,450	\$4,520.74	\$4,520.74	\$4,520.74	\$1,887.78
Medical Billing and Coding	33 weeks	48	Included in tuition	\$14,500	\$5,278.00	\$5,278.00	\$3,944.00	N/A
Medical Insurance Billing and Coding	33 weeks	48	\$2,395	\$13,859	\$5,044.68	\$5,044.68	\$3,769.64	N/A
Pharmacy Technician	33 weeks	48	\$1,210	\$14,002*	\$5,096.73	\$5,096.73	\$3,808.54	N/A
Pharmacy Technician (blended)**	33 weeks	48	Included in tuition	\$14,500	\$5,278.00	\$5,278.00	\$3,944.00	N/A
Quarter Based Program								
Computer Information Technology	48 weeks	60	Included in tuition	\$14,500	\$3,625.00	\$3,625.00	\$3,625.00	\$3,625.00
* Tuition effective July 1, 2017 ** Program effective on or after June 5, 2017								