

Everest

UNIVERSITY

2010-2011 CATALOG

EVU 041210

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and Schools (ACICS), to award diplomas, associate's degrees, bachelor's degrees, and master's degrees
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Publishing Date April 12, 2010

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Effective April 12, 2010, through December 31, 2011

EVEREST UNIVERSITY

BRANDON

(A Branch of the Tampa Campus)
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NORTH ORLANDO

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Tampa, FL 33610
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Fax: (813) 902-6782

PRESIDENTS' MESSAGE

We would like to welcome you to Everest University, whose locations provide a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula from diplomas to Associate's and Bachelor's degrees to graduate-level programs, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a college education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Florida as well as other progressive areas throughout the country.

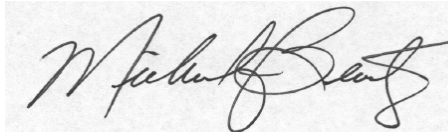
Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for lifelong learning, and the essential skills and abilities to qualify them for their chosen career.

Building on the traditions of Tampa College (the oldest business college in Florida, founded in 1890), we have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest University. Therefore, we invite all interested parties to visit our campuses and review our wide variety of programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, "If a man empties his purse into his head, no man can take it away from him." An investment in knowledge always pays the best interest.



Charlie Hardiman, Brandon Campus



Michael Beaty, North Orlando Campus



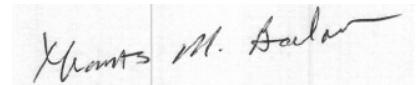
John Buck, South Orlando Campus



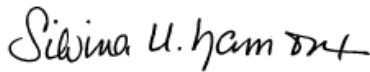
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Bruce Jones, Orange Park Campus



Thomas M. Barlow, Tampa Campus



Silvina Lamoureux, Lakeland Campus



Peter Pratti, Largo Campus



Keith Burkhalter, Everest University
Online Service Center



Mark Judge, Melbourne Campus



Jay Wilmoth, Pompano Beach Campus



Janis Y. Schoonmaker, President and
COO

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ABOUT EVEREST UNIVERSITY

MISSION

The mission of Everest University is the education of qualified undergraduate and graduate students through the delivery of career-oriented Associate's, Bachelor's, and Master's degree programs as well as diploma programs in a personalized teaching and learning environment designed to support students' personal and professional career development.

INSTITUTIONAL GOALS

In support of its mission, the University has adopted the following goals:

- **Academics** - To provide challenging and relevant accredited undergraduate and graduate programs in a variety of career-oriented disciplines, incorporating effective educational methodologies, modern technology, and traditional and alternative instructional delivery systems, and characterized by effective teaching and a student-centered atmosphere.
- **Educational Support Services** - To provide a variety of programs and services that support its educational goals and purpose, are consistent with student needs, encourage student success, enhance diversity, and improve the quality of life for students.
- **Enrollment** - To manage the controlled growth of a diverse student body through the use of effective and ethical recruitment and retention methods and initiatives, and to support the quality of educational opportunities for all students, while meeting the University's fiscal needs.
- **Business and Finance** - To manage and increase the University's resources in accordance with sound business practices, regulatory standards, and applicable laws.
- **Physical Resources** - To ensure that the physical resources, including buildings and equipment, are adequate to serve the needs of the institution, support its purpose, and contribute to an atmosphere for effective learning.
- **Continuous Improvement** - To continuously improve the quality of the University's programs and services to meet the needs of its students, communities, and other key stakeholders.

HISTORY

Everest University, hereinafter referred to in this publication as the "University," is a private proprietary university composed of numerous campuses in Florida, which are owned and operated by Florida Metropolitan University, Inc

Most Everest University campuses have a long, rich history of service to residents of the state of Florida. On October 17, 1996, Florida Metropolitan University, Inc., acquired Tampa College (locations in Tampa, Brandon, Lakeland, and Clearwater), Orlando College (locations in North Orlando, South Orlando, and Melbourne), and Ft. Lauderdale College. Tampa College was founded in 1890, making it the oldest business college in the state. Orlando College was established in 1953 as Jones College, Orlando; and in 1981, the name was changed to Orlando College. The South Orlando campus was created in May of 1987. The Melbourne campus was created in June of 1995. Ft. Lauderdale College can trace its roots back to 1940 with the founding of the Walsh School of Business. The College has operated under the name of Broward College and Drake College and in 1976 changed its name to Ft. Lauderdale College. The Jacksonville campus started its first class in July of 2000. The newest campus, Orange Park, started its first class in March of 2004. In November of 2007 the name of all FMU campuses was changed to Everest University

Everest College, Merrionette Park, Merrionette Park, Ill., is a branch of the Pompano Beach campus of Everest University.

INSTITUTIONAL ACCREDITATION

All campuses except Orange Park: Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, Associate's degrees, Bachelor's degrees, and Master's degrees.

Orange Park Campus: Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, Associate's degrees, and Bachelor's degrees.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.

For programmatic accreditation, please see the sections of this catalog containing program-specific information.

PROGRAMMATIC ACCREDITATION

The Medical Assisting diploma program at Everest University Brandon, Everest University Lakeland, Everest University Melbourne, Everest University North Orlando, Everest University Largo, Everest University South Orlando, and Everest University Tampa is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). Further information can be obtained by contacting the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, 727-210-2354 (fax), www.caahep.org.

The Pharmacy Technician program at the Melbourne campus is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, Maryland, 20814, (301)657-3000, www.ashp.org.

The Radiologic Technology program at the Brandon campus is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 North Wacker Drive, Suite 2850 Chicago, Illinois 60606-3182 (312)704-5300.

The Surgical Technologist program at the Brandon campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical

Technology And Surgical Assisting (ARC-STSA), Allied Health Education Programs, CAAHEP, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350.

LICENSURE

Each location of the University is listed as an institution of higher education in the Directory of Higher Education.

The University is a non-sectarian, coeducational institution with authority to confer Associate's, Bachelor's, and Master's degrees and diplomas. The University is licensed by means of accreditation by the Florida Commission for Independent Education. License numbers are as below:

Pompano Beach (main)	2574	Largo (main)	2626	Orlando North (main)	2594
Tampa (main)	2603	Lakeland (branch)	2602	Orlando South (branch)	2609
Brandon (branch)	2627	Jacksonville (branch)	2966	Melbourne (branch)	2612
Orange Park (branch)	3132	Everest University	3454		
		Online Service Center			

Further information may be obtained by contacting the Florida Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, (850) 245-3200 or toll free (888) 224-6684.

APPROVALS

The dental assisting programs of Everest University are approved by the Florida Board of Dentistry. The massage therapy programs of Everest University's are approved by the Florida Board of Massage Therapy. The Associate Degree nursing program at the Brandon campus of Everest University is approved by the Florida Board of Nursing.

Undergraduate and graduate programs are approved by the Florida State Approving Agency for Veterans Training. All campuses are members of the Career College Association.

The Jacksonville, Lakeland, North Orlando, Largo, Pompano Beach and Tampa campuses are authorized under federal law to enroll nonimmigrant alien students.

STATEMENT OF NON-DISCRIMINATION

Everest University does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other University-administered programs.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students, and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students, and employees who have disabilities with reasonable accommodations that do not impose undue hardship.

LIBRARY

The University libraries support the curriculum and provide information for students, faculty, and staff through on-site circulation and reference materials and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, Lexis, and WestLaw. Each location houses a collection of books and journals. In addition, students have access to the Internet and other media reference sources. Professional librarians are available at all locations to help students.

The University Online Library supports the curriculum and provides information for online students, faculty, and staff through information and reference materials and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, and the Library and Information Resources Network (LIRN).

PHYSICAL FACILITIES

The combined campus facilities of the University total over 400,000 square feet and are designed to provide an excellent learning environment, comfortable atmosphere, convenience, and accessibility. Facilities are accessible to and usable by disabled persons. Forms of special assistance available include ground-level entry to the building, access ramps, elevators, telephones, reserved parking, tutors, and counseling.

Each campus houses space for support staff, administrative and faculty offices, comfortable classrooms, libraries, and labs specifically equipped to support each location's programs of study. Since the University spans the state, it is convenient to literally every major thoroughfare and to several of the most modern airports in the nation.

Everest University, Inc. houses administrative offices that provide campus support. These are located at 3012 U.S. Highway 301 North, Suite 1000, Tampa, Florida 33619.

Brandon

The Brandon campus is located at 3924 Coconut Palm Drive in Tampa, Florida. The 49,000 square foot building houses 22 classrooms, two medical labs, a surgical tech lab, a massage therapy lab, a Nursing Skills lab, and five computer labs. In addition, there is a learning resource center with Internet access to a variety of online educational resource services, and sufficient hard bound research and subject specific publications to meet the specific needs of the students. There are administrative offices for the academic program chairs, the dean and associate dean, financial and business offices, admissions department and other administrative staff personnel. There is a student lounge and a staff lounge and large outdoor courtyard for students and staff.

Jacksonville

The Jacksonville campus is located at 8226 Philips Highway in Jacksonville, Florida. The physical facility incorporates two buildings. The main building has 21,000 square feet of classrooms, laboratories, library, staff and faculty offices, testing room, student and employee lounges, storage areas, restrooms and lobby. Building B has 8,000 square feet of classrooms, laboratories, restrooms and faculty offices. The parking lot is equipped with exterior lighting during evening hours. On-site security personnel are available during the evening hours from 6 pm to 11 pm. An alarm system provides security when the campus is closed.

Lakeland

The Lakeland campus is located at 995 E. Memorial Blvd., Suite 110, in Lakeland, Florida. This facility encompasses 30,428 square feet and includes a library, a lobby, classrooms, medical and computer laboratories, staff and faculty offices, storage areas, and lounges for both students and employees.

Largo

The Largo campus is located at 1199 East Bay Drive, Largo, Florida. The physical facility incorporates 42,000 square feet of classrooms, laboratories, library, staff and faculty offices, tutor room, student and employee lounges, storage areas, and lobby. The parking lot is equipped with exterior lighting during evening hours. An alarm system provides security when the campus is closed.

Melbourne

The Melbourne campus is located at 2401 North Harbor City Blvd in Melbourne, Florida, across from the Intracoastal Waterway and ten minutes from the Atlantic Ocean. This facility, combined with the Sarno Learning Site, comprises more than 25,000 square feet and contains modern classrooms, computer labs, medical labs, video editing suites, a library, and student lounge areas, as well as administrative offices.

North Orlando

The North Orlando campus is located at 5421 Diplomat Circle in Orlando, Florida. Two buildings totaling approximately 46,000 square feet provide space for administrative and faculty offices, 24 classrooms, 12 labs, library, student and employee lounges, and lobby. A security guard and alarm system provide security during evening and closed hours. All parking areas are lighted and patrolled by the security guard.

Orange Park

The Orange Park campus is located at 805 Wells Road in Orange Park, Florida. The physical facility incorporates 43,000 sq. ft. of classrooms, laboratories, library, staff and faculty offices, testing room, student and employee lounges, storage areas, and lobby. The parking lot is equipped with exterior lighting during evening hours. An alarm system provides security when the campus is closed.

Pompano Beach

The Pompano Beach campus is located at 225 North Federal Highway in Pompano Beach, FL. The physical facility is an attractive eight-story building and incorporates close to 55,000 square feet including twenty-one classrooms, four computer laboratories, 4 medical laboratories, 1 massage therapy lab, bookstore, library, staff and faculty offices, testing room, one student lounges, staff lounge, conference rooms, restrooms, lobby and storage areas. The four-level, elevator equipped, parking garage is lighted and patrolled by security personnel. An alarm system provides security when campus is closed.

South Orlando

The Orlando South campus is located at 9200 Southpark Center Loop in Orlando, Florida. The physical facility is a large one story building and incorporates close to 70,000 square feet including 21 classrooms, six computer laboratories, two medical laboratories, a pharmacy tech laboratory, massage therapy laboratory, bookstore, library, staff and faculty offices, testing room, two student lounges, staff lounge, conference rooms, restrooms, lobby and storage areas. The parking lot is equipped with exterior lighting during evening hours. An alarm system provides security when campus is closed.

Tampa

The Tampa campus, known as the West Building, is located at 3319 W. Hillsborough Ave, Tampa, Florida, and across the street is its learning site, known as the East Building, located at 3251 W. Hillsborough Ave., Tampa. The two-story Hillsborough campus is about 30,000 square feet, and the one-story learning site is about 30,000 square feet. In those facilities, there are a total of 17 classrooms, 17 labs, a library, a career services suite, a bookstore, two student lounges, two reception area, administrative offices and works spaces, and storage areas. Both locations are on major thoroughfares and are easily accessed by bus or car.

ADMISSIONS

UNDERGRADUATE ADMISSIONS

Applicants to the University are encouraged to visit an Everest University campus whenever possible. Applicants who determine that they would like to apply for admission will complete an enrollment agreement. Applicants will also be required to sign an Attestation Regarding High School Graduation or Equivalency indicating they meet the University's requirements for admission unless they provide a copy of their transcript, diploma, or GED.

If other documents are required for enrollment and are not available at the time of application, students may be accepted for a limited period to allow time for receipt of official transcripts for colleges attended, CLEP scores, certificates of completion from military schools, and other required documents. Course work completed satisfactorily during this period will count toward graduation.

GENERAL ADMISSIONS REQUIREMENTS

The University admits students with high school diplomas or a recognized equivalent (such as the GED) or students beyond the age of compulsory school attendance. Students who are beyond the age of compulsory school attendance who do not have a high school diploma or its recognized equivalent are required to apply for admission to the College under the Ability to Benefit Provision (see below). All applicants are required to successfully complete a standardized, assessment examination. The Career Programs Assessment test (CPAt) is administered by the University and is designed to further ensure that the applicant has the skills necessary to successfully pursue a college-level program. Except as noted below, all undergraduate applicants are required to

successfully complete the CPAt with a score of 120. Students who do not achieve a score of 120 on the CPAt may retake the test in accordance with the Retesting Requirements described below.

The CPAt is not required of 100% online students or nursing students. Students who wish to attend totally online should refer to the Online Programs section of this catalog.

Transfer students who are high school graduates or GED holders (or other recognized equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited post-secondary institution will not be required to complete the above-referenced test unless required for admission into a specific program. Applicants who have completed the ACT with a score of at least 15 or the SAT with a combined score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test.

Certain programs have additional admission requirements. Some programs may require certification or require that the student be 18 years of age to sit for the certification or to complete an externship. These requirements are described in the program specific requirements below

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications are reviewed. Students may apply for entry at any time. Students are responsible for meeting the requirements of the University catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

Early Admission Requirements for High School Graduates

Applicants will be considered for conditional acceptance prior to secondary school graduation. High school seniors who are accepted on a conditional basis must sign an "Attestation Regarding High School Graduation or Equivalency" following graduation and prior to starting classes.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

Allied Health Student Disclosure - Criminal Background Check

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard H.R. 1.2 #5, which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. Rationale: This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004).

Students enrolling in certain allied health programs, including reentry students, will be subjected to a criminal background check which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

The fee for this background check will be covered by financial aid for those who qualify.

Clearance for students will not be obtained where the background check identifies a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the past seven years:

ABUSE OF ANY FORM	BURGLARY	MEDICARE OR MEDICAL RELATED OFFENSES
ALL DRUG AND ALCOHOL RELATED OFFENSES	CONCEALED WEAPONS	POSSESSION OF STOLEN PROPERTY
ANY CRIME AGAINST PERSON OR PROPERTY	DRUG PARAPHERNALIA	SEXUAL CRIMES
ASSAULT	FRAUD	ROBBERY
BATTERY	HARASSMENT	THEFT/SHOPLIFTING/EXTORTION - INCLUDING CONVICTIONS FOR BAD CHECK CHARGES

If an applicant has an open warrant for a crime that would otherwise be given clearance, background checking agency will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion. It is the student's responsibility to contact the agency to verify conditions. The University cannot contact the background checking agency.

Associate of Science, Applied Management Program

The Associate of Applied Management programs are offered for those students who have completed a diploma from an accredited post-secondary institution and whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, computer applications, and business law. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management. Refer to the Transfer Students section for more information regarding acceptance of prior college credits.

Bachelor of Science, Applied Management Program

The Bachelor of Applied Management program integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. Students may be admitted into this program who have completed an approved certificate, diploma, AS, or AAS degree in a field of applied science. Refer to the Transfer Students section for more information regarding acceptance of prior post-secondary credits.

Bachelor of Science, Criminal Justice Program

Students may be admitted into this program that have previously completed 36 or more quarter (24 semester) transferable college credits. Students who do not have the requisite number of credits for direct admission into the Bachelors program will be admitted into the Criminal Justice Associates program. Students who have earned an approved Associate of Arts degree may be enrolled with junior standing. Refer to the Transfer Students section for more information regarding acceptance of prior college credits.

Massage Therapy Program

In order to be admitted into the Massage Therapy Program, applicants must reach 18 years of age on or prior to their expected date of graduation. Students enrolling in Massage Therapy must also provide a completed and cleared criminal background check application and student disclosure form.

Associate Degree Nursing Program

All prospective students MUST submit ONE of the following:

1. Official high school transcript that reflects graduation from a US high school
2. Transcript from a foreign high school which has been translated, evaluated and notarized
3. Official GED

Additional Requirements

1. A personal interview with the Nursing Director is also part of the admission process. It is important that all documents be placed in the applicant's file prior to this interview. The applicant will need to make an appointment with the nursing department assistant to write an essay. Two, 100 words, doubled spaced typed essays are required and will be graded. The essay topics will be given to the student at the time of the writing appointment. Points will be awarded for the essays according to the grading rubric. The applicant may request a copy of the rubric prior to the writing appointment.
2. A personal interview with the Campus Nursing (CND) is also part of the admission process. The interview will be graded on a scale of 1-5. The interview with the CND is scheduled and takes place after the essay is written and graded. All documents must be placed in the applicant's file prior to the interview with the CND.
3. Ranking for admission is based on the point system (see point weight in the following table).
4. Candidates may achieve a maximum of 50 points
5. Candidates will be ranked by the number of points received.
6. Students will be selected from ranked list until approved class size is achieved.
7. A candidate who scores between 38-50 points will be eligible for an interview with the Campus Nursing Director.

Criteria	1	2	3	4	5
Previous Education	2.0 – 2.3	2.4 - 2.7	2.8-3.0	3.1 – 3.5	3.6 – 4
High School GPA					
College units	6-12 units	13-18 units	19-40 units	41-60 units	A.A./B.A.
College GPA	2.0-2.4	2.5-2.8	2.9 – 3.1	3.2 – 3.5	3.6 – 4
Previous Allied Health Education	Completed course	Certified	Verified paid work experience <6mo.	Verified paid work experience 6 mo to 1 yr	Verified paid work experience 1 to 5 yrs
**Entrance Examination	50- 55%tile 1 X 2 = 2	56-60%tile 2 X 2 = 4	61-70%tile 3 X 2 = 6	71 – 80%tile 4 X 2 = 8	Above 80%tile 5 X 2 = 10
PSB					
*** Basic Skills Test – COMPASS	RS 75 - 80 WS 40 - 52	RS 81 - 85 WS 53 - 65	RS 86 - 90 WS 66 - 78	RS 91 - 95 WS 79 - 90	RS 96 – 100 WS 91 – 100
Remed RS 58-75	Pre-Alg 39–52	Pre-Alg 53-65	Pre-Alg 66-78	Pre-Alg 79-90	Pre-Alg 91–100
WS: 30-39	1 x 2 = 2	2 x 2 = 4	3 x 2 = 6	4 x 2 = 8	5 x 2 = 10
PreAl: 30-38					
Admission Essay	Weak Essay per Grading Rubric	Basic Essay per Grading Rubric	Proficient Essay per Grading Rubric	Advanced Essay per Grading Rubric	Outstanding Essay in both form & content per Grading Rubric
Former or Continuing students of CCI program in good standing*	Enrolled but completed less than 50%	Completed 50% of the modules	Completed everything except externship	Will complete program prior to admission	Successfully completed program

* In good standing = Attendance is within class requirements; teacher recommendation; no outstanding financial aid obligations

** A 25% tile minimum average in Parts I, II, III and IV of the PSB, is required for consideration for the nursing program

COMPASS - The COMPASS testing is a series of basic skills assessments completed on a computer. Developed by American College Testing (ACT), COMPASS stands for Computer-adapted Placement Assessment and Support Services.

*** A combined minimum score of 48 on the COMPASS basic skills test is required for an applicant to progress further in the nursing program admission process. Candidates who fail to meet the minimum score on each test will be referred for remedial courses (The minimum scores for each category are:

(RS) Reading Skills 75; (WS) Writing Skills 40; Mathematics /Pre algebra 39).

Opportunities exist for Licensed Practical Nurses (LPNs) with current unencumbered licenses to enter the ADN Program.

Point Ranking:

A candidate who has between 38-50 points, at the time of the interview, will be admitted to the program. A prospective student who has less than 38 points will be placed on the waiting list. The class should be selected a minimum of 4 weeks prior to the scheduled class start. The class will consist of the students with the highest points on the list; the number of students selected will depend on the number of students approved by the board of nursing in Florida.

Psychological Services Bureau (PSB) Information

Everest University nursing program uses the PSB examination— Registered Nursing School Aptitude Examination. This test is a product of Psychological Services Bureau, Inc. Charlottesville, VA.

The PSB – Registered Nursing School Aptitude Examination is comprised of 5 tests and three subtests. These are as follows:

- Academic Aptitude Part I
- Verbal
- Arithmetic
- Nonverbal
- Spelling Part II
- Reading Comprehension Part III
- Information in the Natural Sciences Part IV
- Vocational Adjustment Index Part V

The scores are reported in two ways as a raw score (number correct) and a percentile rank.

The percentile scores will be used in the admission process. The percentile scores will be weighted as indicated below:

For example

Part I	$60\% \times 4 = 240$
Part II	$75\% \times 1 = 75$
Part III	$80\% \times 2 = 160$
Part IV	$70\% \times 2.5 = 175$
Part V	$50\% \times .5 = 25$
675/100	67.5 % tile = the students score

Students are given points on the admission criteria

Percentile	Points
50 – 55%	2 [1 x 2] points
56 – 60%	4 [2 x 2] points
61 – 70%	6 [3 x 2] points
71 – 80%	8 [4 x 2] points
Above 80%	10 [5 x 2] points

Points given for admission tests are weighted.

Alternate students:

Alternate students may be admitted to the program if a seat becomes available by the end of the first week of class. The alternate list will consist of 10 percent of the class size or what is allowed by the state Board of Nursing (ex. The class has 30 students so the alternate list will have 3). The alternates will be chosen from the admission criteria according to the ranking list. Students who are alternate students must be notified that they are being admitted as alternate students. By the first scheduled clinical course, the class size must be no larger than the approved number.

Student Requirements

Prior to the start of the program, students are required to have a physical examination along with additional requirements and documentation. These requirements may change or differ per individual facility requirements. Students are required to provide:

- Current CPR card (AHA Health Care Provider –is the recommended course)
- Completed and approved Physical Examination and Medical History Form
- Documentation of current immunizations or titers documenting immunity including Hepatitis B
- Negative TB skin test or negative chest x-ray
- Completed uniform order

- Completed and cleared criminal background check application and student disclosure form
- Completed and cleared drug testing

Bachelor Of Science Degree Nursing Program

Admission to the RN-BSN program requires successful completion of a Regional or Nationally Accredited Associate Degree Nursing program. Acceptance and placement in the program are dependent upon the individual's academic record and upon the number of spaces available in the program. The student must have an unrestricted license as a Registered Nurse in the state of Florida prior to enrolling in any nursing courses (quarter 2) and no grade below a "C" (2.0) on all college work attempted. Students with an active RN license must show evidence of practice as a Registered Nurse within the past 10 years.

Progression will vary depending on the amount of non-nursing courses that must be completed.

Associate degree graduates can transfer up to 60 nursing quarter hours of credit. Transfer of credit policy outlined in the Everest University Catalog will be maintained.

Diploma school graduates will be evaluated by the Campus Nursing Director on an individual basis.

Pharmacy Technician Program (Melbourne)

In order to be admitted into the Pharmacy Technician program, applicants must:

1. Be a high school graduate or have a GED
2. Pass the CPAAt entrance examination
3. Complete an interview with the Program Director
4. Be in good health

Students must meet with the Pharmacy Program Chair (Director) in their first term. Students admitted to the Pharmacy Technician program at Melbourne must be high school graduates or its recognized equivalent and reach 18 years of age on or prior to their expected date of graduation.

Pharmacy Technician Program (All campuses except Melbourne)

In order to be admitted into the Pharmacy Technician program, applicants must:

1. Pass the CPAAt entrance examination
2. Be in good health

Students must meet with the Pharmacy Program Chair (Director) in their first term.

Students admitted to the Pharmacy Technician program must be high school graduates or its recognized equivalent and reach 18 years of age on or prior to their expected date of graduation.

Note: A high school diploma or GED is required to sit for the PTCB (Pharmacy Technician Certification Board). Although the PTCB is required in many states, it is currently not a requirement in Florida.

Radiologic Technology Program (Brandon)

In order to be admitted into the Radiologic Technology program, applicants must:

- Have completed a high school education or GED
- Have passing scores on the Radiology Entrance Examinations
- Satisfactorily pass a medical physical examination
- Clear a background screening prior to program enrollment
- Pass a drug screen prior to program enrollment
- Have proof of right to work in the United States

Documentation of eligibility is required in all cases, and it is the responsibility of the student to provide this documentation. Every student must complete all of the general education requirements with a 70% or better prior to entering quarter six of the program. In order to progress in the Radiologic Technology program, a student must have a 75% or better in all Radiologic Technology Courses.

A background check is a requirement of the facility where the student will rotate through their clinical practice. Also, BLS certification, a medical physical examination, and proof of eligibility to work in the United States are requirements for the clinical facility.

A one to two page typed essay on a relevant Radiologic topic chosen, monitored and scored by the Radiologic Faculty according to an essay rubric and an interview with the Radiologic Faculty are also part of the admissions process.

Surgical Technologist Program

In order to be admitted into the Surgical Technologist program, applicants must:

- Be a high school graduate or have a GED
- Pass the CPAAt entrance examination
- Complete a personal interview with the Surgical Technologist Program Director
- Pass a physical examination

Before students can begin their clinical rotation in the Surgical Technologist Program, students must:

- Have a physical examination clearance by a physician
- Provide proof of immunizations as required by clinical agencies (TB, measles, rubella, chicken pox)
- Pass a mandatory criminal background check and drug screen

A Hepatitis B Virus (HBV) vaccination is highly recommended for the student's safety. If the student refuses the vaccine, a waiver must be signed by the student.

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain diploma and associate degree programs at the school, as noted in the school catalog. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent and is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Federal law requires that the school make the ability to benefit determination on the basis of the applicant's score on an ATB exam. The school will admit under the Ability to Benefit policy applicants who provide an official score report that meets or exceeds the passing scores as specified in the federal register on the CPAT, COMPASS, or Wonderlic. See ATB Testing section below. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program. ATB is not available to students who are completely online.

GED Preparatory Program

Everest provides to all students admitted under the ATB provision information on preparatory programs convenient to students for completion of their GED, local testing sites and schedules, and tutorial opportunities. Everest takes reasonable steps, such as scheduling, to make the program available to its ATB students.

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAt), the computer-based COMPASS/ESL test by ACT, and Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2 of the Wonderlic Basic Skills Test (WBST) have been approved by the U. S. Department of Education for the assessment of ATB students. The COMPASS test is a computer-based test that does not rely on specific forms.

- Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41.
- Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.
- Passing scores on the Wonderlic test are: Verbal (200) and Quantitative (210). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Everest will accept test score reports from tests taken at any Everest location or an Assessment Center.

Retaking the COMPASS/ESL

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time. The student may retake the exam up to three (3) times (4 times total) before being denied admission.

CPAt Retesting Requirements

An applicant who has not received the required score for entrance on the CPAt under the general admissions requirement or ATB requirement, as applicable, may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

Retaking the CPAt

Students who do not achieve the required score on the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (a total of 4 times) before being denied admission.

Wonderlic

The Wonderlic Basic Skills Test (WBST) is also used to determine whether an application without a high school diploma or recognized equivalent has the ability to benefit from the program. The following forms of the test are used: Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Wonderlic Retesting Requirements

In some circumstances an applicant may need to be retested due to an inaccurate or incomplete test administration. If there is any reason to doubt the accuracy of a test administration, the applicant should be retested. In addition, when an applicant's test score falls within the ranges shown in the table below, which is less than the ATB minimum score, the student may be asked to retest.

SUGGESTED SCORE RANGES FOR WBST RETESTING	
Verbal Skills	Quantitative Skills
170 to < 200	180 to < 210

Before retesting, the problem that caused the need for retesting should be fixed, if possible.

Retaking the WBST

Retests should be conducted on an alternative test form. To qualify for Title IV federal financial assistance, applicants who are retested with the WBST must achieve the minimum ATB passing score for both the verbal and quantitative test sections in the same retest administration. Retest administrations using an alternative form may be conducted with a half hour waiting period between administrations.

When an applicant has already taken both verbal and quantitative forms 1 and 2 of the WBST, the student may be retested with the following rules:

1. The applicant must have already taken both forms of the WBST once.
2. The applicant may be retested on the same form once, in the same 12 month period
3. The applicant may be retested on the same form only if at least 60 days have passed since the previous test.

ATB Advising

By choosing to admit ATB students, the school has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

Pre-Enrollment

Prior to enrollment, all ATB students shall:

- Be provided with information on GED preparatory and completion programs
- Be advised regarding what steps the school is taking to make preparatory programs available
- Be encourage to obtain a GED prior to completion of their program
- Receive career advising to be documented using the **ATB Disclosure Form**

Post-Enrollment

All ATB students shall receive academic and career advising during their first and third evaluation periods (i.e., term, module, phase, level, or quarter). Thereafter, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 2.5 or 80%. These advising sessions shall be documented using the ATB Advising Form.

Denial of Admission

A student who has been denied admission after four attempts at taking the admission or ATB test, whichever applies, must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

GRADUATE ADMISSIONS REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree is a prerequisite for admission to a graduate program.

Certain prerequisite courses are necessary for the pursuit of many of the courses offered at the graduate level. Such prerequisites must have been completed before entrance into a specific course is permitted. In addition to the requirement of a Bachelor's degree, admissions requirements for the student wishing to enroll in a graduate program are listed below:

1. Provide official transcripts of all colleges or universities attended, both undergraduate and graduate.
2. Provide completed admissions forms.
3. All international students must provide evidence of English language proficiency. (See "International Students" section of this catalog below for further information on proof of English language proficiency.)

APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS

The Brandon, Jacksonville, Lakeland, Largo, North Orlando, Pompano Beach, and Tampa campuses of Everest University are authorized by the Department of Homeland Security to issue the I-20 form. International students must meet the same programmatic entrance requirements as domestic students for approved Department of Homeland Security educational programs. When students apply to Everest Institute from outside the United States, they must, in addition to submitting a School Application, submit the following material before an I-20 form can be issued. A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of evidence of financial support, and payment of appropriate tuition deposits and/or fees.

REQUIREMENTS FOR ADMISSION TO UNDERGRADUATE PROGRAMS AS AN INTERNATIONAL STUDENT

1. Evidence of High School diploma or recognized equivalent. International students desiring admittance must have graduated with a Bachelor's degree from a college or university approved and evaluated based on United States Department of Education guidelines.
2. Evidence of Financial Support - The international student is required by the U.S. Citizenship & Immigration Services to satisfy the local U.S. Consulate that he or she will not need to seek employment while attending school in the United States. The student must submit a current bank statement (within the past six months) or government

sponsorship letter guaranteeing payment for tuition, fees, books, housing, personal expenses, and, where appropriate, medical expenses. If the applicant is not considered financially independent, he or she is required to have a financially independent individual fill out an Affidavit of Support Form. This form is included with the international enrollment application and can be obtained at the local immigration office or local consulate.

3. Evidence of English Proficiency - Everest University requires satisfactory evidence of mastery and command of the English language from all international students whose native language is not English. Such evidence may be one of the following:
 - a) TOEFL score of 450 (paper-based) or 133 (computer-based) or 45-46 (Internet-based);
 - b) Completion of Level 107 from a designated English Language School Center (ELS);
 - c) Score of 5.0 on the International English Language Testing System exam (IELTS);
 - d) Score of 60 on Michigan English Language Assessment Battery (MELAB);
 - e) A certificate of completion of Intensive English 4 at Everest University;
 - f) Graduation from high school in the United States or an official copy of a GED;
 - g) Graduation from an American high school abroad where curriculum is delivered in English.

In addition to the criteria above, all undergraduate applicants are required to successfully complete the CPAT, a standardized, national assessment examination, with a score of 120 (general admission) or higher if required for admission to a specific program.

Requirements for Admission to Intensive English Courses

1. Evidence of High School diploma or recognized equivalent.
2. Evidence of Financial Support - The international student is required by the U.S. Citizenship & Immigration Services to satisfy the local U.S. Consulate that he or she will not need to seek employment while attending school in the United States. The student must submit a current bank statement (within the past six months) or government sponsorship letter guaranteeing payment for tuition, fees, books, housing, personal expenses, and, where appropriate, medical expenses. If the applicant is not considered financially independent, he or she is required to have a financially independent individual fill out an Affidavit of Support Form. This form is included with the international enrollment application and can be obtained at the local immigration office or local consulate.

IMPORTANT STUDENT VISA INFORMATION FOR ALL INTERNATIONAL STUDENTS

- International applicants are required to comply with all admissions requirements as stated in the catalog before they will be admitted to Everest University.
- Admitted students should arrive in the United States approximately two weeks prior to the first term of enrollment. An academic calendar gives specific dates and activities. Early arrival is necessary so that the student may locate housing, provide a local address to the Institute, participate in a new student orientation, seek advisement, and register into a program.
- The University does not provide housing; however, assistance is available to guide the students' efforts. Two to three months' rent in advance may be required for housing in the community. Students must have sufficient funds to cover all expenses while in the United States.
- Students without sufficient funds will not be permitted to register for a program until the required funds are available.
- International students on visas are normally admitted to the United States for the entire time estimated by the University for the student to complete his or her approved program of study. International visa students must fulfill the following conditions:
 - Pursue a full course of study at the educational institution they are authorized to attend and carry a full-time course load. All diploma program students are considered to be enrolled full-time. For quarter-based programs full-time is defined as taking 12 or more credits. For Graduate students, full-time is defined as taking 8 or more credits. For Intensive English students, full-time is defined as 18 or more class hours per week.
 - Take no more than one online course per term.
 - File an alien address report with the USCIS and each January and immediately whenever the student changes his or her address.
 - Report all changes of address within 10 days of the change to the University registrar.
 - Not transfer schools or work off campus without USCIS permission.
 - Maintain a current passport or visa.

All Everest University students are required to abide by the policies, regulations, and rules of the University and the United States Citizenship and Immigration Service.

NOTE: All international students must meet immunization requirements as specified by USCIS. Contact your International Admissions Representative for additional information.

Requirements for Admission to Graduate Programs as an International Student

1. Graduation from a college or university approved and evaluated based on United States Department of Education guidelines with a Bachelor's degree.
2. Evidence of Financial Support - The international student is required by the U.S. Citizenship & Immigration Services to satisfy the local U.S. Consulate that he or she will not need to seek employment while attending school in the United States. The student must submit a current bank statement (within the past six months) or government sponsorship letter guaranteeing payment for tuition, fees, books, housing, personal expenses, and, where appropriate,

medical expenses. If the applicant is not considered financially independent, he or she is required to have a financially independent individual fill out an Affidavit of Support Form. This form is included with the international enrollment application and can be obtained at the local immigration office or local consulate.

3. Evidence of English Proficiency - Everest University requires satisfactory evidence of mastery and command of the English language from all international students whose native language is not English. Such evidence may be one of the following:
 - a. TOEFL score of 550 (paper-based) or 213 (computer-based) or 79-80 (Internet-based);
 - b. Score of 6.0 on the International English Language Testing System exam (IELTS);
 - c. Score of 78 on Michigan English Language Assessment Battery (MELAB);
 - d. A certificate of completion of Intensive English 5 at Everest University;
 - e. Earned Bachelor's degree from an accredited American post-secondary institution.
 - f. Provide sufficient evidence of proficiency in reading, writing, and speaking the English language to the Graduate Academic Committee. See "Graduate Admissions Requirements."

Students who have not achieved the minimum TOEFL or IELTS score may be evaluated for equivalent English proficiency by the Graduate Academic Committee. Those students who successfully pass the evaluation may be granted Provisional Student admissions status. Graduate international students are expected to meet the requirements of the Important International Student Visa Requirements given above in the section for undergraduate international students.

ACADEMIC INFORMATION FOR ALL STUDENTS

DEFINITION OF CREDIT

The University awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship practice. For online learning purposes, one quarter credit is equivalent to a minimum of 10 hours of online learning.

STUDENT CLASSIFICATIONS

Students will be classified on the basis of quarter credit hours satisfactorily earned and by the degree level of enrollment:

- **Freshman** - A student who has earned 0 through 48 quarter hours.
- **Sophomore** - A student who has earned 49-96 quarter hours.
- **Junior** - A student who has earned 97-144 quarter hours.
- **Senior** - A student who has earned 145-192 quarter hours.
- **Undergraduate** - Any student enrolled in an Associate's or Bachelor's degree program.
- **Graduate** - Any student enrolled in graduate courses and has been admitted to the graduate program.
- **Provisional Student** - A student enrolled in the graduate program who has not met the regular status student enrollment requirements of the graduate program. During provisional status, the student must complete 16 credits of graduate work at the minimum standards of progress of the graduate program.
- **Regular Status Student** - A diploma- or degree-seeking undergraduate or graduate student who is determined to be making satisfactory academic progress toward his/her degree objective.
- **Non-Regular Status Student (Extended Enrollment Status)** - A student who is allowed to continue for a period of time after he/she has been determined not to be making satisfactory academic progress. During this period, the student is not eligible for federal financial aid and will be charged tuition and fees. Students who have entered non-regular status (Extended Enrollment Status) are not eligible for graduation (cannot receive a degree) for their programs unless they satisfy all graduation requirements within the Maximum Timeframe for Completion of the program of study. Otherwise they can receive a letter of completion for the courses they have satisfactorily completed.
- **Single Subject Student** - A student who has not enrolled in a specific degree program of study but who is taking courses at the University on a course-by-course basis. These students are not eligible to participate in Federal Title IV financial assistance programs.
- **Audit Student** - A student who is enrolled in courses for which he/she will earn no credit.

TRANSFER OF CREDIT—INTO AND OUT OF EVEREST UNIVERSITY

Everest acknowledges that learning takes place in both formal academic settings and in non-academic settings. Accordingly, Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning.

In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council of Education (ACE).

Specific Requirements

Accreditation

Everest will consider awarding transfer credit for any course taken at a regionally or nationally accredited institution recognized by either the Council for Higher Education Accreditation (CHEA) or the United States Department of Education. For purposes of this policy, an institution that has received candidacy status from an accrediting agency is considered to be accredited.

Note: If the institution in question does not meet the above accreditation requirements, the campus should submit the transcript and any supporting documentation to the Transfer Center to determine if transfer credit may be awarded.

Comparability

Everest has designated three (3) types of credit that it may award as transfer credit:

- **Course Credit** – is the strictest of all transfer credit Everest awards. Course credit must be a match in the scope, depth, and breadth of the transfer course.
- **Discipline Credit** – is less restrictive than course credit. Discipline credit must be a match in the same discipline as the course being waived.
- **Subject Area Credit** – affords the student the most flexibility in awarding transfer credit. Subject area credit may only be used in College Core and the general education areas of social science and science.

Note: A graduate level or diploma program course must meet Course Credit requirements in order for transfer credit to be awarded.

Level of Course Work

All college level coursework falls into one of the categories described below. When analyzing a course for possible transfer credit, it is important to properly identify the correct level.

- **College Preparatory** – Courses in this category are offered at most colleges and are typically taken as remedial coursework. Courses taken in this category are not eligible for transfer credit. Generally, college preparatory courses are numbered in the 000 – 999 range if using a 4 digit course numbering system or in the 00 – 99 range if using a 3 digit course numbering system.
- **Lower-Division Undergraduate Courses** – Courses in this category are normally taken in the first two years of a baccalaureate program, in programs leading to an associate degree, and credits earned in diploma programs. Generally, lower-division courses are numbered in the 1000 – 2999 range if using a 4 digit course numbering system or in the 100 – 299 range if using a 3 digit course numbering system.
- **Upper-Division Undergraduate Courses** – Courses in this category are normally taken during the last two years of a baccalaureate program. They typically apply concepts learned in the lower division, and require a higher degree of analysis and critical thought. Generally, upper-division courses are numbered in the 3000 – 4999 range if using a 4 digit course numbering system or in the 300 – 499 range if using a 3 digit course numbering system.
- **Graduate Level Courses** – Courses in this category are found in graduate level programs. These courses often require independent study, original research, critical analysis, and professional application of the specialized knowledge or discipline. Students enrolled in such courses have completed a baccalaureate program. Generally, graduate level courses are numbered in the 5000 – 6999 range if using a 4 digit course numbering system or in the 500 – 699 range if using a 3 digit course numbering system.

Applicability

In order to award transfer credit, the course in question must be relevant to the student's desired program at Everest. For example, a student enrolling in a massage therapy program would not receive transfer credit for an engineering course taken elsewhere. However, a student enrolling in an associate or bachelor degree program may be awarded transfer credit for the engineering course (as elective credit).

Required Grades

For diploma, associate, and bachelor degree programs, a letter grade of C (70%) or better is required for transfer credit to be awarded. For graduate programs, a letter grade of B (80%) or better is required for transfer credit to be awarded.

Academic Time Limits

For diploma, associate, and bachelor degree programs, the following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science courses) – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g., DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

For graduate programs, the transferring course must be transferred within five (5) years of completion.

Note: Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion.

Maximum Transfer Credits Accepted

Students enrolled in a diploma, associate, or bachelor degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or Prior Learning Assessment.

Students enrolled in graduate programs may transfer no more than 24 quarter credits.

Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Transfer Credit for Learning Assessment

The University accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

Transfer Credit for Professional Certifications

The University may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications e.g. CMA, CNE, MCSE etc.

EXPERIENTIAL LEARNING PORTFOLIO

Undergraduate and graduate students may earn credit for life experience through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's office. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. Undergraduate credit earned through the Prior Learning Assessment program in conjunction with successful completion of Proficiency Examinations may be used to satisfy up to 50% of the credits required for program completion. Graduate students may earn up to 25% of their program through Prior Learning Assessment. A reduced credit fee is charged for life experience credit. See "Tuition and Fees" in Appendix B for details.

PROFICIENCY EXAMINATION

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. All requests for Proficiency Examinations must be approved by the appropriate Program Director and the Academic Dean. Proficiency Examinations are not available for all courses, nor will they be approved for courses in which the student has previously been or is currently enrolled after the drop/add period. Students are afforded one Proficiency Examination attempt per course. Administrative and credit fees for Proficiency Examinations are noted in the tuition and fees schedule. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with the Prior Learning Assessment Program may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of C or better will be posted to the academic transcript as PE (see "Tuition & Fees" in Appendix B).

TRANSFER OF CREDIT – PROGRAM SPECIFIC REQUIREMENTS

Medical Assisting Program

Academic Credit Transfer Policy for Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited Medical Assisting Programs

Advanced Placement, via transfer of credit, experiential learning and/or other methods, used toward completion of the Medical Assisting program must be consistent with institutional accrediting agency's relevant policy. Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript. The Medical Assisting programs offered at the following campuses are CAAHEP approved: Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Orange Park, South Orlando and Tampa.

Nursing Programs

In order for nursing students to transfer a natural science course, the course must have been taken within the past five years. Transfer of nursing courses will be evaluated on an individual basis by the Campus Nursing Director and the Admission Committee.

Opportunities exist for Licensed Practical Nurses (LPN's) with current unencumbered licenses to enter the Associate Degree in Nursing program with advanced standing. Contact the Campus Nursing Director for additional information.

EVEREST CONSORTIUM AGREEMENT

The Everest Consortium Agreement provides greater scheduling flexibility by enabling students to attend a limited number of classes at an Everest University, Institute, or Online campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement. All attendance and grades earned for coursework taken through the Consortium Agreement will be applied to the student's academic record at the home campus. Prior to registering for classes at another Everest location, students must receive written approval from the Academic Deans at both campuses. Complete details on the Everest Consortium Agreement are available in the Academic Dean's office.

TRANSFER FROM EVEREST UNIVERSITY

The University neither implies nor guarantees that credits completed at the University will be accepted by other institutions. Since rules and grade requirements vary, each institution has policies that govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Therefore, if the student anticipates a transfer of credits earned at Everest or enrollment in advanced studies, the student must have already inquired with those institutions from which recognition of academic work at the University will be sought. The student must independently determine whether or not the program, course, or courses of study will be accepted by those other institutions into which future enrollment is intended.

TRANSFERS TO OTHER EVEREST LOCATIONS

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the degree program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a C or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar.

TRANSFER TO PARTICIPATING INSTITUTIONS IN FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM (SCNS)

Everest University is a participating institution in the Florida Statewide Course Numbering System (SCNS). Please see the disclosure and explanation of the course numbering system and the benefits of this participation that is provided in the Course Offering section of the catalog on page 142.

Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Transfer Center Assistance

Any questions regarding the transfer of credit into or from Everest University should be directed to the Transfer Center, Toll Free: 877-727-0058 in the Campus Support Center.

Assistance for SCNS Course Transfer

Questions about the Statewide Course Numbering System, appeals regarding course credit transfer decisions and assistance regarding course credit transfer should be directed to the Transfer Center, 813-635-1910 or Toll Free: 877-727-0058 in the Campus Support Center or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports (such as approved courses for various institutions and a list of participating institutions) and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427 or via the Internet at <http://scns.fldoe.org>.

DIRECTED STUDY

There may be times during the student's course of study when the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Program Director and Academic Dean to complete a course through directed study. If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with a syllabus, assignments, and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus. Associate's degree students may apply a maximum of eight (8) quarter credit hours earned through directed study to the major core of study. Bachelor's degree students may apply a maximum of sixteen (16) quarter credits of directed study to the major core of study. Graduate students may complete a maximum of one course (4 quarter credits) of directed study. Students may not take more than one directed study course in a single academic term.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility. In all instances, the University expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
 - Modular - The date the grade(s) are mailed from the school
 - Linear - First day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation is the date of the suspension/dismissal letter

The appeal must include:

- The specific academic decision at issue
- The date of the decision

- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Academic Dean shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Assignment/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

Final Course Grades

In modular programs, appeals of final course grades must be made by the fifth (5th) calendar day after the date the grades are mailed from the school. After that date the grade becomes final. In linear programs, appeals of final course grades must be made by the fifth (5th) calendar day of the subsequent term. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

Attendance Violations

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
 - The next scheduled class period (Consecutive Absence Rule violations)
 - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the **Appeal Form**

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor and place the student on probation.

GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Everest University is in the process of converting to a new student information system called CampusVue. The CampusVue grading scale has some differences, which are indicated in the table below. At schools that have not been converted to CampusVue, students enrolled in modular allied health programs (with the exception of Massage Therapy and MIBC) receive percentage rather than letter grades.

The grading scale for the nursing program requires higher percentages in order to earn a letter grade. See the Nursing scale column in the table below.

NOTE: The D grade is not used for any modules or courses that are a part of an allied health program, including all "core" courses offered in medical programs. A grade of 70% or higher is required to pass these courses (75% for Dental Assisting). However elimination of the D grade does not apply to general education and college core courses. Scores 69% or less (74% or less for Dental Assisting) in modular and Allied Health programs are considered failing grades. Courses that have been failed must be retaken. Failed courses must be repeated and are calculated as an attempt in SAP calculations.

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4.0	Excellent	100-92	100-90
B	3.0	Very Good	91-84	89-80
C*	2.0	Good	83-76	79-70*
D**	1.0	Poor	N/A	69-60**
F*** or Fail†	0.0	Failing	75-0	59-0***
P or Pass†	Not Calculated	Pass (for externship or thesis classes only)		
PF	Not Calculated	Preparatory Class Failed		
PP	Not Calculated	Preparatory Class Passed		
I	Not Calculated	Incomplete		
IP	Not Calculated	In Progress (for externship or thesis courses only)		
L	Not Calculated	Leave of Absence (allowed in modular programs only)		
EL	Not Calculated	Experiential Learning Credit		
PE	Not Calculated	Pass by Proficiency Exam		
W	Not Calculated	Withdrawal		
WD	Not Calculated	Withdrawal during add/drop period (quarter-based programs only – not used in CampusVue)		
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress		
CR	Not Calculated	Credit for Advanced Placement		
TR	Not Calculated	Transfer (Modular Programs and CampusVue)		
T	Not Calculated	Transfer (Quarter-based Programs at non-CampusVue locations only)		

* The Nursing Board requires a score of 76% to pass with a C. The Dental Board requires a score of 75% to pass with a C.

** Not used in Allied Health Programs, Plumbing, RHVAC or other trades programs.

*** Due to Florida Board and programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Nursing programs below 76% is an F (failing). For Dental Assisting programs below 75% is an F (failing). For all other Allied Health Programs, F (failing) is 69-0%.

† CampusVue Grade

Applies To All Courses	
Course Repeat Codes	
1	Student must repeat this class
R	Student in the process of repeating this class
2	Course repeated - original grade no longer calculated in CGPA

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation – All Campuses

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
C	Y	Y	Y
D	Y	Y	Y
F or Fail	Y	Y	N
P or Pass	N	Y	Y
PF	N	N	N
PP	N	N	N
I	N	Y	N
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
W	N	Y	N
WD	N	N	N
WZ	N	Y	N
CR	N	Y	Y
TR	N	Y	Y
T	N	Y	Y

GPA and CGPA Calculations

The Grade Point Average (GPA) is calculated only for students receiving letter grades. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at the University. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in a three-credit course earns 3 (credits) x 2.0 (quality points) for a total of 6.0 quality points.

A grade average percentage is calculated for students receiving percentage grades. The GPA equivalent of the calculated average is given in the table above.

President's And Academic Dean's List

To recognize and encourage outstanding scholastic performance, an Academic Dean's List is published at the end of each quarter or semester. To be eligible for this honor, an undergraduate student must have earned a grade point average of at least 3.50 and must have been a full-time student during the quarter or semester. The President's List recognizes all full-time undergraduate students who have maintained a 4.0 grade point average during the term.

Incomplete Grades

A student who receives an Incomplete (I) grade may be granted up to 10 calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade. If the coursework is not completed within allotted number of days, the final grade will be changed to the grade that was earned.

Online Learning

The College may choose to offer certain courses online. Online courses are offered using the eCollege platform via the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period. For further information see the Online Programs section of this catalog.

Auditing Courses

Auditing of courses may be approved in advance on a available space basis. Approval by the instructor and the Academic Dean is required. In addition, payment of normal course tuition and fees and purchasing of textbooks is required. Procedures for auditing courses are available in the Academic Dean's office. No academic credit or grades are given for audited courses.

"Who's Who Among Students in American Universities and Colleges"

The University annually submits the names of outstanding students to the annual publication "Who's Who Among Students in American Universities and Colleges." This national publication recognizes students of exceptional merit in leadership, scholarship, and extracurricular activities. Selection for membership is made by a committee of faculty and administration.

Externship Training

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship contact hours/quarter credit units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship site. This campus recommends that students complete at least 20 clock hours

per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. All students must be available for externship assignment during daytime hours.

Students who do not start their externship for more than 14 calendar days will be dropped from the program by the school. Externship training will be scheduled for 3, 4 or 5 days per week. Students waiting for externship placement will be considered scheduled for a 3 day per week externship.

If a student has been officially dropped by the school and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the School President. Students may only be reinstated once due to extenuating circumstances.

Graduation

Commencement exercises are held at least once a year. All students completing their course work are included in the graduating class of that year. All students upon whom degrees are to be conferred are encouraged to participate in the commencement exercises.

Graduates must be current on all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted. Degrees may be awarded in absentia only after Commencement Exercises are held.

All requirements for undergraduate degrees must be completed within eight (8) calendar years from the start of the initial term of enrollment. All requirements for graduate degrees must be completed within five (5) calendar years from the start of the initial term of enrollment.

Graduation with Honors

Undergraduate students who have earned the requisite credits for graduation with the following grade point averages are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.90 and above, summa cum laude. For percentage grades honors are earned as follows: 92.5% - 94.9%, cum laude, 95.0% - 97.5%, magna cum laude; 97.6% - 100%, summa cum laude. Graduation with honors is not applicable to graduate programs.

PROGRAM REQUIREMENTS

All students must abide by all University rules and regulations. The student is responsible for meeting the requirements of the University catalog in effect at admittance or re-admittance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at re-admittance after not attending for a full academic quarter.

ADD/DROP PERIOD (QUARTER-BASED PROGRAMS ONLY)

The first 14 calendar days of each academic quarter are designated as the drop/add period for students in quarter-based programs. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the Academic Dean and the Financial Aid Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the drop/add period. Holidays that fall during this timeframe are not counted as part of the drop/add period.

There is no drop/add period for modular programs or micro-terms.

WITHDRAWAL PROCEDURES

Students who must withdraw from the University are requested to notify the Academic Dean's office by telephone, in person, or in writing to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal. At the time of official notification, when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due. Failure of students to provide official notification to the University of the intent to withdraw will delay the return of federal funds to the appropriate programs and will delay returning any other refunds that may be due.

When a student withdraws from the University, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The University will also calculate the amount of tuition and fees for which the student is obligated, based on its refund policy. Depending on when the student withdraws, the tuition and fee charges may either exceed the amount of Title IV grants and loans received or be less than the amount of Title IV grants and loans received. If the amount of tuition and fee charges exceeds the amount of Title IV funds earned, the student, or parent in the case of dependent students, may owe the institution additional money for the remaining balance. The student or parent may owe back Title IV funds if the student has not earned 100% of the Title IV funds based on his

or her attendance in the quarter. Further, depending on when a student withdraws, the student may owe 50% of his or her grant funds to the Title IV program.

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. Financial Aid Office personnel are available to provide assistance to students to determine the exact impact of early withdrawal on their repayment obligations.

If a student would like to rescind his/her official notification of withdrawal, the student needs to provide a statement in writing that he/she is continuing to participate in academically related activities and intends to complete the payment period or period of enrollment. The statement should be completed in the Academic Dean's office. If the student subsequently ceases to attend prior to the end of the quarter, then the rescission will be cancelled, and the original date of official notification will be used unless the University can document a later date of the student's attendance at an academically related activity.

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his/her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice to the Academic Dean's office. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

READMISSION OF WITHDRAWN STUDENTS

Information concerning the readmission procedure may be obtained by calling the Academic Dean's office. If a student is permitted reentry, the student must normally meet all conditions of the catalog at the time of reentry.

ATTENDANCE POLICY

Quarter-Based Programs

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

An examination/quiz	A tutorial session
Computer-assisted instruction	Academic advising with course instructor
Completing a course assignment, including research projects and journalizing	Attending a study group
Participating in a field trip	Instructor lecture or demonstration
Simulations	Attending a guest lecture
Viewing instructional media	Participating in role play activities
A survey evaluating the course material, text, and instructor performance	Library research
Presenting material (oral or written)	Mid-term assessment performed by faculty to evaluate student progress

Student success relies heavily on consistent and meaningful participation in the above-defined class-related/academic activities. Collaborative learning within the curriculum prepares the student to be comfortable with the learning team concept that is prevalent in today's workplace.

Modular Programs

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Normally, a student is considered present if s/he is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus **and** (b) the amount of time missed does not exceed 50% of the class session. A lack of student attendance is a basis for student academic advising. Modular students in programs that contain an externship are subject to the school academic calendar until they have completed the didactic portion of the program and been placed on their externship assignment. Once a student has completed the didactic portion of the program, the student is subject to the work calendar specified by their externship site.

Monitoring Student Attendance

Faculty monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the term/module (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

Should an appeal be granted, the student is not dismissed, but shall be placed on probation and monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all courses and dismissed from school, and shall not be charged for attending while the appeal was pending. Students dismissed due to an attendance violation must reapply for admission to the school.

Consecutive Absence Rule (Modular Programs Only)

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn

- All students who state they will return must:
 - Attend their next scheduled class session
 - File an appeal within five (5) calendar days of the violation
 - Have perfect attendance while the appeal is pending
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school

Percentage Absence Rule (Modular Programs Only)

For students who have not previously violated the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

For students who have been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

Should a student violate the applicable Percentage Absence Rule, the following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn
- All students who state they will return must:
 - Attend class within five (5) calendar days of the violation
 - File an appeal within five (5) calendar days of the violation
 - Have perfect attendance while the appeal is pending
- Any student who has promised to return to school, but who does not return within five (5) calendar days of the violation shall be withdrawn from all courses and dismissed from school

Attendance Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

Make up Sessions (Modular Programs Only)

If a class has been scheduled for a holiday recognized on the academic calendar for quarter-based programs, the holiday will be honored and the missed class will be made up on an unscheduled day and time.

Leave of Absence Policy (Modular Programs Only)

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean.

Re-admission Following a Leave of Absence (Modular Programs Only)

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. Normally, the student is scheduled to return to class at the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Extension of LOA (Modular Programs Only)

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Director of Education provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave
- There is a reasonable expectation the student will return
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate modules required for completion of the program will be available to the student on the date of return

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

Failure to Return from a Leave of Absence (Modular Programs Only)

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress (Modular Programs Only)

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

Veterans: Leave of Absence (Modular Programs Only)

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

The University does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily or briefly should see the Academic Dean.

UNDERGRADUATE ACADEMIC INFORMATION

ACADEMIC LOAD

Full time: A student taking 12 or more quarter hours toward Associate's or Bachelor's degrees will be classified as a full-time student for that term.

Three-Quarter time: A student taking 9 or more quarter hours toward Associate's or Bachelor's degrees will be classified as a three quarter-time student for that term.

Half-time: A student taking 6 or more quarter hours toward Associate's or Bachelor's degrees will be classified as a half-time student for that term.

Less than half-time: A student taking less than 6 quarter hours toward Associate's or Bachelor's degrees will be classified as a less than half-time student for that term.

REPEATING COURSES

An undergraduate student may repeat a course taken at the University in order to improve the cumulative grade point average. The credit is given for the better of the two grades earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recomputed to count only the better of the two. All repeats will be charged at the current tuition rate.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

The accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

- 1) The student's cumulative grade point average (CGPA)
- 2) The student's rate of progress toward completion (ROP)
- 3) The maximum time frame allowed to complete that is 150% of total number of credits in the program of study (MTF)

Evaluation Periods for Satisfactory Academic Progress

For the purpose of Accreditations and Regulatory Agencies, the evaluation points and Satisfactory Academic Progress is determined according to the following guidelines.

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

The academic year is three academic quarter or semester in length (usually for full time students with normal course load is the completion of 36 quarter or 24 semester credits without using any transfers). Institutions may use stricter guidelines to ensure student success and early intervention when students are in jeopardy of not making SAP. Tables below are used as a guideline for this purpose. Students in jeopardy of not making SAP may be advised at any point and be placed on probation to be monitored closely.

GPA and CGPA Calculations

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

Rate of Progress toward Completion (ROP) Requirements

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). ROP is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example:

$$\text{ROP} = \frac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}} = 50\%$$

Maximum Time Frame to Complete (MTF)

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credit hours are noted in the following tables.

Satisfactory Academic Progress Tables for Modular Programs

47 Quarter Credit Hour Modular Program with letter grades. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension 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.	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

47 Quarter Credit Hour Modular Program with percentage grades. Total credits that may be attempted: 70 (150% of 47)				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.66%	N/A
13-18	70%	25%	66.66%	N/A
19-24	70%	40%	66.66%	25%
25-30	70%	50%	66.66%	40%
31-36	70%	60%	66.66%	50%
37-42	70%	62%	66.66%	60%
43-48	70%	65%	66.66%	63%
49-70	N/A	70%	N/A	66.66%

47 Quarter Credit Hour Dental Program with percentage grades. Total credits that may be attempted: 70 (150% of 47)				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	75%	N/A	66.66%	N/A
13-18	75%	40%	66.66%	N/A
19-24	75%	53%	66.66%	25%
25-30	75%	60%	66.66%	40%
31-36	75%	65%	66.66%	50%
37-42	75%	69%	66.66%	60%
43-48	75%	72%	66.66%	63%
49-70	N/A	75%	N/A	66.66%

**51 Quarter Credit Hour Modular
Program with percentage grades (PCT).
Total credits that may be attempted: 76
(150% of 51)**

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-15	70%	N/A	66.66%	N/A
16-21	70%	20%	66.66%	N/A
22-27	70%	35%	66.66%	20%
28-33	70%	50%	66.66%	30%
34-39	70%	55%	66.66%	40%
40-46	70%	60%	66.66%	50%
47-52	70%	65%	66.66%	60%
53-76	N/A	70%	N/A	66.66%

**55 Quarter Credit Hour Modular
Program (Massage Therapy v 3-0).
Total credits that may be attempted: 82
(150% of 55).**

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-54	2.0	1.5	66.66%	55%
55-66	2.0	1.8	66.66%	64%
67-82	N/A	2.0	N/A	66.66%

**59 Quarter Credit Hour Modular
Program. (ELEC)
Total credits that may be attempted: 88
(150% of 59).**

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-30	2.0	1.00	66.66%	25%
31-42	2.0	1.25	66.66%	45%
43-54	2.0	1.50	66.66%	60%
55-66	2.0	1.75	66.66%	65%
67-77	2.0	1.90	66.66%	66.66%
78-88	N/A	2.00	N/A	66.66%

**51 Quarter Credit Hour Modular
Program with letter grades (PCT). Total
credits that may be attempted: 76
(150% of 51)**

Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-15	2.0	N/A	66.66%	N/A
16-21	2.0	N/A	66.66%	N/A
22-27	2.0	1.0	66.66%	20%
28-33	2.0	1.2	66.66%	30%
34-39	2.0	1.4	66.66%	40%
40-46	2.0	1.6	66.66%	50%
47-52	2.0	1.8	66.66%	60%
53-76	N/A	2.0	N/A	66.66%

**55 Quarter Credit Hour Modular
Program. Total credits that may be
attempted: 82 (150% of 55).**

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.66%	N/A
13-24	70%	60%	66.66%	25%
25-55	70%	63%	66.66%	55%
56-66	70%	66%	66.66%	64%
67-82	70%	70%	N/A	66.66%

Satisfactory Academic Progress Tables for Quarter-Based Programs

96, 97, & 98 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-24	2.00	N/A	66.66%	N/A
25-36	2.00	0.25	66.66%	10%
37-48	2.00	0.50	66.66%	20%
49-60	2.00	1.10	66.66%	30%
61-72	2.00	1.50	66.66%	40%
73-84	2.00	1.80	66.66%	50%
85-96	2.00	2.00	66.66%	55%
97-108	2.00	2.00	66.66%	60%
109-120	2.00	2.00	66.66%	63%
121-144	N/A	2.00	N/A	66.66%

113 Quarter Credit Hour Program (Nursing) Total credits that may be attempted: 169 (150% of 113)				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-25	2.0	N/A	66.66%	N/A
26-40	2.0	0.2	66.66%	N/A
41-56	2.0	0.4	66.66%	20%
57-68	2.0	0.6	66.66%	25%
69-81	2.0	0.8	66.66%	35%
82-96	2.0	1.0	66.66%	45%
97-109	2.0	1.2	66.66%	50%
110-125	2.0	1.5	66.66%	55%
126-141	2.0	1.7	66.66%	60%
142-153	2.0	1.85	66.66%	65%
154-169	N/A	2.0	66.66%	66.66%

192 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-24	2.00	N/A	66.66%	N/A
25-36	2.00	0.25	66.66%	10%
37-48	2.00	0.50	66.66%	20%
49-60	2.00	1.10	66.66%	30%
61-72	2.00	1.50	66.66%	40%
73-84	2.00	1.80	66.66%	50%
85-96	2.00	2.00	66.66%	55%
97-108	2.00	2.00	66.66%	60%
109-120	2.00	2.00	66.66%	63%
121-288	N/A	2.00	N/A	66.66%

Application of Grades and Credits

- Grades A through D are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (T or TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.
- For calculating rate of progress, F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (Incomplete, In Progress) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the Total Clock Hours Attempted (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

Credit Transfer and Satisfactory Academic Progress

Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96 credit hour program (with a maximum time frame of 144

credit hours) receives 24 credit hours of transfer credit and completes 16 credit hours in the first term of enrollment, the student will be evaluated as a student who has completed 40 credit hours in the program

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

Make-Up Work

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work is normally provided only when students provide documentation of illness, or other extenuating or mitigating circumstances that prevented class attendance. Make-up work must be completed within ten (10) calendar days after the end of the term/module.

ACADEMIC DEFICIENCIES

Following the conclusion of each grading period, the grades of each student will be audited by the Academic Dean. As a result of this audit, it may be necessary to reschedule the student or to place the student on a status of academic probation, academic suspension, or academic dismissal.

Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan may be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next module. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in additional tutorial sessions or developmental and remedial classes.

Notification of Probation

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic probation. Additionally, all students on probation must participate in academic advising. The following timelines apply for all students placed on academic on probation:

- For programs with an Add/Drop period;
 - Students must be notified in writing by the end of the add/drop period of the probationary term; and
 - Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
 - Students must be notified in writing by the end of the first week of the probationary term; and
 - Must receive academic advising by the end of the second week of the probationary term.

If a student's probationary status extends over consecutive academic terms, a second written Notice of Academic Probation is not required. However, the Academic Advising Plan and the Evaluation of Progress form must be updated at the end of each academic term/evaluation period that the student is on probation.

Suspension

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

SATISFACTORY ACADEMIC PROGRESS APPEALS

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy given under the Student Academic Appeals Policy above.

Reinstatement Following Suspension

Students who successfully appeal a suspension are considered to be making SAP and may remain in school under the following conditions:

- It is mathematically possible for the student to complete the program within the maximum time frame with the required CGPA
- The student must be placed on probation and monitored under an Academic Advising Plan
- The student must demonstrate improvement in their CGPA and/or ROP at the end of each subsequent evaluation period

Students who successfully appeal a suspension but whose CGPA and/or ROP is in the suspension range at the end of any subsequent evaluation period must file a new academic appeal.

Students who have been dismissed from a program are not eligible for readmission to that program.

Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program unless it is determined that it would take more than one period to meet SAP and the student has made the necessary progress toward achieving the requirements. Students who have been dismissed from a program are not eligible for readmission.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the University will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The University retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits will be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the University due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

REQUIREMENTS FOR GRADUATION

ALL PROGRAMS

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in the school catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The University catalog.

Associate's Degrees

To qualify for the Associate in Science degree, students are required to accomplish the following:

1. Complete the specified requirements for the program of study, to include a minimum of 24 quarter credit hours in general education and a minimum of 45 quarter credit hours in the major core.
2. Complete all coursework with a minimum grade point average of 2.0 or higher. A minimum of 25% of the program's total required credit hours must be completed in residence at the University.
3. Abide by all University rules and regulations.

Bachelor's Degrees

To qualify for a Bachelor of Science degree, students are required to accomplish the following:

1. Satisfy the specified requirements for the program of study, to include a minimum of 54 quarter credit hours in general education and a minimum of 90 quarter credit hours in major core coursework.
2. Complete all coursework with a minimum grade point average of 2.0. A minimum of 25% of the program's total required credit hours must be completed in residence at the University.
3. Abide by all University rules and regulations.

TWO DEGREES

Two Bachelor's degrees may be awarded simultaneously under the following conditions:

1. Course requirements for two majors have been completed as certified by the appropriate academic credits.
2. A minimum of 48 appropriate quarter hours in residence in addition to the requirements of the first degree have been earned.

Care must be taken in scheduling for a second degree. Veteran's educational benefits, under certain circumstances, may not be available for subjects other than those specifically required for the second degree.

GRADUATE PROGRAMS ACADEMIC INFORMATION

The graduate programs were developed to enhance an individual's effectiveness. They concentrate on the development and mastery of advanced critical reasoning and analytical skills and effective written and oral communication skills for successful application in a dynamic business and administrative environment.

In addition, the graduate programs emphasize professional ethics, use of technology, and information networking and provide exposure to the international marketplace.

GRADUATE ACADEMIC LOAD

A student taking the required eight or more quarter hours in the graduate program is defined as a full-time student for that term.

GRADUATE DEGREES OFFERED

The University awards the Master of Business Administration degree with several areas of concentration and the Master of Science in Criminal Justice. Not all programs are offered at all campus locations.

To qualify for a graduate degree, students are required to accomplish the following:

1. Satisfy the prerequisite course requirements.
2. Complete all required courses with an average grade of B (grade point average of 3.0) or higher. All course work must be in the 5000 series or higher.
3. Abide by all University rules and regulations.
4. Settle all financial obligations to the University.

Students are responsible for meeting the requirements of the University catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

GRADUATE CATEGORIES OF ENROLLMENT

A student applying to the graduate program may be classified in one of two categories: degree-seeking Regular Student or Provisional Student.

Regular Graduate Students

An applicant seeking a degree certifies his or her intention of applying for admission to a degree program at the time of making his or her initial application or upon acceptance. To qualify upon admission as a Regular Student seeking a graduate degree, the applicant must have achieved a cumulative grade point average of not less than 3.00 for all undergraduate upper-level division work; or must score not less than 470 on the Graduate Management Admission Test (GMAT); or must achieve a comparable score on the Graduate Record Examination (GRE) in order to become a candidate for a master's degree.

Provisional Graduate Students

Any student wishing to become a candidate for a Master's degree who does not meet the requirements to be classified as a Regular Student may enroll and matriculate as a Provisional Student by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has earned a score of not less than 470 on the GMAT, a comparable score on the GRE, or has satisfactorily completed 16 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program. For international students admitted with Provisional Student status by the Graduate Academic Committee (see "Graduate Admissions Requirements"), the status will remain in effect until the student has earned a TOEFL score of not less than 550, a 6.0 on the IELTS, or has satisfactorily completed 16 credits of graduate course work at the University with a minimum GPA of 3.0. Failure to reach Regular Student status within 16 credits of graduate work at the University will result in the student being dismissed from the University. Students admitted on a provisional basis will be admitted as Regular Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

Transfer Credit for Graduate-Level Courses

A student attempting to transfer a graduate-level course from another accredited institution must provide evidence that the course is related in content to the program of study at the University. The University will accept no more than 24 graduate-level hours in transfer, and no graduate-level course may be transferred in which the student receive a grade below a B. Graduate students should see additional information in the "Graduate Programs Academic Information" section. Graduate students must complete at least 50% of program hours in residence.

PREREQUISITE REQUIREMENTS FOR GRADUATE PROGRAMS

While it is desirable that the student have a Bachelor's degree in the same field or one closely related to the field in which the Master's degree is sought, it is not mandatory.

Applicants whose undergraduate degrees are in fields outside the program area are invited to apply, but foundation work will be required before certain higher level courses may be taken. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE STUDENTS

A student pursuing a Master's degree must maintain a minimum cumulative grade point average of 3.0. Graduate students who fail to meet the minimum grade point requirement will be placed on Academic Probation for the subsequent quarter of enrollment. If otherwise eligible, a student may receive financial assistance during the Academic Probation grading period. Failure to raise the grade point average above the minimum specified within the subsequent quarter will result in Academic Dismissal.

A student will be permitted to attempt 15 quarter hours of graduate work before the application of the following standards.

GRADUATE DEGREES - QUARTER CREDITS				
Total Credits Attempted*	Probation if CGPA is below	Suspension if CGPA is below	Probation if rate of progress is below	Suspension if rate of progress is below
0 – 16	3.00	N/A	67%	N/A
17 – 27	3.00	2.75	67%	50%
28 – 39	3.00	2.90	67%	60%
40 – 84	3.00	3.00	67%	65%

*The maximum number of credits that may be attempted for a 54-credit graduate program is 81 (150% of 54). The maximum number of credits that may be attempted for a 56-credit graduate program is 84 (150% of 56).

All other elements of satisfactory academic progress as outlined in the section on satisfactory academic progress are applicable to graduate programs. Additionally, all requirements for graduate degrees must be completed within five (5) calendar years from the start of the initial term of enrollment.

In all cases of academic dismissal, the student will be notified by the Director of the Graduate School or the Academic Dean.

When the presence of mitigating circumstances causes the student's grade point average to fall below the minimum standards, a letter from the student requesting reinstatement may be submitted to the Graduate Academic Committee for review. The Committee will determine whether a probationary reinstatement is necessary or if the decision for dismissal is warranted.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Students must maintain a cumulative grade point average of B (3.0) each term to remain eligible for VA benefits. A veteran student failing to achieve a B (3.0) cumulative grade point average for any term will be placed on probation for the next academic term.

Failure to achieve a B (3.0) cumulative grade point during the next two consecutive terms will result in the veteran student being terminated from veteran benefits and the VA so notified.

A veteran student terminated for unsatisfactory academic progress at the graduate level may be certified to the VA to receive veteran's benefits after attaining the 3.0 cumulative GPA required for satisfactory academic progress.

These standards are applicable only for the determination that veteran students remain eligible to receive VA benefits. The University's regular academic standards apply for all students in determining academic suspension.

ADMINISTRATIVE POLICIES

UNIVERSITY REGULATIONS

Each student is given the University catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

STUDENT CODE OF CONDUCT

Background

The College maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies.

- The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. College Work Study students who violate the student code of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

Applicability

This Code of Student Conduct (Code) applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

Generally

CCI seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All CCI schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The School President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

Conduct Affecting the Safety of the Campus Community

CCI reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The School President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

Other Prohibited Conduct

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:

- The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
- The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law (see below)

Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

Violations of Local, State, Provincial, or Federal Law

CCi students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this Code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed, and that the student committed it. In such instances, the School President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this Code independent of any criminal proceeding.

Limitations on Students with Pending Disciplinary Matters

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another CCI location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School President

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCI school (including Online) prior to resolving the outstanding disciplinary issue.

Inquiry by the School President

If the School President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the School President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the School President (or designee) determines that a violation has not occurred, no further action shall be taken.

Conduct Which Does Not Warrant a Suspension or Dismissal

If the School President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct Which Warrants a Suspension or Dismissal

If the School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed
- The specific sanction being imposed
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice

Sanctions

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCI school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President.

Note: Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal are:

- Community Service and/or participation in educational programs
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing

Academic Honesty

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own

- Knowingly furnishing false information about one's academic performance to the school
- One or more of the sanctions listed below may be imposed for academic dishonesty:
- A reduction in grade on the assignment on which the violation occurred
 - No credit on the assignment, paper, test, or exam on which the violation occurred
 - A failing grade for the course/module
 - Suspension or Dismissal from the school

Appeal Process

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the School President (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

Record of Disciplinary Matter

All disciplinary files shall be kept separate from the student academic files until resolved.

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

Alcohol and Substance Abuse Statement

The University does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

Computing resources are an integral part of the educational experience at CCI. Responsible use of those resources is essential to student success. IT resources are provided to support the educational goals of CCI, and shall be used appropriately, and in accordance with local, state/provincial, and federal laws.

IT resources may only be used for legitimate purposes, and may not be used for any of the following purposes, or any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;

- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
 - Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
 - Violations of licensing agreements;
 - Accessing another person's account without permission;
 - Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
 - The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
 - Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission;
 - Downloading or storing company or student private information on portable computers or mobile storage devices;
 - Making computing resources available to any person or entity not affiliated with the school;
 - Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
 - Academic dishonesty as defined in the Student Code of Conduct;
 - Use of CCI logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

SEXUAL HARASSMENT POLICY

The University will strive to provide and maintain an environment free of all forms of harassment. The following guidelines are issued that legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The University will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential. Please be reminded that this policy applies to students as well as employees.

DRESS CODE

Students are expected to dress in a manner that would not be construed as detrimental to the student body and the educational process at the Institute. Students are reminded that the Institute promotes a business atmosphere where instructors and guests are professionals and potential employers. Students should always be cognizant of the first impression of proper dress and grooming. The Institution does not permit any clothing which has expressed or implied offensive symbols or language.

Students in Allied Health programs may be required to wear uniforms that present a professional appearance. A professional appearance puts patients at ease, inspires confidence, and makes a good impression. The Professional Appearance standards included, but not limited to, are:

	AREA	WHAT TO DO	REASONS
PERSONAL HYGIENE	Body	Bathe or shower daily Use deodorant	Removes bacteria that could be harmful to patients Helps keep you healthy Removes odors that can make others uncomfortable
	Teeth	Brush and floss teeth and use mouthwash	Helps keep you healthy Removes odors that can make others uncomfortable
GROOMING	Hair	Away from face and off the shoulders or collar Clean No extreme colors No ornaments or decorations	Keeps hair from blocking your vision or falling on patients Does not distract co-workers or patients
	Fingernails	Clean Clear nail polish	Long fingernails can harbor bacteria Colored nail polish is inappropriate

	AREA	WHAT TO DO	REASONS
		Practical length (just over top of fingers)	Long or sharp fingernails can injure patients
	Makeup	Minimal	Does not distract co-workers or patients
	Perfume and Aftershave	Very little, if any	Many people are allergic to these fragrances
	Jewelry	As little as possible Rings: wedding ring only Wrists: simple wristwatch only Earrings: one pair only; lower lobe of ears; small studs—no dangle earrings	Can injure patients Can harbor bacteria
DRESS	Uniform	Clean and pressed Fits properly In good condition – no tears or stains Stain-resistant material Neat, with shirt tucked in Meets office dress code Worn with undergarments (should not be visible beneath uniform)	Dirty uniform can harbor bacteria Improper fit or an untucked shirt can interfere with your work
	Stockings	Clean No holes or tears White socks acceptable	Stockings or white socks help to present a professional image
	Shoes	Comfortable and supportive Fit properly Clean and polished Laces clean No open-toe shoes or sandals No canvas shoes	Supportive shoes keep your feet comfortable when standing and walking all day Exposed feet or toes can become injured or contaminated by splashes or spills and can spread bacteria Canvas shoes stain easily, can harbor bacteria, and are not supportive
OTHER	Posture	Maintain good posture	Good posture helps you avoid injury and strain
	Miscellaneous	No gum or candy No tobacco odors Cover visible tattoos	Anything that can distract patients or co-workers should be avoided

TELEPHONES

No student will be excused from class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Cellular phones should be turned off or placed in silent mode during class and labs and while in the library. Coin-operated telephones, including telephones equipped for the hearing impaired, are available for student use on most campuses.

CHILDREN ON CAMPUS

Children are always welcome at special events of the University whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the University that children shall not be brought to classrooms, the library, or labs or left in lounges or offices.

IMMUNIZATION

It is recommended that all students under the age of 40 obtain MMR and meningitis vaccinations and that all medical/allied health students receive the full sequence of hepatitis B vaccinations. Medical/allied health students must show proof of a negative tuberculosis test or negative chest x-ray if the student has had a positive tuberculosis test in the past. Although not currently a requirement, students are encouraged to obtain these immunizations and/or tests prior to entering the University.

TRANSCRIPTS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the University computer system. Permanent records are kept in paper form, microfiche, or microfilm and backed up on disc and tape. The University maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the University are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) grants students certain rights with respect to their educational records. They are:

The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution's Business Office.

Directory Information

The institution has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- Name
- Address
- Telephone numbers
- Major and/or minor fields of study
- Diploma/Degree sought
- Expected date of program completion
- Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

Additional FERPA information is available from the institution's Business Office.

STUDENT GRIEVANCE PROCEDURES

Persons seeking to resolve classroom problems or complaints should first contact their instructor and if the problem persists, the Program Director. Unresolved complaints should be made to the Academic Dean. For other types of grievances, the student should contact the person in charge of the appropriate department. Students who feel that the complaint has not been adequately addressed should contact the Campus President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or by email at studentservices@cci.edu.

If a student feels that the University has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council or the Commission for Independent Education:

Accrediting Council for Independent Colleges and Schools 750 First Street, N.E., Suite 980 Washington, DC 20002-4241 (202) 336-6780	Florida Commission for Independent Education Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 (800) 224-6684
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REVISIONS TO PROGRAMS AND CHARGES

The University reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to revise its academic programs; and to withdraw subjects, courses, and programs if registration falls below the required number. The total hours specified in each area of the degree or the program total is the minimum requirements for completion.

NOTE: Not all programs of study and/or courses are offered at all locations. Some programs may have limited enrollment.

INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

Due to the rapidly changing nature of the information technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends, and curriculum revisions will be made as expeditiously as possible.

Enrollment in an information technology program offers the knowledge and skills to enter the workforce in information technology or a related field. The program is an educational program, and upon successful completion, students will earn a credential. Program completion does not necessarily lead to or guarantee any form of vendor certification.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest University has established policies regarding campus security.

The University strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The University encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The University will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.fbi.gov/hq/cid/cac/registry.htm>.

STATISTICAL INFORMATION

The school is required to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any University activity. If a student suspects someone to be under the influence of any drug or

alcohol, they should immediately bring this concern to the attention of the Academic Dean or Campus President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at the University assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the University, including damage to University property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the University.

PAYMENT POLICY

The University requires that arrangements for payment of tuition for all courses be completed in full at the time of registration. Students may choose to pay tuition and fees by check, cash, and, at certain locations, by credit card.

The University offers the services of several private companies that offer alternative methods of paying for educational costs. The Student Finance Office personnel will assist students in budgeting a monthly payment plan using a wide range of financing alternatives. Students eligible for employer-sponsored tuition reimbursement benefits may request a deferred payment plan.

Further questions regarding these payment plans should be directed to a student accounts representative in the Student Accounts Office.

Students qualifying for state or federal financial assistance programs are allowed to use certain types of loans and/or grants to satisfy their financial obligations at the time of registration, even though the aid may not have been physically disbursed to them or posted to their accounts. Students seeking to meet their financial obligations in this manner must understand that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the University. Failure to do so may result in the student having to provide immediate payment of all applicable tuition and fees.

TUITION AND FEES

Tuition and fee information for each campus can be found in **Appendix B: Tuition and Fees** in this catalog

Quarter-Based Programs

The tuition and fees listed on the enrollment agreement will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. These tuitions and fees are for on-ground students and blended on-ground/online students. Students who are completing their program of study completely on line will find tuition information in the "Online Program Tuition and Fees" section of this catalog.

The minimum full-time course load is 12 credits per quarter for undergraduate programs and 8 credits per quarter for graduate programs. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for which the student is enrolled. The University charges the student's account for tuition at the beginning of each term for which the student is enrolled.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the drop/add period by the then current tuition rate for that number of credit hours.

Modular Programs

Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

Textbooks

Textbooks and workbooks are sold through the bookstore in accordance with official University policies. At the time of issuance, textbooks become the responsibility of the students. The University is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges.

In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned equipment will be charged for its replacement. Official transcripts will be withheld from any student who has not returned University property or who has not made restitution.

BUYER'S RIGHT TO CANCEL – CANCELLATION

The applicant's signature on the Enrollment Agreement does not constitute admission into The University until the student has been accepted for admission by an official of The University. If the applicant is not accepted by The University, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the fourteenth (14th) day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The University prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The University facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The University official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The University are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from The University prior to the end of The University's official add/drop period will be dropped from enrollment, and all monies paid will be refunded less the cost of any items purchased from the University bookstore.

Modular Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

Micro-Terms: Refunds for students who withdraw from one of the 3 week micro-terms will receive refunds based on the following calculation.

1. Micro Terms have no add/drop period.
2. Students withdrawing before the first week or failing to attend the first week receive a 100% refund.
3. Students who attend the first week and then drop receive a 50% refund.

Students who attend the second week and then drop receive no refund.

REFUND POLICIES

This University is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

When a student withdraws, the University must complete both a "Return to Title IV" and a tuition refund calculation which are described by the following:

- First, if the student is a recipient of Title IV funds, the University must determine, based on the student's withdrawal date, how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The University, and in some cases the student, is required to return the unearned portion of the funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, the University must determine how much of the tuition the student is responsible for using the applicable tuition refund policy. A tuition refund will be calculated based on the student's withdrawal date and the institutional refund policy along with any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement.

The student will be given the benefit of the refund policy that results in the largest refund to the student.

Any unpaid balance of tuition and fees that remains after calculating the tuition refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to the University. Monthly payment plans can be set up if the student cannot pay the entire balance in one lump sum.

The tuition refund calculation is based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of the tuition refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

1. To pay authorized charges at the institution.
2. With the student's permission, applied to reduce the student's Title IV loan debt not limited to the student's loan debt for the period of enrollment).
3. Returned to the student.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the University will make a settlement that is reasonable and fair to both parties providing the student notifies the University in writing explaining the circumstances of the withdrawal.

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for students who officially withdraw is the same date as determined under official withdrawals above. If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same quarter, the withdrawal date is the student's original withdrawal date from the previous official notification.

If the student ceases attendance without providing official notification due to circumstances beyond the student's control, the withdrawal date is as follows. If the withdrawal is due to circumstances beyond the student's control, the date of withdrawal is the date the school determines is related to the circumstance beyond the student's control. Otherwise, the withdrawal date is the mid-point of the quarter or the last documented date of attendance at an academic activity, whichever is later.

For a student who officially withdraws, the DOD is the student's withdrawal date, or date of notification, whichever is later. For a student who withdraws without notification, the DOD is the date that the school becomes aware that the student has ceased attendance. For a student who withdraws after rescinding an official withdrawal, the DOD is the date the school becomes aware that the student did not, or will not, complete the period of enrollment.

For a student who withdraws without providing notification from a school that is not required to take attendance, the school must determine the withdrawal date no later than thirty (30) days after the end of the earlier of (1) the payment period or the period of enrollment (as applicable), (2) the academic year, or (3) the student's educational program.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within thirty (30) days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Textbook and Equipment Return/Refund Policy

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within thirty (30) days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Federal Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal.

The University must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans (other than PLUS loans)
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent (PLUS) Loans
7. Direct PLUS Loans

8. Federal Pell Grants for which a Return of Funds is required
9. Academic Competiveness Grants for which a Return of Funds is required
10. National Smart Grants for which a return of funds is required
11. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

Return of Unearned SFA Program Funds

The School must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Finance Office will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Institutional Refund Calculation for First-Time Students

The School will perform a pro-rata refund calculation for first-time students who terminate their training after the Add/Drop period but before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment. Students who terminate their training during the Institutional Add/Drop Period will receive a 100% refund.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

Institutional Refund Policy for Continuing Students in Quarter-based Programs

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

For Withdrawal During	Refunded to the Student	Amount Retained by the School
Institutional Drop/Add Period	100%	0
After Institutional Drop/Add Period up to and including 25% of the Quarter	25%	75%
After 25% of the Quarter	0	100%

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

Continuing Students

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ")

Continuing Modular Diploma Students

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

COLORADO REFUND POLICY (SOUTH ORLANDO CAMPUS)

The School will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule:

A Student Who Withdraws or is Terminated	Is Entitled to a Refund of:	The Institution can Retain:
Within the first 10% of the charging period	90% Tuition	10% Tuition
After completion of 10% of the charging period, but prior to completion of 25%	75% Tuition	25% Tuition
After completion of 25% of the charging period, but prior to completion of 50%	50% Tuition	50% Tuition
After completion of 50% of the charging period, but prior to completion of 75%	25% Tuition	75% Tuition
After completion of 75% of the charging period	0%	100% Tuition

STUDENT FINANCING OPTIONS

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

FINANCIAL ASSISTANCE

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

FEDERAL FINANCIAL AID PROGRAMS

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

Federal Perkins Loan

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

Federal Work Study (FWS)

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

Federal Stafford Loans (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months

after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on “financial need.” The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate “need” in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student’s education minus any other aid the student is eligible for. The interest rate fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

Military Scholarships and Grants, including Active Duty, Veterans and Family

The campuses are recognized by many public and non-profit organizations as an approved institution to serve the military community. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are active military, spouse, dependent, veteran, service person, reservist, or otherwise eligible, you may qualify for various educational benefit programs. Eligibility criteria for military educational assistance and benefits available vary by state and school, so check with the funding organization to see whether you qualify.

Workforce Scholarships and Grants, including Youth, Adult and Displaced Workers

The campuses are recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are unemployed, under employed, or otherwise eligible youth or adult, you may qualify for various workforce educational benefit programs. Eligibility criteria for workforce educational assistance and benefits available vary by state, community and school, so check with the funding organization to see whether you qualify.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized Direct Stafford Loans (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans. You repay these loans directly to the U.S. Department of Education.

ALTERNATIVE FINANCING OPTIONS

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment begins six months after graduation, leaving school or dropping below half-time status.
- Student may apply on their own or with a co-borrower.

Please refer to Student Financial Planning brochure and for further information or please see one of the Student Finance Planners.

GRANTS AND SCHOLARSHIPS

Florida Student Assistance Grant (FSAG)

The Florida Student Assistance Grant (FSAG) is available only to Florida residents demonstrating financial need and meeting certain academic requirements. The FSAG has an early application deadline and is not readily available to all. Students are advised when applications may be submitted. It is not available to any student who has received a Bachelor’s degree.

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private post-secondary educational institution within three years of high school graduation. The program affects high school graduates as well as current award recipients who are now attending a post-secondary institution in Florida.

The Bright Futures Scholarship Program is the umbrella program for all state-funded scholarships based on academic achievement in high school. This program restructures the two existing programs--the Florida Undergraduate Scholars’ Program (now the Florida Academic Scholars Award) and the Gold Seal Vocational Endorsement Scholarship Program (now the Florida Gold Seal Vocational Scholars Award)--and adds a third award--the Florida Merit Scholars Award. For graduates, the law does not change eligibility criteria currently in place for the Undergraduate Scholars’ Program or the Gold Seal Vocational Endorsement Scholarship Program.

Eligibility criteria for the scholarship awards vary based on cumulative high school grade point average and SAT or ACT scores and are available at all local high schools or through the University Financial Aid Office. Applications are distributed to

potential applicants by high school guidance counselors or by contacting the Technical Assistance Unit of the Florida Department of Education at 1-888-827-2004.

The award levels for the three types of scholarships are as follows:

- Florida Academic Scholars Award - an award equal to the amount required to pay tuition, fees, and \$600 annually (prorated if part time) for college-related expenses. A student who is enrolled in a non-public post-secondary institution is eligible for an award equal to the amount that would be required to pay for the average tuition and fees of a public post-secondary education institution at the comparable level, plus the annual \$600. The award may cover up to 45 semester or 67 quarter credit hours per academic year. A 3.0 cumulative GPA is required for renewal of the award each year. If a student receiving the award fails to achieve a 3.0 GPA in college but makes a 2.75 or higher, he or she will automatically be transferred to the Florida Merit Scholars Award level for the remainder of the college career.
- Florida Merit Scholars Award - an award equal to the amount required to pay 75% of tuition and fees for up to 45 semester or 67 quarter credit hours per year. A student enrolled in a non-public post-secondary education institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees of a public post-secondary education institution at the comparable level. A 2.75 cumulative GPA is required for renewal of the award each year.
- Florida Gold Seal Vocational Scholars Award - an award equal to the amount required to pay 75% of tuition and fees. A student who is enrolled in a non-public post-secondary institution is eligible for an award equal to the amount that would be required to pay 75% of the average tuition and fees of a public post-secondary education institution at the comparable level. Awards are for up to 45 semester or 67 quarter credit hours per academic year. This is a two-year scholarship. A student may use the scholarship for up to 90 semester or 135 quarter credit hours. However, a recipient may become eligible to continue to a four-year degree by transferring to a Merit Scholars award upon being accepted into an upper division program and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

Dream Award Program and Scholarships

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCI-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCI school was a turning point in the graduate's life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian's executive team and recognizes one "ultimate" winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

Campus Dream Award: Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to August 1 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCI school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

1. A scholarship worth \$2,500 that may be used at any CCI campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCI. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCI Presidents Meeting. The award will include:

1. A full scholarship that may be used at any CCI campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCI CEO and COO, and
5. A nomination to the Career College Association (CCA) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

Emergency Hardship Grant Program (Online Students Only)

This need-based grant is an institutionally financed award to continuing students who demonstrates an unusual or extenuating circumstance that requires financial assistance in order to continue to participate in the educational program at Everest University Online. Only one-time exceptional hardship circumstances will qualify and be considered for approval in any twelve month period. Students must provide specific written details on how this is a hardship need that is not recurring and how this one time grant will resolve that specific financial hardship. Applications will be reviewed by a committee and all decisions are final. The program is available to all students on the same terms while funding is available.

To be eligible, a student must

- Be an active student who is passing and is in good financial standing
- Complete the written application and provide any additional information requested by the committee

Students can qualify for this program only after they have completed their first term.

Two Plus Two Scholarship (Jacksonville Campus Only)

- Award: Recipients may receive up to \$600 per academic award year (3 quarters) up to a maximum of \$1,200 for two years.
- Eligibility: Applicants must be graduates of a Florida community college with an Associate in Science in a program that articulates with Everest University-Jacksonville baccalaureate degrees: Business, Computer Information Science, Accounting, and Criminal Justice. Applicants must have a cumulative grade point average of 2.5 or higher and must be recommended by their Program Director or faculty of their degree program.

Applicants must be citizens of the United States of America and must complete an application, which includes an essay on why they deserve this scholarship. The application must be received by Everest University-Jacksonville no later than 30 days prior to the start of any term. Official transcripts must be received no less than 20 days prior to start of any term. Applicants must agree to enroll for no less than 12 credit hours during a 12-week term and no less than 6 credit hours during a 6-week term. Recipients must maintain a 2.5 grade point average while enrolled at Everest University-Jacksonville. Representatives of Everest University-Jacksonville and Florida Community College at Jacksonville will review applications. For more information, contact the Director of Admissions, Everest University-Jacksonville.

High School Scholarships

Everest University will make a total of 216 high school scholarships available to graduating seniors. Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Awards are determined by an independent panel. The application deadline for high school scholarships is no later than 30 days prior to the day that the student plans to commence his/her education. In addition, the student must apply within six months of graduation from high school to be eligible. Please review the current Everest University Scholarship Guidelines for further details (including application and testing deadlines) and conditions of this program. Scholarships will be awarded in the following circumstances:

Florida High School Principal Scholarships

Everest University recognizes that high school principals are better qualified to recommend those seniors whose aspirations and abilities qualify them for scholarship funds. Each of the campus locations of Everest University will award three High School Principal Scholarships of \$2000 each. The principals of participating Florida high schools are invited to recommend a senior whose academic achievements and personal career goals have been recognized and would be enhanced by scholarship assistance. Recommended seniors must complete application procedures, provide letters of recommendation, and take the CPAT, which measures competency in reading, language, and mathematics. Those who receive the top scores at each Everest University campus will be invited to submit an essay.

Other High School Scholarships

Each of the campus locations of Everest University will award 24 high school scholarships to graduating seniors, as follows:

- Eight scholarships valued at \$2000 each, and
- Sixteen scholarships valued at \$500 each.

High school seniors may obtain scholarship applications and guidelines from a participating high school guidance department, or they may call Everest University for an application. Students must fill out the application completely and provide acceptable letters of recommendation. All applicants must take the CPAT, which measures competency in reading, language, and mathematics. Those who receive the top scores will be invited to submit an essay.

If a recipient chooses not to accept the award, the next qualified student, as determined by an independent panel, will receive the scholarship.

Everest University Annual Scholarships

Each University campus annually awards honor scholarships at the end of each fall term. These honor scholarships consist of a \$750 and a \$500 tuition credit for two sophomores, two juniors, and two seniors (annual scholarship awards total \$1,250 per category). To be eligible for one of the scholarships, the student must:

1. Be a full-time student (minimum 36.0 credit hours per academic year),
2. Have earned a cumulative grade point average of 3.5 or better at the end of the summer term,
3. Have completed an application for scholarship,
4. Have been in attendance at the awarding campus for a minimum of two successive terms,
5. Provide two letters of recommendation from faculty (one of the letters must be from a faculty member within the program of study),
6. Write an essay of 100 words minimum on why the applicant is deserving of the scholarship, and
7. Be enrolled in the subsequent winter quarter to qualify for the scholarship to be awarded.

Applications are available in the Dean's Office. Application deadline is December 15.

Sophomore Honor Scholarship

(Must have completed 48 credit hours)

1. A tuition credit of \$750 is awarded to the highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.

2. A tuition credit of \$500 is awarded to the second highest qualified full-time sophomore student who has been selected based on meeting the described eligibility requirements during the freshman year at the University.

Junior Honor Scholarship

(Must have completed 96 credit hours)

1. A tuition credit of \$750 is awarded to the highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.
2. A tuition credit of \$500 is awarded to the second highest qualified full-time junior student who has been selected based on meeting the described eligibility requirements during the sophomore year at the University.

Senior Honor Scholarship

(Must have completed 144 credit hours)

1. A tuition credit of \$750 is awarded to the highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.
2. A tuition credit of \$500 is awarded to the second highest qualified full-time senior student who has been selected based on meeting the described eligibility requirements during the junior year at the University.

Florida Association of Proprietary Schools and Colleges (FAPSC) Scholarship

Scholarships are available for graduating high school seniors and GED recipients. Applicants must complete an application, maintain a cumulative GPA of 2.0 or higher, and submit a 300-word essay answering three specific questions pertaining to the career field and institution they have chosen. Applicants may apply for no more than three scholarships at any single institution. Awarding of the scholarships is done through an evaluation committee assembled by FAPSC. Please contact the campus Financial Aid Office for further details.

Active Duty Military Scholarships (Everest University Online Only)

Active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Active Guard/Reserve and US Coast Guard, and their dependent spouse and children are eligible to apply for an Active Duty Military scholarship. The scholarship includes a quarterly tuition stipend for active duty personnel and their dependent spouse and children. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 15% of tuition charged for the term. Applications may be requested from the Admissions Office.

Eligibility: Applicants must meet entrance requirements for program of study. Applicants must be on active duty (or be a spouse or dependent child) and provide proof by submitting a copy of official military documentation prior to the start of the term. The scholarship may be renewed from quarter to quarter so long as the recipient maintains active duty military status, remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Continuing Education Scholarships (Everest University Online only)

Applicants must be graduates of a Corinthian Colleges Inc. School System (other than employees) with a degree that matriculate into a Everest University Online undergraduate or graduate level program. Applicants must have achieved a cumulative grade point average of 2.5 or higher, meet eligibility requirements for program of study, submit application for scholarship which may be obtained from the admissions office; and provide proof of degree completion (official transcripts, diploma, letter from registrar) prior to the start of the term. The scholarship will include a quarterly tuition stipend from funds set at the beginning of each fiscal year. Scholarship funds are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 15% of the tuition charged for the term. The scholarship may be renewed and awarded from quarter to quarter so long as the recipient remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average. Additionally, dependent spouse, children, and siblings of graduates from a Corinthian Colleges, Inc. School System (other than employees) may also apply for scholarship funds not to exceed 15% of the term, providing entrance and eligibility requirements are met for program of study. Proof of dependent status required prior to the initial term; must meet provisions above for renewal award of quarterly scholarship.

Veteran's Assistance Programs

Montgomery GI Bill

If you are a veteran, service person, reservist or otherwise eligible, you may qualify for various veteran educational benefit programs. Eligibility criteria for military educational assistance and benefits available vary by state and school, so check with the Veteran's Administration (VA) to see whether you qualify.

If you are receiving VA benefits, you are still required to select one of the school's primary financing options (e.g. Financial Aid, Cash) to cover your educational costs and related expenses. All payments must be made in accordance with the school's financial policies and procedures.

The Veterans Administration offers several education assistance programs to veterans or service persons on active duty:

- Montgomery G.I. Bill
- Montgomery G.I. Bill – Selected Reserve (MGIB-SR)
- Veteran's Educational Assistance Program (VEAP)
- Survivors' and Dependents' Educational Assistance Program (DEA)
- Vocational Rehabilitation (Chapter 31)

If you have questions about these benefits, visit www.gibill.va.gov or call 1-888-GIBILL-1 (1-888-442-45551)

War Orphan Educational Assistance

This program provides financial assistance for the education of sons and daughters of veterans who died or were permanently and totally disabled in or as a result of service in the Armed Forces of the United States. Benefits are similar to

those of the G.I. Bill. Widows and wives of disabled veterans may also be eligible for this program. The University will assist in preparing and submitting applications.

Vocational Rehabilitation for Veterans

Veterans disabled during war time and under certain peace time service may be eligible for educational benefits and training under this program. Applications must be filed directly with the Veterans Administration.

STUDENT SERVICES

STUDENT ADVISING

Advising encompasses several important areas of student life. Academic advising is coordinated by the Academic Dean and includes satisfactory academic progress, attendance, and personal matters. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

The Career Services Office provides a wide range of services to students to assist them in preparing for their career choices. Students can schedule individual appointments with the Director of Career Services and are encouraged to avail themselves of the self-assessment process and job search.

EVEREST CARE PROGRAM

The Everest CARE Student Assistance Program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website <http://www.everestcares.com> or call (888) 852-6238.

PLACEMENT ASSISTANCE

The University maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. This placement assistance is accomplished not only by presentation of graduates as potential career professionals to industry but also through aiding in the graduates' development of a positive self-image and in assessing competencies, strengths, and career expectations.

Although the University does not, in any way, guarantee employment, it is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment.

Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

ORIENTATION

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the University and introduce them to those staff and faculty members who will play an important part in the students' academic progress toward a degree goal.

HEALTH SERVICES

The University does not provide health services.

HOUSING

The University does not provide on-campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Admissions Office.

ACADEMIC PROGRAM LOCATIONS

PROGRAMS	ON-GROUND LOCATIONS										
	Brandon	Jacksonville	Lakeland	Melbourne	North Orlando	Orange Park	Largo	Pompano Beach	South Orlando	Tampa	Online*
DIPLOMA PROGRAMS											
DENTAL ASSISTING		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>				
ELECTRICIAN						<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
MASSAGE THERAPY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MEDICAL ADMINISTRATIVE ASSISTANT		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MEDICAL ASSISTING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MEDICAL INSURANCE BILLING & CODING		<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
PATIENT CARE TECHNICIAN								<input checked="" type="checkbox"/>			
PHARMACY TECHNICIAN		<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
RHVAC						<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
ASSOCIATE'S DEGREES											
ACCOUNTING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
APPLIED MANAGEMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ASSISTED LIVING ADMINISTRATOR				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/> **			
BUSINESS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COMPUTER INFORMATION SCIENCE	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRIMINAL INVESTIGATIONS						<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRIMINAL JUSTICE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FILM AND VIDEO				<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/>						
HOMELAND SECURITY								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> **		<input checked="" type="checkbox"/>
HOSPITALITY MANAGEMENT								<input checked="" type="checkbox"/>			
MEDICAL ASSISTING	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/> **	
MEDICAL INSURANCE BILLING & CODING	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NURSING	<input checked="" type="checkbox"/>										
PARALEGAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHARMACY TECHNICIAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

PROGRAMS	ON-GROUND LOCATIONS										
	Brandon	Jacksonville	Lakeland	Melbourne	North Orlando	Orange Park	Largo	Pompano Beach	South Orlando	Tampa	Online*
RADIOLOGIC TECHNOLOGY	<input checked="" type="checkbox"/>										
SURGICAL TECHNOLOGIST	<input checked="" type="checkbox"/>										
BACHELOR'S DEGREES											
ACCOUNTING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
APPLIED MANAGEMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BUSINESS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COMPUTER INFORMATION SCIENCE	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRIMINAL JUSTICE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HEALTH CARE ADMINISTRATION				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> **		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> **	
HIGHER EDUCATION MANAGEMENT											<input checked="" type="checkbox"/>
HOMELAND SECURITY								<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/> **		<input checked="" type="checkbox"/>
HOSPITALITY MANAGEMENT								<input checked="" type="checkbox"/>			
PARALEGAL	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MASTER'S DEGREES											
BUSINESS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> **	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRIMINAL JUSTICE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> **					<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

* Online courses in this column are those programs that are available to students who are completing their education totally on line (as opposed to on-ground students who occasionally take online courses).

** No longer enrolling new students

DIPLOMA PROGRAMS

(For programs offered via the on-line campus, please see the Online Courses section)



Dental Assisting

Diploma Program

Jacksonville and Largo campuses

8 months – 720 hours – 47 credit units

VI

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. And, as the need for their services continue to grow, the role and responsibilities of the dental assistant also continue to expand.

The goal of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories, and insurance companies

The objective of the Dental Assisting program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operatory dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operatory Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assisting Externship	160	5.0
	Program Totals:	720	47.0

Major Equipment:

Amalgamators	Model Vibrators	Autoclave	Oral Evacuation Equipment
Automatic and Manual Processing Equipment	Oxygen Tank	Dental Unit and Chairs	Personal Computers
DXTTR and Typodont	Ultrasonic Units	Handpieces	X-Ray Units
Manikins			
Model Trimmers			

Module A – Dental Office Emergencies and Compliance **6.0 Quarter Credit Hours**

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

ON-GROUND UNDERGRADUATE PROGRAMS

<p>Module B – Dental Radiography</p> <p>Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught.</p> <p>Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module C – Dental Specialties</p> <p>In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module D – Operatory Dentistry</p> <p>This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module E – Laboratory Procedures</p> <p>In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F – Dental Anatomy and Orthodontics</p> <p>This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology are studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G – Dental Health</p> <p>Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module X – Dental Assisting Externship</p> <p>This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.</p>	<p>5.0 Quarter Credit Hours</p>

ON-GROUND UNDERGRADUATE PROGRAMS



Electrician

Diploma Program

Orange Park and Tampa campuses

9 months – 720 hours – 59 credit units

V1

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets for electricians. Graduates need the necessary core and specialty skills to successfully meet electrician standards and be embraced by the marketplace. Through the Electrician diploma program, students will learn skills of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrician diploma program are qualified for entry-level or trainee positions with employers of commercial and residential electricians, preventive maintenance electricians, production electricians, bench electricians, repair electricians, industrial maintenance electricians, programming electricians, maintenance technicians, field service electricians, installation electricians, and any manufacturing industry or market sector employer that has a need for electricians.

Upon successful completion of all program modules, students will be awarded a diploma.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 1:	Electrical Technology I		
EEVN030	Electrical Theory and Algebra for Trades	80/00/00/80	8.0
Module 2:	Electrical Technology II		
EEVN176	NEC/Safety/Hand Tools and Conduit Bending	40/40/00/80	6.0
Module 3:	Electrical Technology III		
EEVN174	Residential/Commercial and NEC Requirements	40/40/00/80	6.0
Module 4:	Electrical Technology IV		
EEVN271	Transformer Principles and Test Equipment	40/40/00/80	6.0
Module 5:	Electrical Technology V		
EELN208	Hazardous Locations and Power Distribution	60/20/00/80	7.0
Module 6:	Electrical Technology VI		
EEVN192	Power Distribution and Emergency Systems	60/20/00/80	7.0
Module 7:	Electrical Technology VII		
EEVN033	Motor Concepts and Jobsite Management	60/20/00/80	7.0
Module 8:	Electrical Technology VIII		
EEVN038	Advanced Industrial Controls	40/40/00/80	6.0
Module 9:	Electrical Technology IX		
EEVN039	Solid State Controls and Industrial Automation	40/40/00/80	6.0
Diploma Total		460/260/00/720	59.0

EEVN030 Electrical Theory and Algebra for Trades	8.0 Quarter Credit Hours
This course introduces students to fundamentals of algebra, electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will study concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 80. Lab hours: 0.	

EEVN176 NEC/Safety/Hand Tools and Conduit Bending	6.0 Quarter Credit Hours
This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will study NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Prerequisite: None. Lecture hours: 40. Lab hours: 40.	

EEVN174 Residential/Commercial and NEC Requirements	6.0 Quarter Credit Hours
This course introduces students to wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40. Lab hours: 40.	

EEVN271 Transformer Principles and Test Equipment	6.0 Quarter Credit Hours
This course introduces students to meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Prerequisite: None. Lecture hours: 40. Lab hours: 40	

ON-GROUND UNDERGRADUATE PROGRAMS

EELN208 Hazardous Locations and Power Distribution	7.0 Quarter Credit Hours
This course introduces students to hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Prerequisite: EEV1271. Lecture hours: 60. Lab hours: 20.	
EEVN192 Power Distribution and Emergency Systems	7.0 Quarter Credit Hours
This course introduces students to power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, and rigging. Prerequisite: None. Lecture hours: 60. Lab hours: 20.	
EEVN033 Motor Concepts and Jobsite Management	7.0 Quarter Credit Hours
This course introduces students to National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Prerequisite: None. Lecture hours: 60. Lab hours: 20.	
EEVN038 Advanced Industrial Controls	6.0 Quarter Credit Hours
This course introduces students to solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: None. Lecture hours: 40. Lab hours: 40.	
EEVN039 Solid State Controls and Industrial Automation	6.0 Quarter Credit Hours
This course introduces students to solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Prerequisite: None. Lecture hours: 40. Lab hours: 40.	

ON-GROUND UNDERGRADUATE PROGRAMS



Massage Therapy

Diploma Program

Brandon, Jacksonville, Lakeland, North Orlando, Largo, Pompano Beach, South Orlando, and Tampa campuses

9 months – 750 hours – 55 credit units

V3

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30-hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a massage therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage therapists may be employed in urban, suburban, and rural areas.

In order to practice massage therapy in the state of Florida, students must pass the National Certification Exam for Therapeutic Massage and Bodywork (NCBTMB), or the Massage and Bodywork Licensing Exam (MBLEx). In addition, students must apply for licensing through the state of Florida, which includes passing a criminal background check.

Module Code	Module Title	Contact Hours	Quarter Credit Hours
Prerequisite course:			
MTD100	Introduction to Massage Therapy	80	6.0
Modular courses:			
MTD201	Business and Ethics	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MTD263	Eastern Theory and Practice	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MTD246	Clinical and Sports Massage	80	6.0
MTD295	Health and Wellness	80	6.0
MTD278	Massage Therapy Clinic	30	1.0
PROGRAM TOTAL:		750	55.0

* Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.

Course Content Compliance Requirements with the [Florida Board of Massage Therapy](#):

<p>MTD100 – Introduction to Massage Therapy</p> <p>This course is designed to prepare the student for future course work in more advanced modalities presented in the program. The topics covered in this course are Joint Classification, Range of Motion of the Shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movement and Directional Terms, and Indications/Contraindications for Massage Therapy. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD201 – Business and Ethics</p> <p>This module is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage</p> <p>This module is designed to provide the student with the theory and hands-on skills involved in practicing Swedish massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant, and elder/geriatric massage. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD263 – Eastern Theory and Practice</p> <p>This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered in this module please refer to the anatomy and physiology outline. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR</p> <p>This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity and beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>

ON-GROUND UNDERGRADUATE PROGRAMS

<p>MTD282 – Deep Tissue, Myofascial Release & Pin and Stretch</p> <p>This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques</p> <p>This module is designed to provide the student with understanding and knowledge of neuromuscular therapy (NMT)/trigger point therapy and muscle energy techniques (MET) along with the assessment skills necessary for these modalities. The student will also learn about the structure and function of the nervous system and review the muscles of the shoulder. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD246 – Clinical and Sports Massage</p> <p>This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD295 – Health and Wellness</p> <p>This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>MTD278 –Clinical (30 hour)</p> <p>This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful Completion of 6 Modules; Lecture Hours: 0.0 Lab Hours:40.0 Other Hours: 30.0.</p>	<p>1.0 Quarter Credit Hour</p>
<p>MTD288 –Clinical (60 hour)</p> <p>This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful Completion of 6 Modules; Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 60.0.</p>	<p>2.0 Quarter Credit Hours</p>

ON-GROUND UNDERGRADUATE PROGRAMS



Medical Administrative Assistant

Diploma Program

Jacksonville, Lakeland, Largo, North Orlando, Orange Park, South Orlando, and Tampa campuses
8 months – 720 hours – 47 credit units

VI

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the twenty-first century medical office environment.

Module	Module Title	Total Clock Hours	Quarter Credit Units
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
TOTAL		720	47.0

Module A: Office Finance

6.0 Quarter Credit Hour

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting

6.0 Quarter Credit Hour

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance

6.0 Quarter Credit Hour

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections

6.0 Quarter Credit Hour

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Key-boarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

ON-GROUND UNDERGRADUATE PROGRAMS

Module E: Office Procedures

6.0 Quarter Credit Hour

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module F: Patient Care and Computerized Practice Management

6.0 Quarter Credit Hour

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module G: Dental Administrative Procedures

6.0 Quarter Credit Hour

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module X – Medical Administrative Assistant Externship

5.0 Quarter Credit Hour

Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160



Medical Assisting

Diploma Program

Brandon, Jacksonville, Largo, Lakeland, Melbourne, North Orlando, Orange Park, Pompano Beach, South Orlando, and Tampa campuses
8 month – 720 hours – 47 credit units

V 1

The Medical Assisting Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

Completion of the Medical Assisting Diploma Program is acknowledged by the awarding of a diploma.

The goal of the Medical Assisting Diploma Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Upon successful completion of this program, the graduate will be able to:

- Demonstrate professionalism and ethical behavior.
- Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques.
- Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- Apply principles of infection control and use appropriate aseptic technique.
- Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- Instruct and teach patients methods of health promotion and disease prevention.
- Maintain accurate patient records.
- Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- Implement current procedural and diagnostic coding.
- Accurately complete bookkeeping, banking, and financial procedures.
- Demonstrate acceptable speed and accuracy in computer keyboarding.
- Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five year goals.

Module	Module Title	Total Clock Hours	Quarter Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting and Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0

ON-GROUND UNDERGRADUATE PROGRAMS

Module X	Externship	160	5.0
	Program Total	720	47.0

Module A: Patient Care and Communication

6 quarter credit hours

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module B: Clinical Assisting and Pharmacology

6 quarter credit hours

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module C: Medical Insurance, Bookkeeping and Health Sciences

6 quarter credit hours

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module D: Cardiopulmonary and Electrocardiography

6 quarter credit hours

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisites: None. Lec. Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module E: Laboratory Procedures

6 quarter credit hours

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

ON-GROUND UNDERGRADUATE PROGRAMS

Module F: Endocrinology and Reproduction

6 quarter credit hours

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module G: Medical Law, Ethics and Psychology

6 quarter credit hours

Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module X: Medical Assisting Externship

5 quarter credit hours

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisites: Completion of Modules A-G. Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160

ON-GROUND UNDERGRADUATE PROGRAMS



Medical Insurance Billing and Coding

Diploma Program

Jacksonville and Pompano Beach campuses

8 months – 720 hours – 47 credit units

V 2

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

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 Insurance Billing and Coding Program is a 720 clock hour/47.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 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.

Course Number	Course Title	Clock Hours	Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBP	Practicum – OR –	160	5.0
MIBE	Externship		
PROGRAM TOTAL		720	47.0

Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel 6.0 Quarter Credit Hours

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

ON-GROUND UNDERGRADUATE PROGRAMS

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

ON-GROUND UNDERGRADUATE PROGRAMS

Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural

Coding of the Musculoskeletal System

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.

Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural

Coding of the Respiratory and Gastrointestinal Systems

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural

Coding of the Sensory and Nervous Systems, and Psychology

6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

ON-GROUND UNDERGRADUATE PROGRAMS

Module MIBP – Practicum

5.0 Quarter Credit Hours

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160

Module MIBE – Externship

5.0 Quarter Credit Hours

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. 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. Supervisory personnel will evaluate externs at 80 and 160-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. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160



Patient Care Technician

Diploma Program

Pompano Beach campuses

8 months – 720 hours – 51 credit units

V 2

The Patient Care Technician Program is designed to train students to function safely and effectively as integral members of the health care delivery team. The program combines basic knowledge with applied skills mastered in both the classroom and the laboratory. In this multi- occupational program, students are cross-trained to perform any number of clinical skills from performing basic patient care skills, to performing electrocardiograms, as an EKG Technician, to collecting laboratory specimens as a Phlebotomist, or to assisting a patient to walk for the first time, as a physical therapy aide.

The Patient Care Technician can expect to find employment opportunities in hospitals, rehabilitation centers, specialty and urgent care centers, long-term and skilled nursing facilities, and staffing agencies. In addition to being qualified to work as a Patient Care Technician and Home Health Aide, graduates of this program are also qualified to work as Physical Therapy and Occupational Therapy Aides, and EKG Technician.

The program is comprised of seven modular units of learning which are made up of 80 hours of combined theory and laboratory time and one module which is referred to “clinical rotation,” for a total 160 hours. During this rotation, which is completed after all theory modules, students are given the opportunity to observe and become part of the health care team as they gain hands-on experience working side-by-side with other health care practitioners.

The Patient Care Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- Demonstrate the basic principles and practices of basic patient care and safety, home health care, physical therapy and occupational therapy, phlebotomy, electrocardiography, healthcare law and ethics, communications and interpersonal skills, clerical skills, and safety.
- Recognize, spell, define, and use appropriate medical terminology, words, and abbreviations as part of the study of anatomy and physiology, microbiology, and infection control.
- Use appropriate medical and surgical asepsis and patient care skills, including those required in infection control, including universal precautions, pre- and post-operative care, scrubbing, gowning, and gloving, body mechanics, personal care, bed-making, positioning, observational and charting skills, and basic laboratory, cardiology, physical therapy, and occupational therapy skills.
- Demonstrate skills to obtain CPR certification.

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Basic Healthcare Concepts & Clerical Skills I	80	7.0
Module B	Anatomy & Physiology and Medical Terminology	80	8.0
Module C	Patient Care Skills I	80	6.0
Module D	Patient Care Skills II	80	6.0
Module E	Electrocardiography and CPR	80	6.0
Module F	Phlebotomy and Basic Laboratory Skills	80	6.0
Module G	Physical and Occupational Therapy and Clerical Skills II	80	7.0
Module X	Externship	160	5.0
PROGRAM TOTAL		720	51.0

<p>Module A – Basic Healthcare Concepts and Clerical Skills I 7.0 Quarter Credit Hours Module A provides the student with an overall understanding to the field of healthcare, particularly as it relates to the “multi-skilled” Patient Care Technician. At the end of the module, students will be able to discuss the various fields of healthcare, infection control, legal and ethical responsibilities, communication and interpersonal skills. Students will be able to identify and explain safety procedures, and skills involved in observations, recording and reporting. In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment. Prerequisite: None. Lec Hrs: 60 Lab Hrs: 20 Other Hrs: 0</p>
<p>Module B – Anatomy & Physiology and Medical Terminology 8.0 Quarter Credit Hours Module B focuses on the study of anatomy and physiology and its associated terminology. At the end of the module, students will be able to identify the various body systems and through discussions, use the terminology associated with these systems. Students will be able to identify and discuss common disorders and diseases affecting each system. HIV/AIDS is also covered. Prerequisite: None. Lec Hrs: 80 Lab Hrs: 0 Other Hrs 0</p>
<p>Module C – Patient Care Skills I 6.0 Quarter Credit Hours Module C provides the student with the theory and hands-on application involved in providing basic patient care as is required as a patient care technician. In some states, the training in this program readies the student for duties of a nursing assistant. Students will take and record vital signs, demonstrate skills for appropriate personal patient care, simulate procedures for admitting, transferring and discharging patients, and discuss restorative care and meeting the patients’ physical and psycho-social needs. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0</p>

ON-GROUND UNDERGRADUATE PROGRAMS

Module D – Patient Care Skills II Module D provides the student with the theory and hands-on skills involved in providing advanced patient and home health care (Home Health Aide). Students will acquire the skills to determine and discuss therapeutic diets, examine various methods to control infections, identify the components and functions of body mechanics, and simulate caring for the client/patient in the home care setting. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0	6.0 Quarter Credit Hours
Module E – Electrocardiography and CPR This module will provide the student with the theory and hands-on skills involved in electrocardiography and explore the profession. Students will perform the procedures and record electrocardiographs and demonstrate how to interpret basic EKG's for possible abnormalities. CPR CERTIFICATION IS PART OF THIS MODULE. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0	6.0 Quarter Credit Hours
Module F – Phlebotomy and Electrocardiography Module F will provide the student with the theory and hands-on skills involved in phlebotomy and basic lab procedures. Students will explore the profession and perform basic laboratory skills. Students will draw blood samples, collect specimen samples and perform simple laboratory procedures. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0	6.0 Quarter Credit Hours
Module G – Physical and Occupational Therapy and Clerical Skills II Module G will provide the student with the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as performed by the patient care technician, the physical therapy aide, and the occupational therapy aide. Students will identify various therapeutic modalities used in both physical therapy and occupational therapy. Students will use various types of communication devices, prepare medical bills, transcribe physician orders and perform computer-based advanced clerical skills. Prerequisite: None. Lec Hrs: 60 Lab Hrs: 20 Other Hrs 0	7.0 Quarter Credit Hours
Module X – Externship After the completion of Modules A-G, students will complete their clinical rotation. The student will apply what has been learned in the classroom and laboratory to "real-life" clinical facility tasks. Students may rotate through various departments within the clinical facility to perform tasks and observe, as appropriate. These experiences will include patient care units, physical therapy, cardiology, laboratory, central service, admitting and the business office areas. Students will work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the PCT program staff. All students will be evaluated at the half-way point and the conclusion of the clinical experience. Patient care technician students must complete the clinical rotation in order to fulfill their requirements for graduation. Prerequisite: Modules A – G. Lec Hrs: 0 Lab Hrs: 0 Other Hrs: 160	5.0 Quarter Credit Hours

ON-GROUND UNDERGRADUATE PROGRAMS



Pharmacy Technician Diploma Program

Lakeland, Largo, Orange Park, Pompano Beach, and South Orlando campuses
8 months – 720 hours – 47 credit units

VI

The Pharmacy Technician diploma program provides both technical and practical training that 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 anatomy and physiology are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship that prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

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.

Module Code	Module Title	Contact Hours	Quarter Credit Hours
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE X	Clinical Externship	160	5.0
PROGRAM TOTAL:		720	47.0

Module A Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. 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 are discussed. 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. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module B Aspects of Retail Pharmacy and Pharmacology of the Nervous System

6.0 Quarter Credit Hours

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescriptions and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion of muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

ON-GROUND UNDERGRADUATE PROGRAMS

Module C History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	6.0 Quarter Credit Hours
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of 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 respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
Module D Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	6.0 Quarter Credit Hours
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
Module E Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	6.0 Quarter Credit Hours
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. 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. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
Module F Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	6.0 Quarter Credit Hours
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. 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. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
Module G Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	6.0 Quarter Credit Hours
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0	
Module X Clinical Externship	5.0 Quarter Credit Hours
This 160-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. Prerequisite: Completion of the Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.	

ON-GROUND UNDERGRADUATE PROGRAMS



Residential Heating, Ventilation and Air Conditioning (RHVAC)

Diploma Program

Orange Park and Tampa campuses

9 months – 720 hours – 55 credit units

V 3

The Residential Heating, Ventilation and Air Conditioning (RHVAC) program provides students the skills required to specialize in the field of residential heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic construction, basic electricity, air conditioning, fuel-heating systems, heat pumps, air distribution, system application and design, system controls, and RHVAC diagnostics are taught in the program.

The RHVAC program consists of nine modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Graduates of the program can seek employment as entry-level technicians in the residential heating, ventilation and air conditioning field, including Sheet Metal Fabrication, Furnace Installation and Repair, Furnace Cleaner, A/C Mechanic, and A/C Installation/Service. Intermediate and advanced positions include Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, and A/C Mechanic.

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 1			
CON 101N	Basic Construction	60/20/00/80	7.0
Module 2			
ACR 101N	Basic Electricity	40/40/00/80	6.0
Module 3			
ACR 106N	Air Conditioning	40/40/00/80	6.0
Module 4			
ACR 111N	Fuel Heating Systems	40/40/00/80	6.0
Module 5			
ACR 116N	Air Distribution	40/40/00/80	6.0
Module 6			
ACR 201N	Systems Controls	40/40/00/80	6.0
Module 7			
ACR 206N	Heat Pumps	40/40/00/80	6.0
Module 8			
ACR 211N	System Application and Design	40/40/00/80	6.0
Module 9			
ACR 216N	RHVAC Diagnostics	40/40/00/80	6.0
Diploma Total		380/340/00/720	55.0

CON 101N Basic Construction	7 Credit Hours
This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 20.	

ACR 101N Basic Electricity	6 Credit Hours
This course of instruction will cover basic job safety concepts, history of electricity, electrical theory, electrical power, electrical measuring, applications and electrical components. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisite: None. Lecture hours: 40. Lab hours: 40.	

ACR 106N Air Conditioning	6 Credit Hours
This course of instruction will cover basic laws of physics and cooling theory, terms, definitions, air conditioning cycles, component operations, mechanical and electrical diagrams, standard and high efficiency Air Conditioning systems are explored. Pressure/ Temperature charts, refrigerant piping specifications and installation. Usages of various tools are covered. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40. Lab hours: 40.	

ACR 111N Fuel Heating Systems	6 Credit Hours
This course of instruction will cover combustion and various hydrocarbon fuels. Appliance heaters and warm air furnaces will be covered. Operation of controls, testing and servicing equipment, installation and operation is also covered. Fuel heating system diagnosis and wiring diagrams are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40. Lab hours: 40.	

ON-GROUND UNDERGRADUATE PROGRAMS

ACR 116N Air Distribution**6 Credit Hours**

Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems. Prerequisite: CON 101N. Lecture hours: 40. Lab hours: 40.

ACR 201N Systems Controls**6 Credit Hours**

This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Prerequisites: CON 101N and ACR 101N. Lecture hours: 40. Lab hours: 40.

ACR 206N Heat Pumps**6 Credit Hours**

Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting are discussed and reinforced with structured lab exercises. Prerequisites: CON 101N, ACR 101N and ACR 106N. Lecture hours: 40. Lab hours: 40

ACR 211N System Application and Design**6 Credit Hours**

This course introduces students to various HVAC system applications. Various HVAC designs, joining and sizing of various types of piping and tubing, system charging, load calculations, wiring, safety and proper diagnostics procedures, EPA Section 608, Refrigerant handling and containment (recovery, recycling and reclaiming) and certification requirements are discussed in this course. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Prerequisites: CON 101N, ACR 101N and ACR 106N. Lecture hours: 40. Lab hours: 40.

ACR 216N RHVAC Diagnostics**6 Credit Hours**

This course introduces students to RHVAC diagnostic fundamentals. Emphasis is placed on testing equipment, gas identifiers, wiring diagrams, refrigerant schematics, systems testing, load distribution and controls operation. Mechanical components, gas pipe sizing, wiring, safety and proper diagnostic procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of RHVAC systems. Prerequisite: CON 101N, ACR 101N, ACR 106N, ACR 111N and ACR 116N. Lecture hours: 40. Lab hours: 40.

UNDERGRADUATE CURRICULAR OFFERINGS



Accounting

Associate in Science Degree

24 months – 96 credit units

Bachelor of Science Degree

48 months – 192 credit units

Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, and Tampa campuses

VI

Accounting is the language of business, and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

The Bachelor of Science in Accounting program prepares students to measure and communicate the financial position of an enterprise and provide advice on taxation, management services, and the analysis of information systems.

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
Choose from the following:			Associate's students choose 8.0 credits		Bachelor's students choose 10.0 credits	
LIS	2004	Introduction to Internet Research	2.0		2.0	
MAN	2031	Let's Talk Business	2.0		2.0	
OST	2335	Business Communications	4.0		4.0	
MTB	1103	Business Math	4.0		4.0	
OST	1141L	Keyboarding**	2.0		2.0	
CGS	2510C	Applied Spreadsheets	4.0		4.0	
TOTAL QUARTER CREDIT HOURS			18.0		20.0	
MAJOR CORE REQUIREMENTS						
APA	2111	Principles of Accounting I	4.0		4.0	
APA	2121	Principles of Accounting II	4.0		4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0		4.0	
ACG	2021	Introduction to Corporate Accounting	4.0		4.0	
APA	2141	Computerized Accounting	4.0		4.0	
ACO	1806	Payroll Accounting	4.0		4.0	
ACG	2551	Non-Profit Accounting	4.0		4.0	
TAX	2000	Tax Accounting	4.0		4.0	
SLS	1392	Workplace Relationships			2.0	
MAN	1030	Introduction to Business Enterprise	4.0		4.0	
BUL	2131	Applied Business Law	4.0			
Choose two courses from the following:						
CGS	2510C	Applied Spreadsheets	4.0		4.0	
FIN	1103	Introduction to Finance	4.0		4.0	
ACG	2178	Financial Statement Analysis	4.0		4.0	
MAN	2021	Principles of Management	4.0		4.0	
Required courses for Bachelor's degree students:						
ACG	3103	Intermediate Accounting I			4.0	
ACG	3113	Intermediate Accounting II			4.0	
ACG	3123	Intermediate Accounting III			4.0	
ACG	3341	Cost Accounting I			4.0	
ACG	3351	Cost Accounting II			4.0	
ACG	4201	Consolidation Accounting			4.0	
ACG	4632	Auditing I			4.0	
TAX	4001	Federal Taxation I			4.0	
TAX	4011	Federal Taxation II			4.0	
BUL	2131	Applied Business Law -OR-				
BUL	3246*	Business Law I -OR-			4.0	
BUL	3247*	Business Law II				
MAN	3554	Workplace Continuity and Contingency Planning			4.0	

ON-GROUND UNDERGRADUATE PROGRAMS

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
TOTAL QUARTER CREDIT HOURS				48.0		90.0
GENERAL EDUCATION CORE REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
SPC	2016	Oral Communications***	4.0		4.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
AMH	2030	20th Century American History			4.0	
SYG	2000	Principles of Sociology			4.0	
CPO	4004	Global Politics			4.0	
SOP	4005	Social Psychology			4.0	
STA	2014	Statistics			4.0	
ENC	3211	Report Writing			4.0	
TOTAL QUARTER CREDIT HOURS				30.0		62.0
APPROVED ELECTIVE REQUIREMENTS						
In consultation with the Academic Advisor, Registrar, or Academic Dean the Bachelor's degree student will select 20.0 elective credits to achieve a balanced educational program. A minimum of 8.0 credits must be selected from general business or accounting courses.						
TOTAL QUARTER CREDIT HOURS						20.0
TOTAL PROGRAM CREDIT HOURS				96.0		192.0
*Students who plan to sit for the Florida CPA exam should take Business Law I and II, not Applied Business Law.						
**Course not offered online.						
***Online students will take SPCP 2300 Fundamentals of Interpersonal Communication.						

ON-GROUND UNDERGRADUATE PROGRAMS



Applied Management

Associate of Applied Management Degree

Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Orange Park, Pompano Beach, South Orlando, and Tampa campuses

24 months – 970 hours – 96 credit units

V1

The **Associate of Applied Management** programs are offered for those students who have completed a diploma from an accredited post-secondary institution and whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, computer applications, and business law. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Course Number	Course Name	Total Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Total Credit Hours		10.0
Major Core Requirements – All Concentrations		
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
APA 2111	Principles of Accounting I	4.0
BUL 2131	Applied Business Law	4.0
Major Core Electives*		36.0
Associate's students choose 8 units from the following:		
MAN 2300	Introduction to Human Resources	4.0
FIN 1103	Introduction to Finance	4.0
MAR 2305	Customer Relations and Servicing	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
Total Credit Hours		60.0
General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
ECOP 1021	General Economics	4.0
EVS 1001	Environmental Science	4.0
Total Credit Hours		26
Total Credit Hours Required for Graduation		96

*Major Core Electives: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 36 transferable major core credits will be required to select additional courses from the business and management areas.

ON-GROUND UNDERGRADUATE PROGRAMS



Applied Management

Bachelor of Science Degree

Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Orange Park, Pompano Beach, South Orlando, and Tampa campuses
48 months – 192 credit units

V1

The Bachelor of Applied Management integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment. The program is open to those who have earned an approved certificate, diploma, AS, or AAS degree in a field of applied science.

Course Code	Course	Quarter Credit Hours	
COLLEGE CORE			
CGS 2167C	Computer Applications	4.0	
MAN 2031	Let's Talk Business	2.0	
	TOTAL COLLEGE CORE		6.0
MAJOR CORE			
MAN 2021	Principles of Management	4.0	
FIN 1103	Introduction to Finance	4.0	
MAR 1011	Introduction to Marketing	4.0	
SBM 2000	Small Business Management	4.0	
MAN 3344	Principles of Supervision	4.0	
MAN 3554	Workplace Continuity and Contingency Planning	4.0	
MAN 3100	Human Relations in Management	4.0	
ACG 3073	Accounting for Managers	4.0	
MAN 4701	Business Ethics	4.0	
MAN 4302	Management of Human Resources	4.0	
MAR 3310	Public Relations	4.0	
MAN 4734	Contemporary Management	4.0	
MANP 4501	Applied Management Senior Capstone Experience	4.0	
	Additional Major Core**	40.0	
	TOTAL MAJOR CORE:		92.0
GENERAL EDUCATION			
SLSP 3130	Principles and Applications of Adult Learning	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications*	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
	General Education Electives	24.0	
	Must include at least one course from each of the following subject areas:		
	Communications/Humanities		
	Math/Science		
	Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:		54.0
	ELECTIVE REQUIREMENT**	40.0	40.0
	TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:		192.0

General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
 - may include: STA 2014

*Online students will take course SPCP 2300 Fundamentals of Interpersonal Communication

**Additional Major Core: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40 transferable major core credits will be required to select additional courses from the business and management areas.

ON-GROUND UNDERGRADUATE PROGRAMS

In the event that a student transfers more than 40 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40 credit requirement. For example, a student who transfers 50 major core credits may have his/her Elective requirement reduced by 10 credits.

Upper Division Requirement: Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.



Assisted Living Administrator

Associate in Science Degree

Melbourne campus

24 months – 96 credit units

V 2

Assisted living was created more than twenty years ago to provide additional options for seniors needing assistance with activities of daily living, but not requiring nursing home level care. Assisted living has become the largest growth industry in America by doubling in size since 1998. The industry is expected to continue long-term growth due to the 80 million Americans who are part of the aging “baby boom” generation that will become the “senior boom”. The assisted living model is a blend of both the home health care model and the hospitality/social model.

Assisted living is “residential-style” living for seniors with services that can include fine dining, housekeeping, laundry, activities, transportation and security. There are also other services that may be available to meet resident’s specific needs, such as assistance with the activities of daily living, medication management, or assistance with medical support. Many assisted living facilities also offer special areas for Alzheimer’s/dementia residents to continue meeting their unique needs. The senior housing “communities” are owned or operated by private or publicly held companies. The goal in assisted living is to preserve the dignity and autonomy of the elderly while they age in place with quality of life.

Program Description: The Associate in Science Degree provides the graduate with a comprehensive knowledge of the assisted living industry and also an administrative foundation to become an active participant in this rapidly developing field. The program provides foundational knowledge in health science and aging to prepare graduates to function as managers and advocates for the elderly. Graduates will synthesize health science knowledge with gerontological knowledge and skills and apply it to the population of elderly to improve quality of life. The program also develops the leadership and management skills of the graduates in marketing, resident care, hospitality services, and operations to be effective in the rapidly growing industry. Assisted living is a dynamic field requiring an ongoing learning process. Graduates from this program will become active participants in this expanding field by demonstrating competence through knowledge and skills learned.

This program prepares the student to function with both administrative and operational skills in a position within the assisted living industry. The program consists of 96 units of learning with an externship of 120 hours in an appropriate setting. Students utilize organizational information to examine organizational structure, roles, and functions within the community.

(This program provides the 40 hour initial certification instruction required for the RCFE (Residential Care Facilities for the Elderly) administrator that may be required in some states.)

Objectives: The Assisted Living Associate Degree Program provides the student with the theory and application skills to perform the following:

- Demonstrate an understanding of the basic principles and practices of assisted living, including how it relates to the elderly, the residential care facility, and the other members of the assisted living team.
- Recognize and define the various structures, functions, and the roles within an assisted living organization.
- Identify strategies for managing and evaluating residential care, family issues, and staffing issues.
- Identify strategies for managing licensing, budgeting, risk management, and hospitality services
- Demonstrate understanding of the selling and marketing techniques.
- Identify strategies for developing marketing plans and lead generating tools.
- Discuss and be able to demonstrate how to approach and care for the elderly and the Alzheimer residents.
- Demonstrate competency and understanding of the community care licensing policies and procedures.

Course Code		Course	Associate’s Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
OST	1141L	Keyboarding	2.0	
TOTAL QUARTER CREDIT HOURS				12.0
MAJOR CORE REQUIREMENTS				
HSC	1562	Aging Issues I	4.0	
HSC	1565	Aging Issues II	4.0	
HSA	1810L	Externship I	4.0	
HSA	1650	Ethics of Caring for the Elderly	4.0	
HSA	1221C	Assisted Living Facility Management	5.0	
MAN	2031	Let’s Talk Business	2.0	
HSA	1190	Financial & Computer Software for Assisted Living Administrators	4.0	
MEA	1006C	Therapeutic Communication	2.0	
HSA	1343C	Human Resources for Assisted Living	5.0	
HSA	1228	Assisted Living Internal Relations	4.0	
HSC	1531	Medical Terminology	4.0	
MAR	1011	Intro to Marketing	4.0	
HSC	1250	Administrator Certification Course	4.0	
MAN	2021	Principles of Management	6.0	

ON-GROUND UNDERGRADUATE PROGRAMS

TOTAL QUARTER CREDIT HOURS			54.0
GENERAL EDUCATION CORE REQUIREMENTS			
PSY	2012	General Psychology	4.0
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SLS	1505	Basic Critical Thinking	2.0
SPC	2016	Oral Communications	4.0
MAT	1033	College Algebra	4.0
EVS	1001	Environmental Science	4.0
AML	2000	Introduction to American Literature	4.0
TOTAL QUARTER CREDIT HOURS			30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0

ON-GROUND UNDERGRADUATE PROGRAMS

Business



Associate in Science Degree
 24 months – 96 credit units
 Pompano Beach campus

V 5

The Associate of Science in Business program is offered to students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas such as accounting, general business, management, marketing, human resources, computer applications, ethics, project management and business law. In addition students will serve an internship in order to directly apply the learned competencies in a functioning business environment. All courses are developed to engage the student with active, project-based learning including active use of technology and community resources where appropriate. The Associate's program actively incorporates key skills, practices and applications needed in the workplace and sought by employers. In addition to the interpersonal communication's course, most course activities will encourage students to work in groups and give presentations in the campus classroom setting. Students will find their curriculum is organized to sequence the appropriate courses and prerequisites towards their Associates degree and goals of a career in business. The Associate's program prepares students for entry-level careers in fields such as business administration, marketing, human resources, operations, accounting and sales.

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1321	Career Skills & Portfolio Development	2.0	
SLSP	1103	Strategy & Critical Thinking	2.0	
OST	2335	Business Communications	4.0	
TOTAL COLLEGE CORE CREDIT HOURS				12.0
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4.0	
APA	2121	Principles of Accounting II	4.0	
BUL	2131	Business Law	4.0	
FIN	1103	Introduction to Finance	4.0	
GEBP	2430	Business Ethics: Main St to Wall St	4.0	
MAN	1030	Introduction to Business	4.0	
MAN	2021	Principles of Management	4.0	
MAN	2300	Introduction to Human Resources	4.0	
MANP	2582	Introduction to Project Management	4.0	
MAN	2727	Strategic Planning for Business	4.0	
MAR	1011	Introduction to Marketing	4.0	
MAR	2305	Customer Relations & Servicing	4.0	
SBM	2000	Small Business Management	4.0	
MAN	2946	Business Internship *	4.0	
TOTAL MAJOR CORE CREDIT HOURS				56.0
GENERAL EDUCATION REQUIREMENTS				
ECOP	1021	General Economics	4.0	
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
EVS	1001	Environmental Science	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPCP	2300	Fundamentals of Interpersonal Communication	4.0	
TOTAL GENERAL EDUCATION CREDIT HOURS				28.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

ON-GROUND UNDERGRADUATE PROGRAMS



Business

Associate in Science Degree

24 months – 96 credit units

Bachelor of Science Degree

48 months – 192 credit units

Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Orange Park, Pompano Beach, South Orlando, and Tampa campuses

V 2

The Bachelor and Associate in Science in Business programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management. The Bachelor of Science in Business with Business Administration concentration offers additional coursework in finance and investments, management, strategic planning, and other advanced topics that will prepare the graduate of this program for entry- to mid-level positions in business, industry, and government.

Management

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry, and government. The Bachelor of Science in Business with Management concentration offers advanced coursework in management and related topics, helping to develop the diversity of knowledge and skills necessary to attain success in the business management field. Graduates of this program will be prepared for entry to mid-level supervisory and management positions in business, industry, and government.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government. The Bachelor of Science in Business with Marketing concentration offers additional studies in such areas as marketing research, consumer behavior, promotional strategies, and international marketing. The graduate of this program will be prepared for entry- to mid-level marketing positions in business, industry, and government.

International Business

International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce. The Bachelor of Science degree in Business with concentration in International Business provides students with business tools for understanding and dealing in foreign markets. The graduate of this program will be prepared for entry-level and middle-management positions in companies involved in international business.

Course Code	Course	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills	2.0
Choose appropriate credits from the following list:			Associate's 4 credits
OST	1141L	Keyboarding*	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
CGS	2501	Applied Word Processing	4.0
CGS	2510C	Applied Spreadsheets	4.0
MTB	1103	Business Math	4.0
TOTAL COLLEGE CORE CREDIT HOURS			14.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0

ON-GROUND UNDERGRADUATE PROGRAMS

APA	2111	Principles of Accounting I	4.0		4.0	
APA	2121	Principles of Accounting II	4.0		4.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
MAN	3554	Workplace Continuity & Contingency Planning			4.0	
MANP	2501	Capstone Experience	4.0			
MANP	4501	Applied Management Senior Capstone Experience-BS			4.0	
And one of the following 4 concentrations:						
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
FIN	1103	Introduction to Finance	4.0		4.0	
MAR	2305	Customer Relations and Servicing	4.0		4.0	
FIN	3005	Principles of Finance			4.0	
FIN	3501	Investments			4.0	
MAR	3310	Public Relations			4.0	
MAN	3344	Principles of Supervision			4.0	
MAN	4701	Business Ethics			4.0	
MAN	4764	Business Policy and Strategy			4.0	
GEB	4361	Management of International Business			4.0	
MAN	3100	Human Relations in Management			4.0	
Choose 2 of the following courses:						
MAN	2727	Strategic Planning for Business	4.0		4.0	
ACG	2178	Financial Statement Analysis	4.0		4.0	
ACG	2021	Introduction to Corporate Accounting	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0		4.0	
TOTAL MAJOR CORE CREDIT HOURS				48		92
OR						
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2305	Customer Relations and Servicing	4.0		4.0	
FIN	1103	Introduction to Finance	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
MAN	2604	Introduction to International Management	4.0		4.0	
MAN	3100	Human Relations in Management			4.0	
MAN	3344	Principles of Supervision			4.0	
ACG	3073	Accounting for Managers			4.0	
MAN	4701	Business Ethics			4.0	
MAN	4302	Management of Human Resources			4.0	
MAN	4400	Labor Relations and Collective Bargaining			4.0	
MAN	4764	Business Policy and Strategy			4.0	
MAR	3503	Consumer Behavior			4.0	
TOTAL MAJOR CORE CREDIT HOURS				48		92
OR						
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2320	Advertising	4.0		4.0	
MAR	2141	Introduction to International Marketing	4.0		4.0	
MAR	2720	Marketing on the Internet	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
MAR	3310	Public Relations			4.0	
MAR	3400	Salesmanship			4.0	
MAR	3503	Consumer Behavior			4.0	
MAR	4333	Promotional Policies and Strategy			4.0	
MAR	4613	Marketing Research			4.0	
MAR	3156	Global Marketing			4.0	

ON-GROUND UNDERGRADUATE PROGRAMS

MAR	3231	Retailing			4.0	
MAR	4200	Marketing Channels and Distribution			4.0	
TOTAL MAJOR CORE CREDIT HOURS				48		92
OR						
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2141	Introduction to International Marketing		4.0	4.0	
MAN	2604	Introduction to International Management		4.0	4.0	
GEB	2353	International Competitiveness		4.0	4.0	
BUL	2261	International Business Law		4.0	4.0	
FIN	3005	Principles of Finance			4.0	
FIN	4602	International Business and Finance			4.0	
GEB	4363	Import/Export Management			4.0	
GEB	4352	International and Comparative Industrial Relations			4.0	
GEB	4361	Management of International Business			4.0	
MAR	3156	Global Marketing			4.0	
MAR	4156	International Marketing Analysis			4.0	
MAR	3310	Public Relations			4.0	
TOTAL MAJOR CORE CREDIT HOURS				48		92
GENERAL EDUCATION REQUIREMENTS						
ENC	1101	Composition I		4.0	4.0	
ENC	1102	Composition II		4.0	4.0	
MAT	1033	College Algebra		4.0	4.0	
PSY	2012	General Psychology		4.0	4.0	
SPC	2016	Oral Communications**		4.0	4.0	
EVS	1001	Environmental Science		4.0	4.0	
SLS	1505	Basic Critical Thinking		2.0	2.0	
SLSP	3130	Principles and Applications of Adult Learning			4.0	
		General Education Requirements Must include at least one course from each of the following subject areas: Communications/Humanities, Math/Science, Social Science.			24.0	
TOTAL QUARTER CREDIT HOURS				26		54
APPROVED ELECTIVE REQUIREMENT				8		42
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.						
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96		192
<p>*Course not offered online. **Online students will take course SPCP 2300 Fundamentals of Interpersonal Communication</p> <p>Students with less than 36 credits upon admission to the BS program are required to take SLS1105 Strategies for Success, as an elective in the first term of enrollment.</p> <p>General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:</p> <ul style="list-style-type: none"> • Communications/Humanities <ul style="list-style-type: none"> ○ may include ENC 3211, AML 2000 • Social Sciences <ul style="list-style-type: none"> ○ may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041 • Mathematics and Science <ul style="list-style-type: none"> ○ may include: STA 2014 						

ON-GROUND UNDERGRADUATE PROGRAMS



Computer Information Science

Associate in Science Degree

Brandon, Lakeland, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, Tampa campuses
24 months – 96 credit units

V 2

The Associate in Science Degree in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. AS Degree students must complete the required coursework in the major core from one of the listed areas of concentration. The following describes each area of concentration. [NOTE: Available concentrations may vary by campus. Please contact the Academic Dean at a specific campus for further information.]

Programming:

This concentration provides coursework in computer programming and systems development, computer hardware and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry level programmer.

Network Administration:

The Network Administration concentration enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. Students in this concentration will gain hands-on experience with the hardware and software used in personal computers, learn to manage and direct network traffic, and will develop system support skills that focus on installing, administering, and troubleshooting commonly used network hardware and software. This concentration helps prepare graduates for careers as Network Administrators, Network Security Administrators, Database Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Database Support Specialists, Technical Support Representatives, and more.

Web Design:

The Web Design concentration covers the essential topics necessary to gain a complete understanding of the latest Internet and web site development technologies. Students learn all aspects of implementing an Internet and/or Intranet web site, including site planning and design, and will practice programming interactive web sites using the latest scripting languages and editing software. Graduates will develop a portfolio of their work and will have the opportunity to enter the job market as entry level web designers in a variety of related positions and job titles.

Course Number	Course Name	Associates Degree Quarter Credit Hrs	
College Core Requirements			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
Choose one of following courses (students taking Web Design concentration must take Project Development and one of the other two choices):			
CEN 1056	Project Development	2.0	
OST 1141L	Keyboarding**	2.0	
MAN 2031	Let's Talk Business	2.0	
	Total Quarter Credit Hours:		12.0
	For Web Design students:		14.0
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION			
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
BUL 2131	Applied Business Law	4.0	
CNT 1003C	Computer Networking Fundamentals	4.0	
CTS 1110C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CIS 2321	Introduction to the Systems Development Life Cycle	4.0	
	Approved IT Electives*	8.0	
	Choose one of the following two-course language sequences in Visual Basic or C++ or Java or C# (4 credits each).	8.0	
COP 2170C	Computer Programming – Visual Basic I		
COP 2171C	Computer Programming – Visual Basic II		
COP 2224C	Computer Programming – C++ I		
COP 2228C	Computer Programming – C++ II		
COP 2250C	Computer Programming – Java I		

ON-GROUND UNDERGRADUATE PROGRAMS

COP 2805C	Computer Programming -- Java II		
COPP 2280C	Computer Programming – C# I		
COPP 2281C	Computer Programming -- C# II		
	Programming Major Core:		52.0
Major Core Requirements – Network Administration Concentration			
CTS 1110C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
CNT 1003C	Computer Networking Fundamentals	4.0	
CTS 1327C	Network Operating Systems-Client	4.0	
CTS 1334C	Network Operating Systems-Server	4.0	
CET 1605C	Network Routing I	4.0	
CET 2607C	Network Routing II	4.0	
CTS 2383C	Network Management	4.0	
CTS 2386C	Network Infrastructure	4.0	
CTS 2303C	Network Directory Services	4.0	
CNT 2400C	Network Security Fundamentals	4.0	
	Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4 credits each).	8.0	
CENP 2345C	Network Security		
CISP 2475	Designing Network Security		
CENP 2420	Implementing and Administering Databases		
CENP 2450	Database Design		
	Network Administration Major Core:		52.0
Major Core Requirements – Web Design Concentration			
CNT 1003C	Computer Networking Fundamentals	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CGS 1800C	Web Site Design Methodology	4.0	
CGS 1821C	Web Content Development	4.0	
COP 2840C	Content Generation – Scripting Languages	4.0	
CGS 2820C	Web Authoring	4.0	
CGS 2877C	Web Animation	4.0	
GRA 2225C	Graphic Design Using Adobe Photoshop	4.0	
CGS 2177C	E-Commerce Systems Administration	4.0	
CGS 2910C	Web Design Portfolio Project	2.0	
	Approved IT Electives*	8.0	
	Web Design Major Core:		50.0
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).			
	Approved Electives		8.0
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			
General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications***	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
AML 2000	Introduction to American Literature	4.0	
	Total Quarter Credit Hours:		24.0
	Total Quarter Credit Hours Required for Graduation:		96.0

**Course not offered online.

***Totally Online students will take course SPCP 2300 Fundamentals of Interpersonal Communication

ON-GROUND UNDERGRADUATE PROGRAMS



Computer Information Science

Bachelor of Science Degree

Brandon, Lakeland, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, Tampa campuses
48 months – 192 credit units

V 2

The Bachelor of Science Degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

Course Number	Course Name	Bachelors Degree Quarter Credit Hrs	
College Core Requirements			
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
CGS 2167C	Computer Applications	4.0	
Choose one of the following courses:			
CEN 1056	Project Development	2.0	
OST 1141L	Keyboarding**	2.0	
MAN 2031	Let's Talk Business	2.0	
	Total Quarter Credit Hours:		12.0
Major Core Requirements – Programming Concentration			
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
BUL 2131	Applied Business Law	4.0	
CNT 1003C	Computer Networking Fundamentals	4.0	
CTS 1110C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CIS 2321	Introduction to the Systems Development Life Cycle	4.0	
	Approved IT Electives*	8.0	
Choose two of the two-course language sequences from the choices listed (4 credits each).		16.0	
COP 2170C	Computer Programming – Visual Basic I		
COP 2171C	Computer Programming – Visual Basic II		
COP 2224C	Computer Programming – C++ I		
COP 2228C	Computer Programming – C++ II		
COP 2250C	Computer Programming – Java I		
COP 2805C	Computer Programming – Java II		
COPP 2280C	Computer Programming – C# I		
COPP 2281C	Computer Programming – C# II		
Required Upper Division Courses:			
CIS 3345	Database Concepts I	4.0	
COP 3764C	Structured Query Language	4.0	
COP 4724C	Database Application Development	4.0	
CIS 3615	Designing Secure Software	4.0	
CIS 3303C	Object-Oriented Analysis and Design	4.0	
CTS 4107	Survey of Operating Systems	4.0	
CIS 4329C	Senior Project – Systems Analysis and Design	4.0	
CIS 4328C	Senior Project – Systems Implementation and Integration	4.0	
	Programming Major Core:		92.0
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).			
Approved Electives			32.0
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			

ON-GROUND UNDERGRADUATE PROGRAMS

8 credits of the Approved Electives must be upper-division courses.

General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications***	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
AML 2000	Introduction to American Literature	4.0	
SYG 2000	Principles of Sociology	4.0	
AMH 2030	20 th Century American History	4.0	
ECO 3007	Macroeconomics	4.0	
ECO 3028	Microeconomics	4.0	
STA 2014	Statistics	4.0	
SOP 4005	Social Psychology	4.0	
CPO 4004	Global Politics	4.0	
ENC 3211	Report Writing	4.0	
	Total Quarter Credit Hours:		56.0
	Total Quarter Credit Hours Required for Graduation:		192.0

**Course not offered online.

***Totally Online students will take course SPCP 2300 Fundamentals of Interpersonal Communication

ON-GROUND UNDERGRADUATE PROGRAMS



Criminal Investigations

Associate in Science Degree

Orange Park, Pompano Beach, South Orlando, and Tampa campuses

24 months – 96 credit units

V1

The Criminal Investigations Associate's degree program provides a broad understanding of the theoretical and scientific aspects of the investigative process. The program prepares graduates for entry-level career opportunities in law enforcement, private investigations, and/or security as evidence and crime scene technicians.

Course Code		Course	Associate's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
TOTAL QUARTER CREDIT HOURS				10.0
MAJOR CORE REQUIREMENTS				
CJE	1640	Criminalistics I	4.0	
CJE	1641	Criminalistics II	4.0	
CJE	2673	Graphics & Documentation I	4.0	
CJE	2602	Graphics & Documentation II	4.0	
CJE	2671	Fingerprints Classification & Latents I	4.0	
CJE	2672	Fingerprints Classification & Latents II	4.0	
CJB	1712	Crime Scene Photography I	4.0	
CJB	1714	Crime Scene Photography II	4.0	
CJE	2676	Biological Evidence I	4.0	
CJE	2682	Biological Evidence II	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
The student will select 16 additional credits from the following courses:				
CJE	2678	Crime Scene Dynamics I	4.0	
CJE	2679	Crime Scene Dynamics II	4.0	
CJE	2690	Technology Crimes I	4.0	
CJE	2691	Technology Crimes II	4.0	
CJT	2113	Collecting and Presenting Audio & Visual Evidence **	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
TOTAL QUARTER CREDIT HOURS				16.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications**	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
TOTAL QUARTER CREDIT HOURS				30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

**Course not offered online

***Totally Online students will take course SPCP 2300 Fundamentals of Interpersonal Communication

ON-GROUND UNDERGRADUATE PROGRAMS



Criminal Justice

Associate in Science Degree

Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Orange Park, Pompano Beach, South Orlando, and Tampa campuses
24 months – 96 credit units

V1

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in corrections, immigration, law enforcement, and/or security.

Course Code	Course	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLS	1105 Strategies for Success	4.0
SLS	1321 Career Skills	2.0
CGS	2167C Computer Applications	4.0
	TOTAL QUARTER CREDIT HOURS	10.0
MAJOR CORE REQUIREMENTS		
BUL	2131 Applied Business Law	4.0
CCJ	1017 Criminology	4.0
CCJ	1024 Introduction to Criminal Justice	4.0
CJL	2130 Criminal Evidence	4.0
CJL	2134 Criminal Procedure and the Constitution	4.0
CJE	1600 Criminal Investigations	4.0
CCJ	2358 Criminal Justice Communications	4.0
CCJ	2306 Introduction to Corrections	4.0
CJD	2250 Introduction to Interviews and Interrogations	4.0
DSC	2002 Introduction to Terrorism	4.0
	TOTAL QUARTER CREDIT HOURS	40.0
Associate's degree students will take 12.0 credits from following courses:		
CJE	2100 Policing in America	4.0
CCJP	2288 Spanish for the Criminal Justice Professional**	4.0
CCJ	2679 Introduction to Victims Advocacy	4.0
CCJ	2943 Current Issues in Criminal Justice	4.0
CJE	2670 Introduction to Forensics	4.0
CCJ	1910 Career Choices in Criminal Justice	4.0
	TOTAL QUARTER CREDIT HOURS	12.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
SPC	2016 Oral Communications**	4.0
SYG	2000 Principles of Sociology	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
SLS	1505 Basic Critical Thinking	2.0
AML	2000 Introduction to American Literature	4.0
EVS	1001 Environmental Science	4.0
	TOTAL QUARTER CREDIT HOURS	34.0
	TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION	96.0

**Course not offered online.

***Totally Online students will take course SPCP 2300 Fundamentals of Interpersonal Communication

ON-GROUND UNDERGRADUATE PROGRAMS



Legal
Criminal Justice
Criminal Investigations

Criminal Justice

Bachelor of Science Degree

Brandon, Jacksonville, Lakeland, Melbourne, North Orlando, Orange Park, Largo, Pompano Beach, South Orlando, and Tampa campuses
48 months – 192 credit units

V 2

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The program is offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with junior standing and can complete the Bachelors with an additional 96 credits. Students also have the option to pursue a concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

Course Code	Course	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE			
CCJ 1024	Introduction to Criminal Justice	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 1620	Criminal Investigations	4.0	
CJL 2130	Criminal Evidence	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CJD 2250	Introduction to Interviews and Interrogation	4.0	
DSC 2002	Introduction to Terrorism	4.0	
CCJ 2358	Criminal Justice Communications	4.0	
CCJ 3450	Criminal Justice Management	4.0	
CCJ 4656	Gang Activity and Drug Operations	4.0	
CCJ 3334	Alternatives to Incarceration	4.0	
DSC 3214	Catastrophic Event Response Planning	4.0	
CJE 4668	Computer Crime	4.0	
CJL 3215	Concepts of Criminal Law	4.0	
CCJP 4400	Criminal Justice Senior Capstone Experience	4.0	
CCJ 3675	Women, Crime, and Criminal Justice	4.0	
CCJ 3666	Victimology	4.0	
CCJ 4054	Criminal Justice Ethics and Liability	4.0	
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	4.0	
CCJ 4127	Criminal Justice in the Community --OR--	4.0	
CCJP 4550	Criminal Justice Externship*	4.0	
INVP 3100	Theoretical Aspects of Conspiracy Investigations	4.0	
INVP 3500	Private Investigation I	4.0	
INVP 3300	Methodology of Economic Crimes	4.0	
TOTAL MAJOR CORE CREDIT HOURS:			92.0
GENERAL EDUCATION			
SLSP 3130	Principles and Applications of Adult Learning	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications**	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
General Education Electives*		24.0	
Must include at least one course from each of the following subject areas:			
	Communications/Humanities		
	Math/Science		
	Social Science		
TOTAL GENERAL EDUCATION CREDIT HOURS:			54.0
APPROVED ELECTIVE REQUIREMENT		46.0	46.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:			192.0

*Criminal Justice Externship is not offered at the Orange Park campus. Totally online students must take CCJ 4127 and are not eligible for Criminal Justice Externship.

**Online Students will take course SPCP 2300 Fundamentals of Interpersonal Communications

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of **SLSP 3130 - Principles and**

ON-GROUND UNDERGRADUATE PROGRAMS

Applications of Adult Learning. Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

All other students admitted to program: must complete the degree requirements as described below.

Credits requirements for degree: students must complete a minimum of 192 credits in the major core, general education, and elective categories.

***General Education Requirements:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
 - may include: STA 2014

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

*To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.

Concentration in Investigations

Students completing the following courses as part of the degree will receive a concentration in Criminal Investigations. These courses may be taken to fulfill a portion of the elective requirement.

☞ *These courses may be available only online.*

CJE 2678	Crime Scene Dynamics I	4.0
CJE 2679	Crime Scene Dynamics II	4.0
CJE 2673	Graphics and Documentation I	4.0
CJE 2602	Graphics and Documentation II	4.0
CJE 2690	Technology Crimes I	4.0
CJE 2691	Technology Crimes II	4.0
CJE 2676	Biological Evidence I	4.0
	TOTAL	28.0

Concentration in Homeland Security

Students completing the following courses as part of the degree will receive a concentration in Homeland Security. These courses may be taken to fulfill a portion of the elective requirement. ☞ *These courses may be available only online.*

CJL 1110	Civil & Criminal Justice	4.0
DSC 1030	Tactical Communications	4.0
DSC 1011	Domestic & International Terrorism I	4.0
SCC 1102	Business & Ethics for Security Specialists	4.0
DSC 2210	Emergency Planning & Security Measures I	4.0
DSC 2008	Security: Principles, Planning & Procedures I	4.0
DSC 2812	Information Technology Security I	4.0
	TOTAL	28.0

Master of Science in Criminal Justice Bridge Program

The Criminal Justice Department offers eligible students the opportunity to accelerate the completion of both a Bachelor of Science in Criminal Justice and a Masters of Science in Criminal Justice. The Bridge Program is designed to improve access to graduate education and is intended to decrease the repetition of material learned in the undergraduate program. It provides students the opportunity to take graduate level coursework while pursuing the baccalaureate degree. Up to twelve graduate credits may be used toward the completion of the undergraduate degree.

Students with a CGPA of 3.0 or better are eligible to apply to this program in their junior year. Qualified students in the program may take Masters-level courses during their senior undergraduate year. Students may apply by submitting a written request to their Department Chair. The approval of the campus Dean is required.

An articulation of course equivalents ensures that prerequisite requirements are met. Students are assigned faculty advisors to facilitate entrance into the program. Upon completion of the baccalaureate degree and successful completion of the Bridge Program, students will be granted advanced placement within the Masters of Science Program.

Bridge Program - Replace following BS coursework with related MS Coursework

CJ BS Core		
CCJ 3666	Victimology	4
CCJ 4054	Criminal Justice Ethics and Liability	4
CCJ 3675	Women, Crime, and Criminal Justice	4
MS Bridge Courses		
CCJ 5665	Victimology	4
CCJ 5489	Ethics in Criminal Justice	4
CCJ 5672	Women, Crime, and Criminal Justice	4

ON-GROUND UNDERGRADUATE PROGRAMS



Film and Video

Associate in Science Degree
Melbourne and North Orlando campuses
24 months – 96 credit units

VO

Through specialized training in various facets of film and video production, this program prepares the graduate to enter the creative and rewarding field of motion pictures, television, and video as a freelance contractor, or for entry-level placement.

Course Code	Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
MAN	2031	Let's Talk Business	2.0
CGS	2167C	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS			12.0
MAJOR CORE REQUIREMENTS			
Courses common to both North Orlando and Melbourne campuses			
FIL	1244	Electronic Field Production	4.0
FIL	1034	History of Motion Pictures	4.0
FIL	2724C	Computer Graphics I	4.0
FIL	1421	Film Production I	4.0
FIL	2246C	Post Production I	4.0
FIL	1801	Film Criticism I	2.0
FIL	1802	Film Criticism II	2.0
FIL	2743C	Advanced Video Techniques	4.0
FIL	2247C	Post Production II	4.0
FIL	1430	Film Production II	4.0
FIL	2104	Script Development I	4.0
FIL	1610	Business Management of Film and Video	4.0
In addition to common courses, Melbourne Campus students will take the following:			
FIL	1390	Special Effects and Makeup I	4.0
FIL	2360	Documentary Production	4.0
In addition to common courses, North Orlando Campus students will take the following:			
FIL	2482	Directing and Acting	4.0
FIL	1243C	Production Techniques	4.0
All students will take two additional courses from the following 4.0 credit courses:			
FIL	2482	Directing and Acting	4.0
FIL	2360	Documentary Production	4.0
FIL	2732C	Computer Graphics II	4.0
FIL	2105	Script Development II	4.0
FIL	2530	Sound (option for North Orlando only)	4.0
FIL	2621	Multimedia and Desktop (option for North Orlando only)	4.0
FIL	2945	Film/Video Externship	4.0
FIL	2942C	Film/Video Production Workshop	4.0
TOTAL QUARTER CREDIT HOURS			60.0
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
The student will select 4.0 additional credits from the following courses:			
AML	2000	Introduction to American Literature	4.0
AMH	2070	History of Florida	4.0
AMH	2030	20th Century American History	4.0
WOH	2022	World History	4.0
TOTAL QUARTER CREDIT HOURS			24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0

ON-GROUND UNDERGRADUATE PROGRAMS



Health Care Administration

Bachelor of Science Degree

Largo, Melbourne, North Orlando, South Orlando, and Tampa campuses

48 months – 192 credit units

V1

The Bachelor of Science in Health Care Administration degree program provides a broad-based background in health care, including management and finance courses. The program is designed to provide educational opportunities for students interested in gaining a knowledge base for positions in health care not requiring specialized clinical preparation and for individuals who have completed a health professions program who desire to broaden their education in health services. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Nursing Home Administration

The Nursing Home Administration concentration focuses on the structure, function and procedures of nursing home administration. The program prepares students for administrative positions in nursing homes and nursing home supervision.

Human Resources Professional

The Human Resources concentration is designed to provide students with a basic human resources background to prepare for entry-level positions in hospitals, nursing homes, alternative care delivery systems, insurance and medical supply firms.

General Management

The General Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for positions in managed care, extended care, home care, out-patient facilities, medical office practices, drug or medical product companies, or acute care facilities.

COURSE CODE		COURSE	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills	2.0
Continuation of College Core: Select 10 credit hours from the following list:			
CGS	2510C	Applied Spreadsheets	4.0
MAN	2031	Let's Talk Business	2.0
MAR	2305	Customer Relations and Servicing	4.0
OST	2335	Business Communication	4.0
SLS	1392	Workplace Relationships	2.0
SYG	2000	Principles of Sociology	4.0
SYP	2742	Death and Dying	4.0
Total College Core Credit Hours			20.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
BUL	2131	Applied Business Law	4.0
HSA	2422	Demographic Aspects and Cultural Diversity in HC	4.0
HSA	1122	Health Care Delivery Systems	4.0
HSA	4170	Financial Management in Health Care	4.0
HSA	2182	Health Care Organization & Administration	4.0
HSC	3553	Legal Aspects/Legislation in Health Care	4.0
HSA	4193C	Information Systems & Computer Apps. in HC	4.0
HSA	4751	Introduction to Health Statistics	4.0
HIM	1213	Ancillary Health Facilities	4.0
HSA	3140	Health Care Planning/Evaluation	4.0
HSA	4502	Risk Management	4.0
MAN	2021	Principles of Management	4.0
MAN	3344	Principles of Supervision	4.0
MAN	4764	Business Policy & Strategy	4.0
HSA	3150	Public Policy in Health Care	4.0
MAN	2300	Introduction to Human Resources	4.0
TOTAL MAJOR CORE CREDIT HOURS			76.0
And one of the following 3 concentrations:			
NURSING HOME ADMINISTRATION			

ON-GROUND UNDERGRADUATE PROGRAMS

HSA	3222	Long Term Care Administration	4.0
LTCP	3205	Nursing Home Federal Guidelines	4.0
HSAP	1801	Nursing Home Externship Part 1	4.0
HSAP	2802	Nursing Home Externship Part 2	6.0
HSAP	3803	Nursing Home Externship Part 3	6.0
HSAP	4804	Nursing Home Externship Part 4	6.0
		Total Concentration Credit Hours	30.0
		Additional Approved Elective Requirements	16.0
HUMAN RESOURCES PROFESSIONAL			
HSA	4341	Conflict Management in Healthcare	4.0
MAN	3100	Human Relations in Management	4.0
MAN	4400	Labor Relations and Collective Bargaining	4.0
MAN	4302	Management of Human Resources	4.0
MAN	4734	Contemporary Management	4.0
		Total Concentration Credit Hours	20.0
		Additional Approved Elective Requirements	26.0
GENERAL MANAGEMENT			
MAR	1011	Introduction to Marketing	4.0
MAR	3310	Public Relations	4.0
MAR	3503	Consumer Behavior	4.0
MAN	4302	Management of Human Resources	4.0
HSA	4341	Conflict Management in Healthcare	4.0
		Total Concentration Credit Hours	20.0
		Additional Approved Elective Requirements	26.0
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications	4.0
AML	2000	Introduction to American Literature	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
STA	3014	Statistics	4.0
SOP	4005	Social Psychology	4.0
ENC	3211	Report Writing	4.0
EVS	1001	Environmental Science	4.0
ECO	3028	Microeconomics	4.0
ECO	3007	Macroeconomics	4.0
		Total General Education Core	50.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			192

ON-GROUND UNDERGRADUATE PROGRAMS



Legal
Criminal Justice
Criminal Investigations

Homeland Security

Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Pompano Beach campus

V1

The Homeland Security program focuses on the issues of security, intelligence operations, emergency services and crisis management. The Homeland Security program is designed to serve three types of students:

- Students wishing to continue their education and pursue an upper level degree in an area of homeland security studies.
- Students wishing to secure employment in the field of corporate or government security.
- Professionals who need to increase their skills for their present duties.

The Homeland Security program provides a broad understanding of the intelligence cycle, business continuity cycle and security. The degree programs prepare graduates for entry-level career opportunities in corporate or government security operations.

The Associate in Science degree offers a broad range of skills training. The student is offered an interdisciplinary approach to the understanding of the mechanisms of intelligence, business continuity, crisis management, threat assessments and emergency services.

The Bachelor of Science degree in Homeland Security enhances the study of homeland security and expands into areas such as crisis management planning, contingency planning, and directing emergency response operations. Graduates are prepared for entry-level and middle management positions in government or corporate security.

Course Code		Course Title	Associate's Degree Quarter Credit Hrs		Bachelor's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
SLS	1392	Workplace Relationships			2.0	
CGS	2167C	Computer Applications	4.0		4.0	
TOTAL QUARTER CREDIT HOURS				10.0		12.0
MAJOR CORE REQUIREMENTS						
CJL	1110	Civil & Criminal Justice	4.0		4.0	
DSC	2210	Emergency Planning & Security Measures I	4.0		4.0	
DSC	2008	Security: Principles, Planning & Procedures I	4.0		4.0	
DSC	2010	Security: Principles, Planning & Procedures II	4.0		4.0	
DSC	1030	Tactical Communications	4.0		4.0	
DSC	1011	Domestic & International Terrorism I	4.0		4.0	
DSC	1005	Domestic & International Terrorism II	4.0		4.0	
HSSP	1610	Emergency Medical Services & Fire Operations I	4.0		4.0	
SCC	1650	Business & Ethics for Security Specialists	4.0		4.0	
DSC	2812	Information Technology Security I	4.0		4.0	
HSSP	3100	Critical Incident Management			4.0	
HSSP	3200	Facilitating Psychological Support for Catastrophic Events			4.0	
HSSP	3301	Case Study 1			1.0	
HSSP	4100	Post Catastrophic Event Documentation and Reporting			4.0	
HSSP	4200	Critical Issues in Hostage Negotiations			4.0	
HSSP	4300	Current Events in Homeland Security Management			4.0	
HSSP	3302	Case Study 2			1.0	
HSSP	3400	Anti-Terrorism Risk Assessment			4.0	
HSSP	4400	Communications and Technology Security			4.0	
CJE	4668	Computer Crime			4.0	
DSC	3214	Catastrophic Event Response Planning			4.0	
HSSP	4500	Weapons of Mass Destruction			4.0	
HSSP	4600	Mass Casualty Management Planning			4.0	
HSSP	4700	Capstone Simulation			4.0	
TOTAL QUARTER CREDIT HOURS				40.0		90.0
The Associates and Bachelor students will select 12 additional credits from the following courses:						
DSC	2211	Emergency Planning & Security Measures II	4.0		4.0	
HSSP	1620	Emergency Medical Services & Fire Operations II	4.0		4.0	

ON-GROUND UNDERGRADUATE PROGRAMS

CJE	1600	Criminal Investigations	4.0		4.0	
CCJP	2288	Spanish for the Criminal Justice Professional*	4.0		4.0	
CCJ	2679	Introduction to Victims Advocacy	4.0		4.0	
HSSP	2820	Information Technology Security II	4.0		4.0	
TOTAL QUARTER CREDIT HOURS				12.0		12.0
The Bachelor students will select 16 additional credits from the following courses:						
HSSP	3600	Homeland Security Retreat Option*			4.0	
CCJ	3666	Victimology			4.0	
CCJ	3675	Women, Crime, and Criminal Justice			4.0	
CCJ	4129	Cultural Diversity for Criminal Justice Professional			4.0	
CJL	3215	Concepts of Criminal Law			4.0	
TOTAL QUARTER CREDIT HOURS						16.0
GENERAL EDUCATION CORE REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
SPC	2016	Oral Communications**	4.0		4.0	
SYG	2000	Principles of Sociology	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
STA	2014	Statistics			4.0	
SOP	4005	Social Psychology			4.0	
CPO	4004	Global Politics			4.0	
ENC	3211	Report Writing			4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
AMH	2030	20 th Century American History			4.0	
TOTAL QUARTER CREDIT HOURS				34.0		62.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0		192.0

*Courses not offered online

**Totally Online students will take course SPCP 2300 Fundamentals of Interpersonal Communication

ON-GROUND UNDERGRADUATE PROGRAMS



Hospitality Management

Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units
Pompano Beach campus

V O

The Associate in Science degree in Hospitality Management prepares students for entry-level supervisory positions in the hotel and restaurant industry by providing both basic and hospitality-specific training in management, accounting, and marketing.

The Bachelor of Science degree in Hospitality Management prepares students for management positions in the hotel and restaurant industries with special emphasis on the sales, marketing, and management functions. Managers direct and coordinate the operation of hotels and restaurants to insure profit, efficiency, and quality customer service.

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0		4.0	
SLS	1321	Career Skills	2.0		2.0	
MAN	2031	Let's Talk Business	2.0		2.0	
CGS	2167C	Computer Applications	4.0		4.0	
TOTAL QUARTER CREDIT HOURS				12.0		12.0
MAJOR CORE REQUIREMENTS						
APA	2111	Principles of Accounting I	4.0		4.0	
APA	2121	Principles of Accounting II	4.0		4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0		4.0	
BUL	2131	Applied Business Law	4.0		4.0	
HFT	2229	Current Issues in Hospitality Management	4.0		4.0	
HFT	1411	Front Office Procedures	4.0		4.0	
HFT	1211	Hospitality Management	4.0		4.0	
HFT	2757	Convention Management and Service	4.0		4.0	
MAN	1030	Introduction to Business Enterprise	4.0		4.0	
MAR	1011	Introduction to Marketing	4.0		4.0	
HFT	1275	Resort Management	4.0		4.0	
HFT	2351	Hospitality Purchasing Management	4.0		4.0	
HFT	2941	Hospitality Industry Externship	4.0		4.0	
APAP	3320	Accounting and Control for Hospitality			4.0	
HFT	3260	Restaurant Management			4.0	
HFT	3506	Hospitality Marketing			4.0	
HFT	3606	Laws Related to the Hospitality Industry			4.0	
HFT	3806	Food and Beverage Management			4.0	
FIN	3005	Principles of Finance			4.0	
MAN	4302	Management of Human Resources			4.0	
HFT	4475	Feasibility Study in the Hospitality Industry			4.0	
TOTAL QUARTER CREDIT HOURS				52.0		84.0
APPROVED ELECTIVE REQUIREMENTS						
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. A minimum of 8 credits must be chosen from business management courses.					40.0	
TOTAL QUARTER CREDIT HOURS						40.0
GENERAL EDUCATION CORE REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
SPC	2016	Oral Communications	4.0		4.0	
SYG	2000	Principles of Sociology	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
POS	2041	American National Government	4.0		4.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
STA	2014	Statistics			4.0	
SOP	4005	Social Psychology			4.0	
CPO	4004	Global Politics			4.0	

ON-GROUND UNDERGRADUATE PROGRAMS

ENC	3211	Report Writing			4.0	
The student will select 4.0 additional credits from the following courses:						
AML	2000	Introduction to American Literature	4.0		4.0	
AMH	2070	History of Florida	4.0		4.0	
AMH	2030	20 th Century American History	4.0		4.0	
WOH	2022	World History	4.0		4.0	
		TOTAL QUARTER CREDIT HOURS		32.0		56.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0		192.0

ON-GROUND UNDERGRADUATE PROGRAMS



Medical Assisting

Associate in Science Degree

Brandon, Jacksonville, Lakeland, Melbourne, North Orlando, Orange Park, Largo, Pompano Beach, South Orlando, and Tampa campuses

24 months – 97 credit units

V 1

The Associate's degree in Medical Assisting program is designed to prepare students for entry- to mid-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This degree program prepares graduates to fill entry-level to mid-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

COURSE CODE	COURSE	ASSOCIATE'S EGREE QUARTER CREDIT HRS.	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
OST 1141L	Keyboarding	2.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	TOTAL QUARTER CREDIT HOURS		12.0
Major Core Requirements			
HSC 1531	Medical Terminology	4.0	
BSC 1085	Anatomy and Physiology I	4.0	
BSC 1086	Anatomy and Physiology II	4.0	
HSC 1524	Diseases of the Human Body	4.0	
HSA 1553	Medical Law and Ethics	2.0	
MEA 1207	Basic Clinical Procedures	4.0	
MEA 1207L	Basic Clinical Procedures (Lab)	2.0	
MEA 1226C	Exams and Specialty Procedures	4.0	
MEA 1226L	Exams and Specialty Procedures (Lab)	2.0	
MEA 2260	Diagnostic Procedures	4.0	
MLS 2260L	Diagnostic Procedures (Lab)	2.0	
MEA 2244	Pharmacology	4.0	
MEA 1243L	Pharmacology (Lab)	2.0	
MEA 1304C	Medical Office Procedures	4.0	
HIM 2278C	Medical Finance and Insurance	4.0	
MEA 2561	Professional Procedures	2.0	
MEA 2802	Medical Externship	5.0	
STUDENT WILL SELECT 4.0 CREDITS FROM THE FOLLOWING COURSES:			
MEA 2257L*	Introduction to X-ray	4.0	
HIM 2346C	Medical Computer Applications	2.0	
HUN 1001	Basic Nutrition	2.0	
MEA 1006C	Therapeutic Communication	2.0	
MEA2285L	EKG Interpretation	2.0	
MEA 2245L	Phlebotomy	2.0	
MEA 1105	Domestic Violence	2.0	
SYP 2742	Death & Dying	4.0	
	TOTAL QUARTER CREDIT HOURS		61.0
General Education Requirements			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
EVS 1001	Environmental Science	4.0	
PSY 2012	General Psychology	4.0	
SPC2016	Oral Communications	4.0	
	TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			97.0

*MEA 2257L Introduction to X-ray is not offered at the Lakeland or Largo campuses.

ON-GROUND UNDERGRADUATE PROGRAMS



Medical Insurance Billing and Coding

Associate in Science Degree

Brandon, Lakeland, Largo, Melbourne, North Orlando, Orange Park, South Orlando, and Tampa campuses

24 months – 96 credit units

V 2

This program is designed to provide comprehensive skills in the administrative, insurance billing, and coding area of study. The program will take the student beyond the basic information adding depth in the many specialty areas of the Medical Insurance Billing industry. The hands on practical approach will give the student the experience and confidence needed to succeed in this highly specialized field. The degree prepares the graduate to be an entry-level professional in medical offices, clinics, hospitals, and associated medical facilities.

This program consists of 96 quarter credit hours including college core requirements, major core requirements, and general education requirements. In addition to completion of all didactic and hands-on courses, students are also required to participate in a 120-hour externship prior to graduation from the program.

Completion of the Medical Insurance Billing and Coding Program is acknowledged by the awarding of an A.S. Degree

Course Code	Course	Associate's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	TOTAL QUARTER CREDIT HOURS:		10.0
MAJOR CORE REQUIREMENTS			
HIM 2326C	Computer Applications for Medical Billing/Coding	4.0	
HSC 1531	Medical Terminology	4.0	
HSA 1553	Medical Law and Ethics	2.0	
BSC 2080	Anatomy and Physiology of the Body Systems	4.0	
MEA 2305	Medical Office Management and Compliance	4.0	
HIM 2260C	Introduction to Hospital Billing	4.0	
HSC 1524	Diseases of the Human Body	4.0	
HIM 2278C	Medical Finance and Insurance	4.0	
HIM 2272	Medical Insurance Billing	4.0	
MEAP 1301	Introduction to ICD-9 Coding	4.0	
MEAP 1305	Introduction to CPT Coding	4.0	
MEAP 2346	Advanced CPT Coding	4.0	
MEAP 2345	Third Party Payers	4.0	
MEAP 2348	Abstract Case Coding	2.0	
MEA 2246	Pharmacology for MIBC	4.0	
MEAP 2808	Externship for MIBC*	4.0	
	TOTAL QUARTER CREDIT HOURS:		60.0
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications**	4.0	
MAT1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
SLS 1505	Basic Critical Thinking	2.0	
EVS 1001	Environmental Science	4.0	
	TOTAL QUARTER CREDIT HOURS:		26.0
	PROGRAM TOTAL		96.0

*Online students will take course MAR 23052350 Customer Relations and Servicing and are not eligible for Externship for MIBC

**Online students will take course SPCP 2300 Fundamentals of Interpersonal Communication



Nursing

Associate in Science Degree

Brandon campus

24 months – 113 credit units

V 3

Philosophy/Purpose: The Nursing Faculty of the Associate Degree Nursing Program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, social-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that fosters health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science and nurses provide nursing care within their scope of practice. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a holistic being (Bio-psycho-social-spiritual). Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Associate Degree nurses provide care within their scope of practice. The nursing process is used for the assessing, diagnosing, planning, implementing, and evaluating of health care services and care of the individual. Since the delivery of health care is dynamic, the registered nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

The associate degree nurse is expected to develop necessary skills for collaboration with members of the health care team including the client, family and/or significant others.

Teaching-Learning Process: Learning is a continuous, active lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor, and affective domains. Nurses seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge and skills, as well as those that foster continued competence, nursing practice and increased professional growth.

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Furthermore, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, nursing faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

Hence, nursing education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral changes. These inputs awaken students to their ability to deliver nursing care. The Nursing Faculty are committed to facilitating this process through their monitoring the teaching-learning environment to ensure optimal experiences and evaluating the students and program to achieve the outcome of safe and effective practitioners of nursing.

Conceptual Framework: Based on the philosophy the Nursing Faculty has selected the following concepts in which the nursing program is structured.

- **Therapeutic Nursing Interventions** -- The process in which nurses use their skills to assist a diverse population of clients across the lifespan with health promotion and disease prevention. These nursing actions are performed independently and collaboratively.
- **Critical Thinking** -- The process which employs (or utilizes) reasoning and creativity in the assessment, interpretation, analysis, synthesis, evaluation, and inference as a basis for professional nursing practice.
- **Communication** -- The medium by which information is received, interpreted, and transmitted as written, verbal and non-verbal interactions.
- **Health promotion** -- Activity by the learner that facilitates optimal health states for individuals, families and communities that sustain or increase wellness.
- **Professional Role** -- The developmental process by which the student learns about the standards and rules of the nursing profession established by the code of ethics, professional organizations and state regulatory agencies.

In this Associate Degree Nursing program, utilizing the conceptual framework which is based on the 5 concepts the student is introduced to the care of individuals with special and more complex needs throughout the life span. This program will prepare the nursing student to assume the role of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management of the different types of organizations delivering health care and outcomes management. A graduate of this nursing program will be prepared to assume the role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients. At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse.

ON-GROUND UNDERGRADUATE PROGRAMS

Program Outcomes: Upon graduation the student is prepared to:

1. Integrate principles from natural sciences, humanities, social sciences and nursing when providing care to clients throughout the lifespan with diverse needs in a variety of health care settings.
2. Apply the nursing process to provide safe and competent nursing care for culturally diverse clients throughout the lifespan.
3. Implement professional communication principles with diverse client populations and the healthcare team.
4. Utilize therapeutic nursing interventions that promote wellness and assist in the prevention of illness across the lifespan.
5. Display accountability and professional values by practicing within the prescribed ethical and legal standards.
6. Demonstrate critical thinking in providing care for culturally diverse clients throughout the lifespan.

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	CLINICAL/LAB HOURS	TOTAL HUORS	TOTAL CREDIT HOURS
Quarter I					
ENC 1101	English Comp I	40	0	40	4
BSC 1085	Anatomy & Physiology I	40	0	40	4
BSC 2085L	Anatomy & Physiology I Laboratory	0	0/40	40	2
SLSP1110	Strategies for Nursing Success	20	0	20	2
	Total Hours	100	0/40	140	12
Quarter II					
BSC 1086	Anatomy & Physiology II	40	0	40	4
BSC 2086L	Anatomy & Physiology II Laboratory	0	0/40	40	2
NSGP 1020C	Fundamentals of Nursing I	20	0/30	50	3
MAT 1033	College Algebra	40	0	40	4
	Total Hours	100	0/70	170	13
Quarter III					
NSGP 1022C	Fundamentals of Nursing II	10	50/10	70	3
MCB 2000	Microbiology	40	0/40	80	4
MCB 1000L	Microbiology Laboratory	0	0/40	40	2
HUN 1001	Nutrition	20	0	20	2
PSY 2012	General Psychology	40	0	40	4
	Total Hours	110	50/50	250	15
Quarter IV					
NUR 1140	Nursing Pharmacology	30	0	30	3
MEA 1006C	Therapeutic Communications	20	0	20	2
NUR 1210	Care of the Adult Client I	40	0	40	4
NUR 1210L	Care of the Adult Client I Clinical	0	100/20	120	4
	Total Hours	90	100/20	210	13
Quarter V					
NUR 1440	Maternal Child Nursing	40	0	40	4
NUR 1440L	Maternal Child Nursing Clinical	0	104/16	120	4
SYG 2000	Sociology	40	0	40	4
DEP 2000	Developmental Psychology	40	0	40	4
	Total Hours	120	104/16	240	16
Quarter VI					
NUR 2513	Mental Health Nursing	30	0	30	3
NUR 2513L	Mental Health Nursing Clinical	0	82/8	90	3
NUR 2611	Contemporary Nursing in Community Settings	30	0	30	3
NUR 2611L	Contemporary Nursing in Comm Settings Clinical	0	82/8	90	3

ON-GROUND UNDERGRADUATE PROGRAMS

ENC 1102	English Composition II	40	0	40	4
	Total Hours	100	164/16	280	16
Quarter VII					
NUR 2212	Care of the Adult Client II	40	0	40	4
NUR 2212L	Care of the Adult Client II Clinical	0	104/16	120	4
CGS 2167C	Computer Applications	30	0/20	50	4
	Total Hours	70	104/36	210	12
Quarter VIII					
NUR 2244	Advanced Nursing Care	40	0	40	4
NUR 2244L	Advanced Nursing Care Clinical	0	104/16	120	4
NUR 2881	Nursing Leadership & Management	30	0	30	3
NUR 2881L	Nursing Leadership & Management Clinical	0	82/8	90	3
NUR 2960	NCLEX Review	20	0	20	2
	Total Hours	90	186/24	300	16
	Total Program Hours	780	708/272	1760	113

ON-GROUND UNDERGRADUATE PROGRAMS



Nursing
Bachelor of Science Degree
 Brandon campus
 18 months – 96 credit units

V 1

This program will prepare the Registered Nurse with an Associate Degree in Nursing to earn a Bachelor's of Science Degree in Nursing. This program will continue to build upon the existing Associate Degree Nursing conceptual framework. Through critical thinking the RN/BSN student will enhance systematic interventions through research and statistical methods. The student will be prepared for an expanded role as caregiver, change agent and educator. The program integrates wholistic care in a diverse population through community and public health.

Course Number	Course Title				Credit Hours
Quarter I		Lecture Contact Hours	Lab/Clinical Contact Hours	Total Contact Hours	Quarter Credit Hours
SLS 3130	Principles of Adult Learning	40	0	40	4.00
SPC 2016	Oral Communications	40	0	40	4.00
AML 2000	American Literature	40	0	40	4.00
STA 2014	Statistics	40	0	40	4.00
Total Hours		160	0	160	16
Quarter II					
ENC 3211	Report Writing	40	0	40	4.00
NSGP 3805	Professional Role Transition	40	0	40	4.00
NSGP 3066 C	Physical Exam & Health Assessment	30	20	50	4.00
NSGP 3826	Ethical Legal Aspects of Nursing and Health Care	40	0	40	4.00
Total Hours		150	20	170	16
Quarter III					
Elective **	Elective	40	0	40	4.00
NSGP 3145	Pharmacology in Nursing Practice	40	0	40	4.00
NSGP 3125	Pathophysiology for Nursing Practice	40	0	40	4.00
NSGP 4893	Nurses As Educators	40	0	40	4.00
Total Hours		160	0	160	16
Quarter IV					
Elective **	Elective	40	0	40	4.00
NSGP 4870	Nursing Informatics	40	0	40	4.00
NSGP 4637	Community/Public Health Nursing	40	0	40	4.00
NSGP 4637L	Community/Public Health Nursing Clinical	0	120	120	4.00
Total Hours		120	120	240	16
Quarter V					
Elective **	Elective	40	0	40	4.00
NSGP 4166	Nursing Research	40	0	40	4.00
NSGP 4827	Nursing Roles: Management and Leadership	40	0	40	4.00
NSGP 4827L	Nursing Roles: Management and Leadership Clinical	0	120	120	4.00
Total Hours		120	120	240	16
Quarter VI					
Elective **	Elective	40	0	40	4.00
NSGP 4836	Professional Nursing Role Synthesis	40	0	40	4.00
SOP 4005	Social Psychology	40	0	40	4.00
NSGP 4836L	Professional Nursing Role Practicum		120	120	4.00
Total Hours		130	120	240	16
Total Program Hours		830	380	1210	96

**16 hours of Electives: 8 hours must be from General Education Courses
 8 hours can be selected with approval from Nursing Director

ON-GROUND UNDERGRADUATE PROGRAMS



Paralegal

Associate in Science Degree

Brandon, Jacksonville, Lakeland, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, and Tampa campuses

24 months – 96 credit units

V 1

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review, and analyze factual situations; research the law; prepare and interpret legal documents; and conduct day-to-day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Code	Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS			
CGS	2167C	Computer Applications	4.0
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2501	Applied Word Processing	4.0
TOTAL QUARTER CREDIT HOURS			14.0
MAJOR CORE REQUIREMENTS			
PLA	1003	Introduction to Paralegal	4.0
PLA	2363	Criminal Procedure and the Constitution	4.0
PLA	1105	Legal Research and Writing I	4.0
PLA	2106	Legal Research and Writing II	4.0
PLA	2273	Torts	4.0
PLA	2423	Contract Law	4.0
PLA	2600	Wills, Trusts, and Probate	4.0
PLA	2800	Family Law	4.0
PLA	2763	Law Office Management	4.0
PLA	2203	Civil Procedure	4.0
TOTAL QUARTER CREDIT HOURS			40.0
The Associate's student will select 8.0 credits from the following list:			
PLA	2460	Bankruptcy	4.0
PLA	2930	Contemporary Issues and Law	4.0
PLA	2433	Business Organizations	4.0
PLA	2483	Introduction to Administrative Law	4.0
PLA	2610	Real Estate Law	4.0
PLA	2631	Environmental Law	4.0
TOTAL QUARTER CREDIT HOURS			8.0
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications*	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS			34.0
Total Quarter Credit Hours Required for Graduation			96.0

*Online students will take course SPCP 2300 Fundamentals of Interpersonal Communication

ON-GROUND UNDERGRADUATE PROGRAMS



Paralegal

Bachelor of Science Degree

Brandon, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, and Tampa campuses
48 months – 192 credit units

V 2

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents, and conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies.

The Bachelor of Science degree in Paralegal enhances the study of law and legal research to permit graduates to further their legal knowledge while enhancing their opportunity for career advancement. The program is offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelors with an additional 96 credits.

The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Code		Course	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE				
Lower division				
PLA	1003	Introduction to Paralegal	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
PLA	1105	Legal Research and Writing I	4.0	
PLA	2106	Legal Research and Writing II	4.0	
PLA	2201	Civil Litigation I	4.0	
PLA	2224	Civil Litigation II	4.0	
PLA	2273	Torts	4.0	
PLA	2423	Contract Law	4.0	
Major Core Lower Division				32.0
Upper division				
PLA	3115	Legal Research and Writing III	4.0	
PLA	3570	International Law	4.0	
PLA	4473	Worker's Compensation and Employment Benefit Law	4.0	
PLA	4116	Legal Research and Writing IV	4.0	
PLA	4263	Rules of Evidence	4.0	
PLA	4274	Advanced Tort Law	4.0	
PLA	4523	Law and Medicine	4.0	
PLAP	4483	Administrative Law	4.0	
PLAP	3210	Elder Law	4.0	
PLA	4470	Employment Law	4.0	
CJL	3215	Concepts of Criminal Law	4.0	
CCJ	4054	Criminal Justice Ethics and Liability	4.0	
CCJ	4129	Cultural Diversity for Criminal Justice Professional	4.0	
INVP	3500	Private Investigations I OR	4.0	
PLAP	4450	Paralegal Senior Externship#		
PLAP	4400	Paralegal Senior Capstone Experience#	4.0	
Major Core Upper Division				60.0
TOTAL MAJOR CORE CREDIT HOURS				92.0
GENERAL EDUCATION				
SLSP	3130	Principles and Applications of Adult Learning	4.0	
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications*	4.0	
MAT	1033	College Algebra	4.0	
SLS	1505	Basic Critical Thinking	2.0	
PSY	2012	General Psychology	4.0	
EVS	1001	Environmental Science	4.0	
General Education Electives**			24.0	
Must include at least one course from each of the following subject areas: Communications/Humanities Math/Science Social Science				
TOTAL GENERAL EDUCATION CREDIT HOURS:				54.0
APPROVED ELECTIVE REQUIREMENT:				46.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:				192.0

ON-GROUND UNDERGRADUATE PROGRAMS

*Online students will take course SPCP 2300 Fundamentals of Interpersonal Communication

#Not offered online.

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of **SLSP 3130 --Principles and Applications of Adult Learning**. Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

All other students admitted to program: must complete the degree requirements as described below.

Credits requirements for degree: students must complete a minimum of 192 credits in the major core, general education, and elective categories.

****General Education Requirements:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENCP 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECOP 3013, ECO 3028
- Mathematics and Science
 - may include: STA 2014

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

****To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.**

ON-GROUND UNDERGRADUATE PROGRAMS



Pharmacy Technician

Associate in Science Degree

Brandon, Jacksonville, Melbourne, North Orlando, South Orlando, and Tampa campuses

24 months – 97 credit units

V 1

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of pharmacy technology, coupled with a solid understanding of basic general education concepts. The degree prepares the graduate for an entry-level position in health care facilities and/or retail establishments (i.e.: hospitals and medical centers, teaching facilities, out-patient clinics, urgent care centers, and retail and wholesale pharmacies).

The Pharmacy Technician program provides both technical and practical training that will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician under 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. The program also provides skills and practice in computer skills; applicable pharmaceutical and medical terminology; and anatomy and physiology. The program emphasizes theory, as well as hands-on practice, followed by an externship that prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

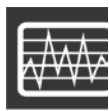
Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare workforce. The need for highly-trained pharmacy technicians increases as pharmacy services continue to grow with new services being offered, new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

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 in the program.

Course Code	Course	Associate's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
MAN 2021	Principles of Management	4.0	
OST 1141L	Keyboarding	2.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	TOTAL QUARTER CREDIT HOURS:		16.0
MAJOR CORE REQUIREMENTS			
HUN 1001	Basic Nutrition	2.0	
BSC 1086	Anatomy and Physiology II	4.0	
HSC 1531	Medical Terminology	4.0	
HSC 1524	Diseases of the Human Body	4.0	
BSC 1085	Anatomy and Physiology I	4.0	
PTN 1702	Administration of Medication and the History of Pharmacy	4.0	
PTN 1703	Pharmaceutical Calculations	4.0	
PTN 1704	Professional Aspects of Pharmacy Technology	4.0	
PTN 1740	Externship	5.0	
PTN 1780C	Administrative and Practical Aspects of Pharmacy Technology	4.0	
PTNP 1200	Home Infusion Pharmacy	2.0	
PTNP 1300	Communication Skills in Pharmacy	4.0	
PTNP 2020	Pharmacology I	4.0	
PTNP 2030	Pharmacology II	4.0	
PTNP 2200	Pharmacy Technology Lab	2.0	
	MAJOR CORE TOTAL QUARTER CREDIT HOURS:		55.0
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
SPC 2016	Oral Communications	4.0	
	GENERAL EDUCATION TOTAL QUARTER CREDIT HOURS:		26.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:			97.0

ON-GROUND UNDERGRADUATE PROGRAMS



Radiologic Technology
 Associate in Science Degree
 Brandon campus
 27 months – 152.5 credit units

V 1

The Radiologic Technology Program is designed to provide students with a broad academic and clinical background in the field of radiologic technology coupled with a firm foundation in general education. The degree prepares the entry-level graduate for a position in hospitals and medical facilities, out-patient imaging centers and urgent care clinics. The radiologic technology program provides both technical and practical training which will enable the student upon certification to function as a competent entry-level radiologic technologist. Clinical practice provides the student with hands-on training preparing them for their professional role as a radiologic technologist.

The program provides the student with the basic knowledge of and practice in routine radiography, fluoroscopy and special radiographic procedures as well as an introduction to mammography, computerized tomography (CT) and magnetic resonance imaging (MRI). An overview of ultrasound (US), nuclear medicine (NM) and other imaging modalities is provided. The basic mechanics of each modality is emphasized and explored.

The program also provides classroom instruction in Fluoroscopy. The instruction in fluoroscopy will include, but not be limited to, the following:

1. Fluoroscopy regulations and radiation safety
2. Fluoroscopy equipment
3. X-ray intensification
4. Television, including closed circuit equipment
5. Image recording and image recording equipment
6. Special fluoroscopy equipment including Digital fluoroscopy
7. Anatomy and physiology of the eye
8. Three-dimensional and radiological anatomy

During the clinical fluoroscopy instruction, students will learn and identify the following:

1. Methods of reducing dose to patients during fluoroscopic procedures
2. Methods of reducing dose to patients during fluoroscopy procedures
3. Image recording during the exposure
4. Quality control of fluoroscopy equipment

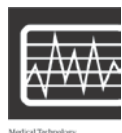
Participation in the Senior Student Presentation process is mandatory. Between quarters 6 to 8, second year students will submit a research paper on any selected modality or current program-related issue and present his/her paper to the class. Interactive class involvement is highly encouraged.

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Credit Units	Pre-Req
QUARTER I						
CGS 2167C	Computer Applications	30	20	0	4.0	None
SLS 1105	Strategies for Success	40	0	0	4.0	None
BSC 1085	Anatomy & Physiology I	40	0	0	4.0	None
MAT 1033	College Algebra	40	0	0	4.0	None
TOTAL		150	20	0	16.0	
QUARTER II						
ENC 1101	Composition I	40	0	0	4.0	None
BSC 1086	Anatomy & Physiology II	40	0	0	4.0	BSC 1085
HSC 1531	Medical Terminology	40	0	0	4.0	None
RTEP 1101	Introduction to Radiologic Technology	40	0	0	4.0	MAT 1033
TOTAL		160	0	0	16.0	
QUARTER III						
RTEP 1102	Radiologic Physics & Equipment	30	40	0	5.0	RTEP 1101
RTEP 1103	Radiographic Anatomy & Positioning	30	40	0	5.0	RTEP 1102
ENC 1102	Composition II	40	0	0	4.0	ENC 1101
EVS 1001	Environmental Science	40	0	0	4.0	None
TOTAL		140	80	0	18.0	
QUARTER IV						
RTEP 1104	Radiation Protection & Safety	40	20	0	5.0	RTEP 1103
RTEP 1105	Patient Care & Management Fundamentals	40	20	0	5.0	RTEP 1104
PSY 2012	General Psychology	40	0	0	4.0	None
RTEP 1106	Clinical Practice I	0	0	90	3.0	RTEP 1105
TOTAL		120	40	90	17.0	
QUARTER V						
SPC 2016	Oral Communications	40	0	0	4.0	None
RTEP 1107	Radiographic Pathology	30	0	0	3.0	RTEP 1106

ON-GROUND UNDERGRADUATE PROGRAMS

RTEP 1108	Advanced Imaging Procedures	40	10	0	4.5	RTEP 1107
RTEP 1109	Clinical Practice II	0	0	90	3.0	RTEP 1108
SLS 1505	Basic Critical Thinking	20	0	0	2.0	None
	TOTAL	130	10	90	16.5	
	QUARTER VI					
RTEP 1110	Clinical Practice III	0	0	420	14.0	RTEP 1109
RTEP 1111	Film Critique I	30	0	0	3.0	RTEP 1110
	TOTAL	30	0	420	17.0	
	QUARTER VII					
RTEP 1112	Clinical Practice IV	0	0	420	14.0	RTEP 1111
RTEP 1113	Film Critique II	30	0	0	3.0	RTEP 1112
	TOTAL	30	0	420	17.0	
	QUARTER VIII					
RTEP 1114	Clinical Practice V	0	0	420	14.0	RTEP 1113
RTEP 1115	Film Critique III	30	0	0	3.0	RTEP 1114
	TOTAL	30	0	420	17.0	
	QUARTER IX					
RTEP 1116	Clinical Practice VI	0	0	420	14.0	RTEP 1115
RTEP 1117	Film Critique IV	30	0	0	3.0	RTEP 1116
RTEP 1118	Radiology Certification Review	10	0	0	1.0	RTEP 1117
	TOTAL	40	0	420	18.0	
	PROGRAM TOTAL	830	150	1860	152.5	

ON-GROUND UNDERGRADUATE PROGRAMS



Surgical Technologist

Associate in Science Degree

Brandon campus

24 months – 98 credit units

V 1

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1390-hour program is preparation of the student to be a competent entry-level surgical technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

The program consists of 98 quarter credit hours, including college core requirements, major core requirements, and general education requirements. Two of the courses within the major core involve students going out to the clinical sites and performing hands-on skills which they were taught in the classroom. These are referred to as "clinical rotations." During these rotations, students are given the opportunity to observe and become part of the surgical team, as they gain hands-on practice working side-by-side with surgeons and other operating room personnel. Students must document a total of 125 procedures in the first scrub solo role or with assist. Eighty of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The 45 remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th Edition.

Student activities associated with the curriculum must be educational. Students will be required to complete 500 hours of clinical rotation for completion of this program. The 500 hours cannot be completed in the work place of the student or in a work setting where the student is being compensated for the hours.

*Upon successful completion of the entire course of study, students are eligible to take the national certification exam, sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The NBSTSA awards certificates to those who demonstrate their theoretical and practical knowledge by passing the National Surgical Technologist Examination. Graduates who pass this exam earn the distinction of being able to work as a Certified Surgical Technologist (CST).

*Must be a graduate of CAAHEP-approved program.

Course Code	Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	TOTAL QUARTER CREDIT HOURS		10.0
MAJOR CORE REQUIREMENTS			
HSC 1531	Medical Terminology	4.0	
STS 1001	Principles & Practices of Surgical Technology	4.0	
BSC 1085	Anatomy & Physiology I	4.0	
BSC 1086	Anatomy & Physiology II	4.0	
HSC 1524	Diseases of the Human Body	4.0	
MCB 2000	Microbiology & Infection Control	4.0	
STS 2007	Surgical Pharmacology	4.0	
STS 2171C	Surgical Technology I	4.0	
STS 2172C	Surgical Technology II	4.0	
STS 2173C	Surgical Procedures I	6.0	
STS 2174C	Surgical Procedures II	6.0	
STS 2175C	Clinical Rotation I	5.0	
STS 2176C	Clinical Rotation II	11.0	
	TOTAL QUARTER CREDIT HOURS		64.0
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
EVS 1001	Environmental Science	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
SPC 2016	Oral Communications	4.0	
	TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			98.0

GRADUATE CURRICULAR OFFERINGS

GRADUATE STUDIES MISSION

The basic mission of the graduate programs is acquisition of knowledge and the ever-continuing attainment and refinement of useful skills. The graduate programs emphasize initiative, independence, and critical thinking.



Business Administration

Master of Business Administration Degree

Brandon, Jacksonville, Largo, Melbourne, North Orlando, Pompano Beach, South Orlando, and Tampa campuses

56 credit units

V 1

The Master of Business Administration program enhances the students' effectiveness in business and industry through the continued acquisition and refinement of knowledge and skills. The MBA program emphasizes the development of critical thinking, initiative, independence, and responsibility necessary to achieve the heightened self-discipline, skill, and reasoning to become valued leaders in the business community. In addition, a graduate student may include an area of concentration by completing four (4) courses, from any one concentration category listed: Accounting, Human Resources Management, International Business or General Management.

Applicants whose undergraduate degrees are in a field outside the program areas are encouraged to apply.

NOTE: Prerequisite foundation work may be required before selected higher level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses. Previous transcribed coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement.

Course Code	Course	Quarter Credit Hours
PREREQUISITES		
ACG 5027	Financial Accounting –OR-	4.0
APA 2111	Principles of Accounting I* -AND-	4.0
APA 2121	Principles of Accounting II*	4.0
ECO 5010	Economic Analysis of the Firm –OR-	4.0
ECO 3028	Microeconomics* -OR-	4.0
ECO 3007	Macroeconomics *	4.0
QMB 5305	Statistics for Managers –OR-	4.0
STA 2014	Statistics*	4.0

*In some instances, previous undergraduate coursework, or courses available at an Everest University campus, can suffice for or be taken in lieu of meeting graduate prerequisite course requirements. Prerequisites are not considered as credit toward the completion of the fifty-six (56) quarter credit MBA program.

Course Code	Course	Quarter Credit Hours
GRADUATE CORE REQUIREMENTS (to be taken by all majors)		
MAN 5245	Organizational Behavior	4.0
MAN 6307	Management of Human Resources	4.0
QMB 5355	Quantitative Methods*	4.0
MAN 5910	Business Research	4.0
ISM 5026	Management Information Systems	4.0
MAN 5066	Managerial Ethics	4.0
FIN 6409	Financial Management*	4.0
ECP 5705	Managerial Economics*	4.0
MAR 5805	Marketing Management	4.0
MAN 6721	Business Policy and Strategy	4.0
TOTAL CREDIT HOURS		40.0

*All graduate students must meet prerequisite requirements prior to enrolling in selected accounting, economics, and quantitative methods coursework. Please refer to the prerequisite section for specific information.

ON-GROUND GRADUATE PROGRAMS

A graduate student may include an area of concentration by completing 16 quarter credit hours from any one concentration category listed. A student electing not to choose a concentration (general MBA) would choose 16 quarter credit hours from any combination of categories listed. Please note that there are no electives in the MBA program.

Course Code	Course	Quarter Credit Hours	
ACCOUNTING CONCENTRATION*			
Students enrolled in the Accounting concentration take a minimum of 16 quarter credit hours from this list:			
ACG	5405	Accounting Information Systems	4.0
ACG	5216	Advanced Accounting Topics	4.0
TAX	6065	Tax Research and Planning	4.0
ACG	5647	Auditing II	4.0
ACG	5516	Governmental Accounting	4.0
TOTAL QUARTER CREDIT HOURS		16.0	
HUMAN RESOURCES MANAGEMENT CONCENTRATION			
MAN	5140	Managerial Decision Making	4.0
MAN	5355	Managerial Assessment and Development	4.0
MAN	5266	Management of Professionals	4.0
MAN	5285	Organizational Development and Change	4.0
TOTAL QUARTER CREDIT HOURS		16.0	
INTERNATIONAL BUSINESS CONCENTRATION			
MAN	5601	International Business	4.0
ECO	5709	International Economic Systems	4.0
FIN	5609	International Finance	4.0
MAR	5153	International Marketing	4.0
TOTAL QUARTER CREDIT HOURS		16.0	
GENERAL MANAGEMENT CONCENTRATION			
Students enrolled in the MBA program can elect not to choose a concentration (general management) by taking 16 quarter credit hours from any combination of the courses listed for the areas of concentration above.			
TOTAL QUARTER CREDIT HOURS		16.0	
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		56.0	
*Students pursuing this concentration in anticipation of meeting state of Florida CPA requirements must complete all elective coursework (5 courses) in the Accounting Concentration.			

ON-GROUND GRADUATE PROGRAMS



Criminal Justice
Master of Science Degree
 Brandon, Jacksonville, and Pompano Beach campuses
 54-56 credit units

V 2

The Master of Science in Criminal Justice program is designed to meet the needs of a highly focused but multifaceted institution of American society, the criminal justice system. The program utilizes a multi-discipline approach to serve the variety of agencies/departments within the criminal justice community. The curriculum is designed to offer a balance of theory and application that will prove to be challenging to the student and useful in the field, and focuses on law enforcement administration, corrections, juvenile justice, drug abuse, and abuse counseling.

Course Code	Course	Quarter Credit Hours		
GRADUATE CORE REQUIREMENTS				
CCJ	5006	Overview of Criminal Justice	4.0	
CCJ	5019	Crime and Criminology	4.0	
CCJ	5489	Ethics in Criminal Justice	4.0	
CCJ	5702	Applied Research Methods	4.0	
CCJ	5704	Statistics for Criminal Justice	4.0	
CCJP	5000	Navigating Graduate School in Justice Studies	2.0	
CCJP	5450	Critical Issues in Criminal Justice	4.0	
CJL	5528	Law and the Legal System	4.0	
CCJ	5781	Writing for Research at the Graduate Level	2.0	
		TOTAL QUARTER CREDIT HOURS		32.0
ELECTIVES				
The Master of Science in Criminal Justice students will select four (4) additional courses from those listed below and will complete 16.0 quarter credit hours:				
CCJ	5405	Criminal Justice Management	4.0	
CCJ	5408	Interpersonal Management Skills	4.0	
CCJ	5665	Victimology	4.0	
CCJ	5657	Substance Use, Crime, and Criminal Justice	4.0	
CCJ	5672	Women, Crime, and Criminal Justice	4.0	
CJC	5328	Correctional Systems and Institutions	4.0	
CJC	5428	Counseling the Offender	4.0	
CJE	5428	Community Oriented Policing	4.0	
CJJ	5028	Juvenile Justice System	4.0	
CJL	5069	Modern Constitutional Theory	4.0	
		TOTAL QUARTER CREDIT HOURS		16.0
Exit Vehicle: Choose one of the two options:				
CCJP	6000	Criminal Justice Capstone	6.0	
OR				
Choose two additional courses from Electives, completing 8.0 quarter credit hours			8.0	
		TOTAL QUARTER CREDIT HOURS		6.0 – 8.0
TOTAL QUARTER CREDIT HOURS REQUIRED				54.0 – 56.0

ONLINE PROGRAMS

The information contained in the "Online Programs" section of the catalog pertains only to online degree programs (those programs available in their entirety for strictly online study) and not to the University's traditional on-ground programs. Students who are enrolled on-ground and take online courses are subject to the same regulations as those students who take all their classes on-ground. Students enrolled in online degree programs may also be subject to the policies outlined in the remainder of this catalog. For online degree students, any discrepancies between information and policies in the online section of the catalog and those in the remainder of the catalog are resolved based on the information and policies in this online section of the catalog.

GENERAL ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission to the University. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. Prospective students will also complete a distance learning quiz with which students can assess their ability to complete an online course. Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for admission at any time.

The CPAAT is not a requirement for 100% on line students. Ability to Benefit students are ineligible to become 100% online students.

PROGRAMS AND COURSES

Requirements

Online courses are offered using the eCollege platform via the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Online courses have the same objectives as courses taught on-ground although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses, students must:

- Have a computer with a system profile that meets or exceeds the following:
 - Windows Systems
 - Windows 2000, XP, or Vista
 - 64 MB Ram
 - 28.8 kbps modem (56K recommended)
 - Sound Card & Speakers
 - Recommended Browser: Microsoft Internet Explorer 7.0
 - Recommended Browser: Mozilla Firefox 2.0
 - Supported Browser: Microsoft Internet Explorer 6.0
 - Supported Browser: Mozilla Firefox 3.0
 - or...
 - Mac Systems
 - Mac OS X or higher (in classic mode)
 - 32 MB RAM (64 recommended)
 - 28.8 kbps modem (56K recommended)
 - Sound Card & Speakers
 - Recommended Browser: Safari 3.0
 - Recommended Browser: Mozilla Firefox 2.0
 - Supported Browser: Safari 2.0
 - Supported Browser: Mozilla Firefox 3.0
- *NOTE: Students who enroll in online courses for the MIBC program must have a PC (not a Mac) and high-speed internet access (not modem).
- Complete the application only once but check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as you have access to your courses;
- Understand that student participation and class activities occur weekly throughout the course.

Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

ORIENTATION

Students enrolling in the online programs will be required to participate in an online orientation course developed by Everest University. The orientation course includes information on Everest University and the online degree programs, how to use the University system to access academic advisors and other services, how to access the course and find the syllabus, and how to use the major platform tools. In addition there is an online orientation course developed by eCollege that further explains the course tools and their use.

PARTICIPATION POLICY

The educational programs of Everest University are designed to provide students the opportunity to seek career-oriented learning with a general education background and to develop intellectually and socially in their careers and as citizens in a world of increasing technological and cultural diversity. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent participation in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer-assisted instruction
- Presenting material (oral or written)
- Simulations
- Viewing instructional media
- A survey evaluating the course material, text, and instructor performance
- A tutorial session
- Instructor lecture or demonstration
- Attending a guest lecture
- Participating in role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress
- Completing a course assignment, including research, projects, and journalizing

Success relies heavily on consistent and meaningful participation in the above-defined class-related/academic activities. Importance is placed on mirroring the model of the workplace to reinforce the importance of consistent participation in the classroom and the expectation of consistent attendance/participation in the workplace. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

ONLINE LIBRARY

The University Online Library supports the curriculum and provides information for online students, faculty, and staff through information and reference materials and through electronic access with the Central Florida Library Consortium, the Tampa Bay Library Consortium, and the Library and Information Resources Network (LIRN).

ONLINE PROGRAM TUITION AND FEES

Tuition and fees information can be found in Appendix B: Tuition and Fees in this catalog.

The tuition and fees listed in Appendix B will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover tuition cost and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the drop/add period by the then current tuition rate for that number of credit hours.

Tuition will be charged on a quarterly basis. A \$25 down payment will be charged to all students their first quarter. The first quarter fee must be paid by cash, check, or credit card. Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Tuition and Fees section of this catalog in Appendix B.

WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the University are requested to notify the University in writing as to why and when the withdrawal is necessary and to complete all necessary paperwork with the University. Failure to do so will delay out-processing and may result in a delay of any refund that may be due the student or the funding source.

Withdrawal from any individual course must be approved by the Student Services Director. Upon withdrawal, grades will be assigned in accordance with the applicable Grading System.

READMISSION OF WITHDRAWN STUDENTS

Withdrawn students requesting reentry must petition the Readmission Committee. Information concerning the readmission procedure may be obtained by calling the Online Student Services Director. If a student is permitted reentry, the student must normally meet all conditions of the catalog and tuition and fee structure in effect at the time of readmission. The reentry student may petition the Online Student Services Director for permission to reenter under his or her prior catalog curriculum. The Online Student Services Director will make the final determination on all such petitions.

GRIEVANCE POLICY

In the event a student feels his/her rights have been violated, the following procedures should be followed:

1. The student must first try to resolve the issue with the University staff or faculty member involved.
2. If the matter is not resolved, the student should schedule a telephone meeting with the Online Dean of Student Services.

ONLINE PROGRAMS

3. If the matter is still not resolved, the student should request in writing or via e-mail, through the Campus President, a grievance hearing that will give him/her an opportunity to present his/her position and supporting documentation. This hearing will be conducted by telephone. A Grievance Committee is selected by the President and is comprised of five (5) disinterested persons from the faculty and administration, plus the President (as a non-voter). The Director of Online Learning may also be a member of the Committee. After the hearing, the Committee shall make a decision by a simple majority vote and communicate, in writing, the decision to the President. The President will notify the student of the resolution of the grievance.

Those individuals other than active students who may wish to lodge a complaint against the University are required to follow the steps below:

1. The individual must first try to resolve the issue of concern with the staff or faculty member involved.
2. If the matter is not resolved, the individual should schedule a meeting with the Online Dean of Student Services.
3. If the matter is still not resolved, the individual should request in writing a telephone meeting with the Campus President in which he/she will be given an opportunity to present his/her position and supporting documentation, if applicable. After review and consideration of the issues, the President will notify the complainant of the decision.

It is the philosophy of the University that all complaints be handled by individual campus management. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or email studentservices@cci.edu.

If a student feels that the University has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780

ONLINE PROGRAMS



Accounting

Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units

V 1

Accounting is the language of business, and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

The Bachelor of Science in Accounting program prepares students to measure and communicate the financial position of an enterprise and provide advice on taxation, management services, and the analysis of information systems.

Course Code		Course	Associate's Degree Quarter Credit Hrs.	Bachelor's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	4.0
CGS	2167C	Computer Applications	4.0	4.0
SLS	1321	Career Skills	2.0	2.0
Associate's students choose 8 credits from the following: Bachelor's degree students choose 10 credits from the following:				
LIS	2004	Introduction to Internet Research	2.0	2.0
MAN	2031	Let's Talk Business	2.0	2.0
OST	2335	Business Communications	4.0	4.0
MTB	1103	Business Math	4.0	4.0
CGS	2510C	Applied Spreadsheets	4.0	4.0
TOTAL QUARTER CREDIT HOURS			18.0	20.0
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4.0	4.0
APA	2121	Principles of Accounting II	4.0	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0	4.0
ACG	2021	Introduction to Corporate Accounting	4.0	4.0
APA	2141	Computerized Accounting	4.0	4.0
ACO	1806	Payroll Accounting	4.0	4.0
ACG	2551	Non-Profit Accounting	4.0	4.0
TAX	2000	Tax Accounting	4.0	4.0
MAN	1030	Introduction to Business Enterprise	4.0	4.0
SLS	1392	Workplace Relationships		2.0
BUL	2131	Applied Business Law	4.0	
ACG	3103	Intermediate Accounting I		4.0
ACG	3113	Intermediate Accounting II		4.0
ACG	3123	Intermediate Accounting III		4.0
ACG	3341	Cost Accounting I		4.0
ACG	3351	Cost Accounting II		4.0
ACG	4201	Consolidation Accounting		4.0
ACG	4632	Auditing I		4.0
TAX	4001	Federal Taxation I		4.0
TAX	4011	Federal Taxation II		4.0
BUL	2131	Applied Business Law -OR		4.0
BUL	3246	Business Law I -OR		
BUL	3247	Business Law II		
MAN	3554	Workplace Continuity & Contingency Planning		4.0
Choose two courses from the following:				
CGS	2510C	Applied Spreadsheets	4.0	4.0
FIN	1103	Introduction to Finance	4.0	4.0
ACG	2178	Financial Statement Analysis	4.0	4.0
MAN	2021	Principles of Management	4.0	4.0
TOTAL QUARTER CREDIT HOURS			48.0	90.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	4.0

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Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
ENC	1102	Composition II	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
SPCP	2300	Fundamentals of Interpersonal Communication	4.0		4.0	
AML	2000	Introduction to American Literature	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
AMH	2030	20 th Century American History			4.0	
SYG	2000	Principles of Sociology			4.0	
CPO	4004	Global Politics			4.0	
SOP	4005	Social Psychology			4.0	
STA	2014	Statistics			4.0	
ENC	3211	Report Writing			4.0	
TOTAL QUARTER CREDIT HOURS				30.0		62.0
APPROVED ELECTIVE REQUIREMENTS						
In consultation with the Academic Advisor, Registrar, or Academic Dean, the Bachelor's student will select 20.0 elective credits to achieve a balanced educational program. A minimum of 8.0 credits must be selected from general business or accounting courses.					20.0	
TOTAL QUARTER CREDIT HOURS						20.0
TOTAL PROGRAM CREDIT HOURS				96.0		192.0



Applied Management
Associate of Applied Management Degree
 24 months – 970 hours – 96 credit units

V1

The **Associate of Applied Management** programs are offered for those students who have completed a diploma from an accredited post-secondary institution and whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, computer applications, and business law. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Course Number	Course Name	Total Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Total Credit Hours		10.0
Major Core Requirements – All Concentrations		
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
APA 2111	Principles of Accounting I	4.0
BUL 2131	Applied Business Law	4.0
	Major Core Electives*	36.0
Associate's students choose 8 units from the following:		
MAN 2300	Introduction to Human Resources	4.0
FIN 1103	Introduction to Finance	4.0
MAR 2305	Customer Relations and Servicing	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
Total Credit Hours		60.0
General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
SLS 1505	Basic Critical Thinking	2.0
PSY 2012	General Psychology	4.0
ECOP 1021	General Economics	4.0
EVS 1001	Environmental Science	4.0
Total Credit Hours		26
Total Credit Hours Required for Graduation		96

*Major Core Electives: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 36 transferable major core credits will be required to select additional courses from the business and management areas.

ONLINE PROGRAMS



Applied Management
Bachelor of Applied Management Degree
 24 months – 96 credit units

V 1

The Bachelor of Applied Management integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment. The program is open to those who have earned an approved certificate, diploma, AS, or AAS degree in a field of applied science.

Course Code	Course	Quarter Credit Units	
COLLEGE CORE			
CGS 2167C	Computer Applications	4.0	
MAN 2031	Let's Talk Business	2.0	
	TOTAL COLLEGE CORE		6.0
MAJOR CORE			
MAN 2021	Principles of Management	4.0	
FIN 1103	Introduction to Finance	4.0	
MAR 1011	Introduction to Marketing	4.0	
SBM2000	Small Business Management	4.0	
MAN 3344	Principles of Supervision	4.0	
MAN 3554	Workplace Continuity & Contingency Planning	4.0	
MAN 3100	Human Relations in Management	4.0	
ACG 3073	Accounting for Managers	4.0	
MAN 4701	Business Ethics	4.0	
MAN 4302	Management of Human Resources	4.0	
MAR 3310	Public Relations	4.0	
MAN 4734	Contemporary Management	4.0	
MANP 4501	Applied Management Senior Capstone Experience	4.0	
	Additional Major Core**	40.0	
	TOTAL MAJOR CORE:		92.0
GENERAL EDUCATION			
SLSP 3130	Principles and Applications of Adult Learning	4.0	
ENC1101	Composition I	4.0	
ENC1102	Composition II	4.0	
SPCP 2300	Fundamentals of Interpersonal Communication	4.0	
MAT1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
	General Education Electives	24.0	
	Must include at least one course from each of the following subject areas:		
	Communications/Humanities		
	Math/Science		
	Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:		54.0
	ELECTIVE REQUIREMENT**	40.0	40.0
	TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:		192.0

General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
 - may include: STA 2014

**Additional Major Core: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40 transferable major core credits will be required to select additional courses from the business and management areas.

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In the event that a student transfers more than 40 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40 credit requirement. For example, a student who transfers 50 major core credits may have his/her Elective requirement reduced by 10 credits.

Upper Division Requirement: Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.



Business

Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units

V 2

The Bachelor and Associate in Science in Business programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management. The Bachelor of Science in Business with Business Administration concentration offers additional coursework in finance and investments, management, strategic planning, and other advanced topics that will prepare the graduate of this program for entry- to mid-level positions in business, industry, and government.

Management

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry, and government. The Bachelor of Science in Business with Management concentration offers advanced coursework in management and related topics, helping to develop the diversity of knowledge and skills necessary to attain success in the business management field. Graduates of this program will be prepared for entry to mid-level supervisory and management positions in business, industry, and government.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government. The Bachelor of Science in Business with Marketing concentration offers additional studies in such areas as marketing research, consumer behavior, promotional strategies, and international marketing. The graduate of this program will be prepared for entry- to mid-level marketing positions in business, industry, and government.

International Business

International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce. The Bachelor of Science degree in Business with concentration in International Business provides students with business tools for understanding and dealing in foreign markets. The graduate of this program will be prepared for entry-level and middle-management positions in companies involved in international business.

Course Code		Course	Associate's Degree Quarter Credit Hrs.		Bachelor's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS						
SLS	1105	Strategies for Success	4.0			
CGS	2167C	Computer Applications	4.0		4.0	
SLS	1321	Career Skills	2.0			
Choose appropriate credits from the following list:			Associate's 4credits			
OST	2335	Business Communications	4.0			
LIS	2004	Introduction to Internet Research	2.0			
CGS	2501	Applied Word Processing	4.0			
CGS	2510C	Applied Spreadsheets	4.0			
MTB	1103	Business Math	4.0			
TOTAL COLLEGE CORE CREDIT HOURS				14.0		4.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS						
MAN	1030	Introduction to Business Enterprise	4.0		4.0	
MAN	2021	Principles of Management	4.0		4.0	
BUL	2131	Applied Business Law	4.0		4.0	
MAN	2300	Introduction to Human Resources	4.0		4.0	
MAR	1011	Introduction to Marketing	4.0		4.0	
APA	2111	Principles of Accounting I	4.0		4.0	
APA	2121	Principles of Accounting II	4.0		4.0	

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ECO	3007	Macroeconomics			4.0	
ECO	3028	Microeconomics			4.0	
MAN	3554	Workplace Continuity & Contingency Planning			4.0	
MANP	2501	Capstone Experience	4.0			
MANP	4501	Applied Management Senior Capstone Experience-BS			4.0	
And one of the following 4 concentrations:						
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
FIN	1103	Introduction to Finance	4.0		4.0	
MAR	2305	Customer Relations and Servicing	4.0		4.0	
FIN	3005	Principles of Finance			4.0	
FIN	3501	Investments			4.0	
MAR	3310	Public Relations			4.0	
MAN	3344	Principles of Supervision			4.0	
MAN	4701	Business Ethics			4.0	
MAN	4764	Business Policy and Strategy			4.0	
GEB	4361	Management of International Business			4.0	
MAN	3100	Human Relations in Management			4.0	
Choose 2 of the following courses:						
MAN	2727	Strategic Planning for Business	4.0		4.0	
ACG	2178	Financial Statement Analysis	4.0		4.0	
ACG	2021	Introduction to Corporate Accounting	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0		4.0	
TOTAL MAJOR CORE CREDIT HOURS				48		92
OR						
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2305	Customer Relations and Servicing	4.0		4.0	
FIN	1103	Introduction to Finance	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
MAN	2604	Introduction to International Management	4.0		4.0	
MAN	3100	Human Relations in Management			4.0	
MAN	3344	Principles of Supervision			4.0	
ACG	3073	Accounting for Managers			4.0	
MAN	4701	Business Ethics			4.0	
MAN	4302	Management of Human Resources			4.0	
MAN	4400	Labor Relations and Collective Bargaining			4.0	
MAN	4764	Business Policy and Strategy			4.0	
MAR	3503	Consumer Behavior			4.0	
TOTAL MAJOR CORE CREDIT HOURS				48		92
OR						
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2320	Advertising	4.0		4.0	
MAR	2141	Introduction to International Marketing	4.0		4.0	
MAR	2720	Marketing on the Internet	4.0		4.0	
SBM	2000	Small Business Management	4.0		4.0	
MAR	3310	Public Relations			4.0	
MAR	3400	Salesmanship			4.0	
MAR	3503	Consumer Behavior			4.0	
MAR	4333	Promotional Policies and Strategy			4.0	
MAR	4613	Marketing Research			4.0	
MAR	3156	Global Marketing			4.0	

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MAR	3231	Retailing			4.0	
MAR	4200	Marketing Channels and Distribution			4.0	
		TOTAL MAJOR CORE CREDIT HOURS		48		92
OR						
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS						
MAR	2141	Introduction to International Marketing	4.0		4.0	
MAN	2604	Introduction to International Management	4.0		4.0	
GEB	2353	International Competitiveness	4.0		4.0	
BUL	2261	International Business Law	4.0		4.0	
FIN	3005	Principles of Finance			4.0	
FIN	4602	International Business and Finance			4.0	
GEB	4363	Import/Export Management			4.0	
GEB	4352	International and Comparative Industrial Relations			4.0	
GEB	4361	Management of International Business			4.0	
MAR	3156	Global Marketing			4.0	
MAR	4156	International Marketing Analysis			4.0	
MAR	3310	Public Relations			4.0	
		TOTAL MAJOR CORE CREDIT HOURS		48		92
GENERAL EDUCATION REQUIREMENTS						
ENC	1101	Composition I	4.0		4.0	
ENC	1102	Composition II	4.0		4.0	
MAT	1033	College Algebra	4.0		4.0	
PSY	2012	General Psychology	4.0		4.0	
SPCP	2300	Fundamentals of Interpersonal Communication	4.0		4.0	
EVS	1001	Environmental Science	4.0		4.0	
SLS	1505	Basic Critical Thinking	2.0		2.0	
SLSP	3130	Principles and Applications of Adult Learning			4.0	
		General Education Requirements Must include at least one course from each of the following subject areas: Communications/Humanities, Math/Science, Social Science.			24.0	
		TOTAL QUARTER CREDIT HOURS		26		54
APPROVED ELECTIVE REQUIREMENT			8		42	
To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.						
		TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96		192
<p>** Students with less than 36 credits upon admission to the BS program are required to take SLS1105 Strategies for Success, as an elective in the first term of enrollment.</p> <p>General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:</p> <p>Communications/Humanities may include ENC 3211, AML 2000</p> <p>Social Sciences may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041</p> <p>Mathematics and Science may include: STA 2014</p>						



Computer Information Science

Associate in Science Degree

24 months – 96 credit units

V 2

The Associate in Science degree in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. AS degree students must complete the required coursework in the major core from one of the listed areas of concentration. The following describes each area of concentration.

Programming

This concentration provides coursework in computer programming and systems development, computer hardware, and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry level programmer.

Network Administration

The Network Administration concentration enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. Students in this concentration will gain hands-on experience with the hardware and software used in personal computers, learn to manage and direct network traffic, and develop system support skills that focus on installing, administering, and troubleshooting commonly used network hardware and software. This concentration helps prepare graduates for careers as Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

Web Design

The Web Design concentration covers the essential topics necessary to gain a complete understanding of the latest Internet and web site development technologies. Students learn all aspects of implementing an Internet and/or Intranet web site, including site planning and design, and will practice programming interactive web sites using the latest scripting languages and editing software. Graduates will develop a portfolio of their work and will have the opportunity to enter the job market as entry-level web designers in a variety of related positions and job titles.

Course Number	Course Name	Associates Degree Quarter Credit Hrs
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Choose one of following courses (students taking Web Design concentration must take Project Development and Let's Talk Business):		
CEN 1056	Project Development	2.0
OST 1141L	Keyboarding**	2.0
MAN 2031	Let's Talk Business	2.0
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CNT 1003C	Computer Networking Fundamentals	4.0
CTS 1110C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CIS 2321	Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives*	8.0
Choose one of the two-course language sequences in Visual Basic or C++ (4 credits each).		8.0
COP 2170C	Computer Programming – Visual Basic I	
COP 2171C	Computer Programming – Visual Basic II	
COP 2224C	Computer Programming – C++ I	
COP 2228C	Computer Programming – C++ II	
COP 2250C	Computer Programming – Java I	
COP 2805C	Computer Programming – Java II	
COPP 2280C	Computer Programming – C# I	
COPP 2281C	Computer Programming – C# II	
Total Quarter Credit Hours:		12.0
For Web Design students:		14.0

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Major Core Requirements – Programming Concentration			
APA 2111		Principles of Accounting I	4.0
APA 2121		Principles of Accounting II	4.0
BUL 2131		Applied Business Law	4.0
CNT 1003C		Computer Networking Fundamentals	4.0
CTS 1110C		Computer Operating Systems	4.0
CGS 1280C		Computer Hardware Concepts	4.0
COP 2010C		Programming Concepts	4.0
CGS 2461C		Fundamental Programming Techniques	4.0
CIS 2321		Introduction to the Systems Development Life Cycle	4.0
		Approved IT Electives*	8.0
Choose one of the following two-course language sequences in Visual Basic or C++ or Java or C# (4 credits each).			8.0
COP 2170C		Computer Programming – Visual Basic	
COP 2171C		Computer Programming – Visual Basic II	
COP 2224C		Computer Programming – C++ I	
COP 2228C		Computer Programming – C++ II	
COP 2250C		Computer Programming – Java I	
COP 2805C		Computer Programming – Java II	
COPP 2280		Computer Programming – C# I	
COPP 2281		Computer Programming Major Core – C# II	52.0
		Programming Major Core:	52.0
Major Core Requirements – Network Administration Concentration			
CTS	1110C	Computer Operating Systems	4.0
CGS	1280C	Computer Hardware Concepts	4.0
CNT	1003C	Computer Networking Fundamentals	4.0
CTS	1327C	Network Operating Systems-Client	4.0
CTS	1334C	Network Operating Systems-Server	4.0
CET	1605C	Network Routing I	4.0
CET	2607C	Network Routing II	4.0
CTS	2383C	Network Management	4.0
CTS	2386C	Network Infrastructure	4.0
CTS	2303C	Network Directory Services	4.0
CNT	2400C	Network Security Fundamentals	4.0
CTS 1110C		Computer Operating Systems	4.0
CGS 1280C		Computer Hardware Concepts	4.0
CNT 1003C		Computer Networking Fundamentals	4.0
CTS 1327C		Network Operating Systems-Client	4.0
CTS 1334C		Network Operating Systems-Server	4.0
CET 1605C		Network Routing I	4.0
CET 2607C		Network Routing II	4.0
CTS 2383C		Network Management	4.0
CTS 2386C		Network Infrastructure	4.0
CTS 2303C		Network Directory Services	4.0
CNT 2400C		Network Security Fundamentals	4.0
Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4 credits each).			8.0
CENP	2345C	Network Security	
CISP	2475	Designing Network Security	
CENP	2420	Implementing and Administering Databases	
CENP	2450	Database Design	
		NETWORK ADMINISTRATION MAJOR CORE	52.0
CENP 2345C		Network Security	
CISP 2475		Designing Network Security	
CENP 2420		Implementing and Administering Databases	
CENP 2450		Database Design	
		Network Administration Major Core:	52.0
Major Core Requirements – Web Design Concentration			
CNT	1003C	Computer Networking Fundamentals	4.0
COP	2010C	Programming Concepts	4.0

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CGS	2461C	Fundamental Programming Techniques	4.0	
CGS	1800C	Web Site Design Methodology	4.0	
CGS	1821C	Web Content Development	4.0	
COP	2840C	Content Generation – Scripting Languages	4.0	
CGS	2820C	Web Authoring	4.0	
CGS	2877C	Web Animation	4.0	
GRA	2225C	Graphic Design Using Adobe Photoshop	4.0	
CGS	2177C	E-Commerce Systems Administration	4.0	
CGS	2910C	Web Design Portfolio Project	2.0	
		Approved IT Electives*	8.0	
		WEB DESIGN MAJOR CORE		50.0
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP CTS and CET prefixes).				
CNT 1003C		Computer Networking Fundamentals	4.0	
COP 2010C		Programming Concepts	4.0	
CGS 2461C		Fundamental Programming Techniques	4.0	
CGS 1800C		Web Site Design Methodology	4.0	
CGS 1821C		Web Content Development	4.0	
COP 2840C		Content Generation – Scripting Languages	4.0	
CGS 2820C		Web Authoring	4.0	
CGS 2877C		Web Animation	4.0	
GRA 2225C		Graphic Design Using Adobe Photoshop	4.0	
CGS 2177C		E-Commerce Systems Administration	4.0	
CGS 2910C		Web Design Portfolio Project	2.0	
		Approved IT Electives*	8.0	
		Web Design Major Core:		50.0
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).				
		Approved Electives		8.0
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.				
General Education Requirements				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPCP	2300	Fundamentals of Interpersonal Communication	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
AML	2000	Introduction to American Literature	4.0	
		TOTAL QUARTER CREDIT HOURS		24.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0



Computer Information Science
Bachelor of Science Degree
 48 months
 192 credit units

V 2

The Bachelor of Science degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and database systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

Course Number	Course Name	Bachelors Degree Quarter Credit Hrs	
College Core Requirements			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2167C	Computer Applications	4.0
Choose one of the following courses:			
CEN	1056	Project Development	2.0
MAN	2031	Let's Talk Business	2.0
TOTAL QUARTER CREDIT HOURS			12.0
MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
BUL	2131	Applied Business Law	4.0
CNT	1003C	Computer Networking Fundamentals	4.0
CTS	1110C	Computer Operating Systems	4.0
CGS	1280C	Computer Hardware Concepts	4.0
COP	2010C	Programming Concepts	4.0
CGS	2461C	Fundamental Programming Techniques	4.0
CIS	2321	Introduction to the Systems Development Life Cycle	4.0
		Approved IT Electives*	8.0
Choose two of the two-course language sequences from the choices listed (4 credits each).			16.0
COP	2170C	Computer Programming – Visual Basic I	
COP	2171C	Computer Programming – Visual Basic II	
COP	2224C	Computer Programming – C++ I	
COP	2228C	Computer Programming – C++ II	
COP	2250C	Computer Programming – Java I	
COP	2805C	Computer Programming – Java II	
COPP	2280C	Computer Programming – C# I	
COPP	2281C	Computer Programming – C# II	
REQUIRED UPPER DIVISION COURSES			
CIS	3345	Database Concepts I	4.0
COP	3764C	Structured Query Language	4.0
COP	4724C	Database Application Development	4.0
CIS	3615	Designing Secure Software	4.0
CIS	3303C	Object-Oriented Analysis and Design	4.0
CTS	4107	Survey of Operating Systems	4.0
CIS	4329C	Senior Project: Systems Analysis and Design	4.0
CIS	4328C	Senior Project: Systems Implementation and Integration	4.0
PROGRAMMING MAJOR CORE			92.0
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).			
Approved Electives			32.0
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a Balanced educational program in keeping with the personal objectives and career ambitions of the student. 8 credits of the Approved Electives must be upper-division courses.			
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPCP	2300	Fundamentals of Interpersonal Communication	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0

ONLINE PROGRAMS

AML	2000	Introduction to American Literature	4.0	
SYG	2000	Principles of Sociology	4.0	
AMH	2030	20th Century American History	4.0	
ECO	3007	Macroeconomics	4.0	
ECO	3028	Microeconomics	4.0	
STA	2014	Statistics	4.0	
SOP	4005	Social Psychology	4.0	
CPO	4004	Global Politics	4.0	
ENC	3211	Report Writing	4.0	
		TOTAL QUARTER CREDIT HOURS		56.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				192.0



Criminal Investigations

Associate in Science Degree

24 months – 96 credit units

V 1

The Criminal Investigations associate degree program provides a broad understanding of the theoretical and scientific aspects of the investigative process. The program prepares graduates for entry-level career opportunities in law enforcement, private investigations, and/or security as evidence and crime scene technicians.

Course Code		Course	Associate's Degree Quarter Credit Hrs	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
TOTAL QUARTER CREDIT HOURS				10.0
MAJOR CORE REQUIREMENTS				
CJE	1640	Criminalistics I	4.0	
CJE	1641	Criminalistics II	4.0	
CJE	2673	Graphics & Documentation I	4.0	
CJE	2602	Graphics & Documentation II	4.0	
CJE	2671	Fingerprints Classification & Latents I	4.0	
CJE	2672	Fingerprints Classification & Latents II	4.0	
CJB	1712	Crime Scene Photography I	4.0	
CJB	1714	Crime Scene Photography II	4.0	
CJE	2676	Biological Evidence I	4.0	
CJE	2682	Biological Evidence II	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
The student will select 16 additional credits from the following courses:				
CJE	2678	Crime Scene Dynamics I	4.0	
CJE	2679	Crime Scene Dynamics II	4.0	
CJE	2690	Technology Crimes I	4.0	
CJE	2691	Technology Crimes II	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
TOTAL QUARTER CREDIT HOURS				16.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPCP	2300	Fundamentals of Interpersonal Communication	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
TOTAL QUARTER CREDIT HOURS				30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0



Criminal Justice
Associate in Science Degree
 24 months – 96 credit units

V 1

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
TOTAL QUARTER CREDIT HOURS				10.0
MAJOR CORE REQUIREMENTS				
BUL	2131	Applied Business Law	4.0	
CCJ	1017	Criminology	4.0	
CCJ	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
CJE	1600	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CJD	2250	Introduction to Interviews and Interrogations	4.0	
DSC	2002	Introduction to Terrorism	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
Associate's degree students will take 12.0 credits from following courses:				
CJE	2100	Policing in America	4.0	
CCJ	2679	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CJE	2670	Introduction to Forensics	4.0	
CCJ	1910	Career Choices in Criminal Justice	4.0	
TOTAL QUARTER CREDIT HOURS				12.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPCP	2300	Fundamentals of Interpersonal Communication	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
TOTAL QUARTER CREDIT HOURS				34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0



Criminal Justice

Bachelor of Science Degree (Optional concentration in Criminal Investigations or Homeland Security)
48 months – 192 credit units

V 2

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The program is offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with junior standing and can complete the Bachelors with an additional 96 credits. Students also have the option to pursue a concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

Course Code	Course	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE			
CCJ 1024	Introduction to Criminal Justice	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 1620	Criminal Investigations	4.0	
CJL 2130	Criminal Evidence	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CJD 2250	Introduction to Interviews and Interrogation	4.0	
DSC 2002	Introduction to Terrorism	4.0	
CCJ 2358	Criminal Justice Communications	4.0	
CCJ 3450	Criminal Justice Management	4.0	
CCJ 4656	Gang Activity and Drug Operations	4.0	
CCJ 3334	Alternatives to Incarceration	4.0	
DSC 3214	Catastrophic Event Response Planning	4.0	
CJE 4668	Computer Crime	4.0	
CJL 3215	Concepts of Criminal Law	4.0	
CCJP 4400	Criminal Justice Senior Capstone Experience	4.0	
CCJ 3675	Women, Crime, and Criminal Justice	4.0	
CCJ 3666	Victimology	4.0	
CCJ 4054	Criminal Justice Ethics and Liability	4.0	
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	4.0	
CCJ 4127	Criminal Justice in the Community	4.0	
INVP 3100	Theoretical Aspects of Conspiracy Investigations	4.0	
INVP 3500	Private Investigation I	4.0	
INVP 3300	Methodology of Economic Crimes	4.0	
TOTAL MAJOR CORE CREDIT HOURS:			92.0
GENERAL EDUCATION			
SLSP 3130	Principles and Applications of Adult Learning	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
SPCP 2300	Fundamentals of Interpersonal Communication	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
General Education Electives*		24.0	
Must include at least one course from each of the following subject areas:			
	Communications/Humanities		
	Math/Science		
	Social Science		
TOTAL GENERAL EDUCATION CREDIT HOURS:			54.0
APPROVED ELECTIVE REQUIREMENT		46.0	46.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:			192.0

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of SLSP 3130 -- Principles and Applications of Adult Learning. Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

All other students admitted to program: must complete the degree requirements as described below.

ONLINE PROGRAMS

Credits requirements for degree: students must complete a minimum of 192 credits in the major core, general education, and elective categories.

***General Education Requirements:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 28 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
 - may include: STA 2014

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

*To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.

Concentration in Investigations

Students completing the following courses as part of the degree will receive a concentration in Criminal Investigations. These courses may be taken to fulfill a portion of the elective requirement.

CJE 2678	Crime Scene Dynamics I	4.0
CJE 2679	Crime Scene Dynamics II	4.0
CJE 2673	Graphics and Documentation I	4.0
CJE 2602	Graphics and Documentation II	4.0
CJE 2690	Technology Crimes I	4.0
CJE 2691	Technology Crimes II	4.0
CJE 2676	Biological Evidence I	4.0
	TOTAL	28.0

Concentration in Homeland Security

Students completing the following courses as part of the degree will receive a concentration in Homeland Security. These courses may be taken to fulfill a portion of the elective requirement.

CJL 1110	Civil & Criminal Justice	4.0
DSC 1030	Tactical Communications	4.0
DSC 1011	Domestic & International Terrorism I	4.0
SCC 1102	Business & Ethics for Security Specialists	4.0
DSC 2210	Emergency Planning & Security Measures I	4.0
DSC 2008	Security: Principles, Planning & Procedures I	4.0
DSC 2812	Information Technology Security I	4.0
	Total	28.0

Master of Science in Criminal Justice Bridge Program

The Criminal Justice Department offers eligible students the opportunity to accelerate the completion of both a Bachelor of Science in Criminal Justice and a Masters of Science in Criminal Justice. The Bridge Program is designed to improve access to graduate education and is intended to decrease the repetition of material learned in the undergraduate program. It provides students the opportunity to take graduate level coursework while pursuing the baccalaureate degree. Up to twelve graduate credits may be used toward the completion of the undergraduate degree.

Students with a CGPA of 3.0 or better are eligible to apply to this program in their junior year. Qualified students in the program may take Masters-level courses during their senior undergraduate year. Students may apply by submitting a written request to their Department Chair. The approval of the campus Dean is required.

An articulation of course equivalents ensures that prerequisite requirements are met. Students are assigned faculty advisors to facilitate entrance into the program. Upon completion of the baccalaureate degree and successful completion of the Bridge Program, students will be granted advanced placement within the Masters of Science Program.

Bridge Program - Replace following BS coursework with related MS Coursework

CJ BS Core		
CCJ 3666	Victimology	4
CCJ 4054	Criminal Justice Ethics and Liability	4
CCJ 3675	Women, Crime, and Criminal Justice	4
MS Bridge Courses		
CCJ 5665	Victimology	4
CCJ 5489	Ethics in Criminal Justice	4
CCJ 5672	Women, Crime, and Criminal Justice	4



Higher Education Management

Bachelor of Science Degree

48 months – 192 credit units

V 1

This Bachelor of Science degree program is designed to provide successful graduates with the knowledge and tools needed to assume leadership positions within the private post-secondary school industry. The program combines coverage of general concepts common to the administration of schools in the higher education environment with coursework focusing on the management of a proprietary education college. Students have the opportunity to apply and integrate the knowledge and skills learned in the program through a series of project courses that address the typical challenges facing school managers in key functional areas, including Admissions, Academics, Placement, and Finance. Students who have earned an approved Associate of Arts degree may be enrolled with junior standing and may complete the Bachelors program by earning an additional 96 credits. Note: Enrollment in the program is currently limited to employees of Corinthian Colleges, Inc.

Course Code	Course	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE			
MAN 2021	Principles of Management	4.0	
BUL 2131	Applied Business Law	4.0	
APA 2111	Principles of Accounting I	4.0	
APA 2121	Principles of Accounting II	4.0	
MAN 2300	Introduction to Human Resources	4.0	
MAR 1011	Introduction to Marketing	4.0	
MAR 3310	Public Relations	4.0	
MAN 3100	Human Relations in Management	4.0	
FIN 3005	Principles of Finance	4.0	
MAN 4701	Business Ethics	4.0	
PSMP 2535	Introduction to Proprietary Education	4.0	
PSMP 3105	Higher Education Regulatory Environment	4.0	
PSMP 3200	Student Services and Retention in Proprietary Education	4.0	
PSMP 3300	Admissions and Public Relations for Proprietary Education	4.0	
PSMP 3400	Career Services in Proprietary Education	4.0	
PSMP 3600	Academic Affairs and Faculty Development	4.0	
PSMP 3510	Proprietary Education Financial Management	4.0	
PSMP 4100	Finance and Investments in Proprietary Education	4.0	
PSMP 4200	Proprietary Education Management and Leadership	4.0	
PSMP 4470	Business Policy and Strategy in Proprietary Education	4.0	
PSMP 4325	Project – Admissions and Public Relations	4.0	
PSMP 4425	Project – Academic Affairs and Placement	4.0	
PSMP 4525	Project – Finance, Strategy, and Org. Leadership	4.0	
TOTAL MAJOR CORE QUARTER CREDIT HOURS			92.0
GENERAL EDUCATION			
SLSP 3130	Principles and Applications of Adult Learning	4.0	
ENC1101	Composition I	4.0	
ENC1102	Composition II	4.0	
MAT1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
General Education Electives*		28.0	
Must include at least one course from each of the following subject areas:			
	Communications/Humanities		
	Math/Science		
	Social Science		
TOTAL GENERAL EDUCATION CREDIT HOURS:			54.0
APPROVED ELECTIVE REQUIREMENT		46.0	46.0
TOTAL QUARTER CREDIT HOURS FOR GRADUATION:			192.0

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Transfer students in this category have satisfied all elective and general education requirements, with the exception of SLSP 3130 --Principles and Applications of Adult Learning. Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

All other students admitted to program: must complete the degree requirements as described below.

Credits requirements for degree: students must complete a minimum of 192 credits in the Major Core, General Education, and Elective categories.

ONLINE PROGRAMS

***General Education Requirements:** In addition to the courses specified in the General Education section of the program outline, students must complete a total of 28 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
 - may include: STA 2014

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

Students may complete the requirements for the degree through a combination of transfer credit, coursework taken through the University, credit earned through the submission of an experiential learning portfolio, and credit by exam. Upon admittance to the program, the student will meet with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.



Legal
Criminal Justice
Criminal Investigations

Homeland Security
Associate in Science Degree
24 months – 96 credit units
Bachelor of Science Degree
48 months – 192 credit units

V 1

The Homeland Security program focuses on the issues of security, intelligence operations, emergency services and crisis management. The Homeland Security program is designed to serve three types of students:

- Students wishing to continue their education and pursue an upper level degree in an area of homeland security studies.
- Students wishing to secure employment in the field of corporate or government security.
- Professionals who need to increase their skills for their present duties.

The Homeland Security program provides a broad understanding of the intelligence cycle, business continuity cycle and security. The degree programs prepare graduates for entry-level career opportunities in corporate or government security operations.

The Associate in Science degree offers a broad range of skills training. The student is offered an interdisciplinary approach to the understanding of the mechanisms of intelligence, business continuity, crisis management, threat assessments and emergency services.

The Bachelor of Science degree in Homeland Security enhances the study of homeland security and expands into areas such as crisis management planning, contingency planning, and directing emergency response operations. Graduates are prepared for entry-level and middle management positions in government or corporate security.

Course Code	Course	Associate's Degree Quarter Credit Hrs	Bachelor's Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS			
SLS	1105 Strategies for Success	4.0	4.0
SLS	1321 Career Skills	2.0	2.0
SLS	1392 Workplace Relationships		2.0
CGS	2167C Computer Applications	4.0	4.0
TOTAL QUARTER CREDIT HOURS			12.0
MAJOR CORE REQUIREMENTS			
CJL	1110 Civil & Criminal Justice	4.0	4.0
DSC	2210 Emergency Planning & Security Measures I	4.0	4.0
DSC	2008 Security: Principles, Planning & Procedures I	4.0	4.0
DSC	2010 Security: Principles, Planning & Procedures II	4.0	4.0
DSC	1030 Tactical Communications	4.0	4.0
DSC	1011 Domestic & International Terrorism I	4.0	4.0
DSC	1005 Domestic & International Terrorism II	4.0	4.0
HSSP	1610 Emergency Medical Services & Fire Operations I	4.0	4.0
SCC	1102 Business & Ethics for Security Specialists	4.0	4.0
DSC	2812 Information Technology Security I	4.0	4.0
HSSP	3100 Critical Incident Management		4.0
HSSP	3200 Facilitating Psychological Support for Catastrophic Events		4.0
HSSP	3301 Case Study 1*		1.0
HSSP	4100 Post Catastrophic Event Documentation and Reporting*		4.0
HSSP	4200 Critical Issues in Hostage Negotiations		4.0
HSSP	4300 Current Events in Homeland Security Management		4.0
HSSP	3302 Case Study 2*		1.0
HSSP	3400 Anti-Terrorism Risk Assessment		4.0
HSSP	4400 Communications and Technology Security		4.0
CJE	4668 Computer Crime		4.0
DSC	3214 Catastrophic Event Response Planning		4.0
HSSP	4500 Weapons of Mass Destruction		4.0
HSSP	4600 Mass Casualty Management Planning		4.0
HSSP	4700 Capstone Simulation*		4.0
TOTAL QUARTER CREDIT HOURS			40.0
The Associates and Bachelor students will select 12 additional credits from the following courses:			
DSC	2211 Emergency Planning & Security Measures II	4.0	4.0
HSSP	1620 Emergency Medical Services & Fire Operations II	4.0	4.0
CJE	1600 Criminal Investigations	4.0	4.0
CCJ	2679 Introduction to Victims Advocacy	4.0	4.0
HSSP	2820 Information Technology Security II*	4.0	4.0
TOTAL QUARTER CREDIT HOURS			12.0
TOTAL QUARTER CREDIT HOURS			12.0

ONLINE PROGRAMS

The Bachelor students will take the following courses:					
CCJ	3666	Victimology			4.0
CCJ	3675	Women, Crime, and Criminal Justice			4.0
CCJ	4129	Cultural Diversity for Criminal Justice Professional			4.0
CJL	3215	Concepts of Criminal Law			4.0
TOTAL QUARTER CREDIT HOURS					16.0
GENERAL EDUCATION CORE REQUIREMENTS					
ENC	1101	Composition I	4.0		4.0
ENC	1102	Composition II	4.0		4.0
SYG	2000	Principles of Sociology	4.0		4.0
SPCP	2300	Fundamentals of Interpersonal Communication	4.0		4.0
MAT	1033	College Algebra	4.0		4.0
PSY	2012	General Psychology	4.0		4.0
ECO	3007	Macroeconomics			4.0
ECO	3028	Microeconomics			4.0
STA	2014	Statistics			4.0
SOP	4005	Social Psychology			4.0
CPO	4004	Global Politics			4.0
ENC	3211	Report Writing			4.0
SLS	1505	Basic Critical Thinking	2.0		2.0
AML	2000	Introduction to American Literature	4.0		4.0
EVS	1001	Environmental Science	4.0		4.0
AMH	2030	20 th Century American History			4.0
TOTAL QUARTER CREDIT HOURS					34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION					96.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION					192.0

*Not offered online



Medical Insurance Billing and Coding

Associate in Science Degree

24 months – 96 credit units

V 2

This program is designed to provide comprehensive skills in the administrative, insurance billing, and coding area of study. The program will take the student beyond the basic information adding depth in the many specialty areas of the Medical Insurance Billing industry. The hands on practical approach will give the student the experience and confidence needed to succeed in this highly specialized field. The degree prepares the graduate to be an entry-level professional in medical offices, clinics, hospitals, and associated medical facilities.

This program consists of 96 quarter credit hours including college core requirements, major core requirements, and general education requirements. In addition to completion of all didactic and hands-on courses, students are also required to participate in a 120-hour externship prior to graduation from the program.

Completion of the Medical Insurance Billing and Coding Program is acknowledged by the awarding of an A.S. Degree

Course Code	Course	Associate's Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS			
CGS 2167C	Computer Applications	4.0	
SLS 1105	Strategies for Success	4.0	
SLS 1321	Career Skills	2.0	
	TOTAL QUARTER CREDIT HOURS:		10.0
MAJOR CORE REQUIREMENTS			
HIM 2326C	Computer Applications for Medical Billing/Coding	4.0	
HSC 1531	Medical Terminology	4.0	
HSA 1553	Medical Law and Ethics	2.0	
BSC 2080	Anatomy and Physiology of the Body Systems	4.0	
MEA 2305	Medical Office Management and Compliance	4.0	
HIM 2260C	Introduction to Hospital Billing	4.0	
HSC 1524	Diseases of the Human Body	4.0	
HIM 2278C	Medical Finance and Insurance	4.0	
HIM 2272	Medical Insurance Billing	4.0	
MEAP 1301	Introduction to ICD-9 Coding	4.0	
MEAP 1305	Introduction to CPT Coding	4.0	
MEAP 2346	Advanced CPT Coding	4.0	
MEAP 2345	Third Party Payers	4.0	
MEAP 2348	Abstract Case Coding	2.0	
MEA 2246	Pharmacology for MIBC	4.0	
MAR 2305	Customer Relations and Servicing	4.0	
	TOTAL QUARTER CREDIT HOURS:		60.0
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPCP 2300	Fundamentals of Interpersonal Communications	4.0	
MAT1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
SLS 1505	Basic Critical Thinking	2.0	
EVS 1001	Environmental Science	4.0	
	TOTAL QUARTER CREDIT HOURS:		26.0
	PROGRAM TOTAL		96.0

ONLINE PROGRAMS



Paralegal
Associate in Science Degree
 24 months – 96 credit units

V 1

Graduates of the Paralegal Program are prepared, under the direction of an attorney, to interview, gather, review, and analyze factual situations; research the law; prepare and interpret legal documents; and conduct day-to-day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Legal Assistant/Paralegal Program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Code		Course	Associate's Degree Quarter Credit Hrs.	
COLLEGE CORE REQUIREMENTS				
CGS	2167C	Computer Applications	4.0	
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2501	Applied Word Processing	4.0	
		TOTAL QUARTER CREDIT HOURS		14.0
MAJOR CORE REQUIREMENTS				
PLA	1003	Introduction to Paralegal	4.0	
PLA	2363	Criminal Procedure and the Constitution	4.0	
PLA	1105	Legal Research and Writing I	4.0	
PLA	2106	Legal Research and Writing II	4.0	
PLA	2273	Torts	4.0	
PLA	2423	Contract Law	4.0	
PLA	2600	Wills, Trusts, and Probate	4.0	
PLA	2800	Family Law	4.0	
PLA	2763	Law Office Management	4.0	
PLA	2203	Civil Procedure	4.0	
		TOTAL QUARTER CREDIT HOURS		40.0
The Associate's student will select 8.0 credits from the following list:				
PLA	2460	Bankruptcy	4.0	
PLA	2930	Contemporary Issues and Law	4.0	
PLA	2433	Business Organizations	4.0	
PLA	2483	Introduction to Administrative Law	4.0	
PLA	2610	Real Estate Law	4.0	
PLA	2631	Environmental Law	4.0	
		TOTAL QUARTER CREDIT HOURS		8.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPCP	2300	Fundamentals of Interpersonal Communication	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
		TOTAL QUARTER CREDIT HOURS		34.0
Total Quarter Credit Hours Required for Graduation				96.0



Paralegal
Bachelor of Science Degree
 48 months – 192 credit units

V 2

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents, and conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies.

The Bachelor of Science degree in Paralegal enhances the study of law and legal research to permit graduates to further their legal knowledge while enhancing their opportunity for career advancement. The program is offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelors with an additional 96 credits.

The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Code		Course	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE				
Lower division				
PLA	1003	Introduction to Paralegal	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
PLA	1105	Legal Research and Writing I	4.0	
PLA	2106	Legal Research and Writing II	4.0	
PLA	2201	Civil Litigation I	4.0	
PLA	2224	Civil Litigation II	4.0	
PLA	2273	Torts	4.0	
PLA	2423	Contract Law	4.0	
Major Core Lower Division				32.0
Upper division				
PLA	3115	Legal Research and Writing III	4.0	
PLA	3570	International Law	4.0	
PLA	4473	Worker's Compensation and Employment Benefit Law	4.0	
PLA	4116	Legal Research and Writing IV	4.0	
PLA	4263	Rules of Evidence	4.0	
PLA	4274	Advanced Tort Law	4.0	
PLA	4523	Law and Medicine	4.0	
PLAP	4483	Administrative Law	4.0	
PLAP	3210	Elder Law	4.0	
PLA	4470	Employment Law	4.0	
CJL	3215	Concepts of Criminal Law	4.0	
CCJ	4054	Criminal Justice Ethics and Liability	4.0	
CCJ	4129	Cultural Diversity for Criminal Justice Professional	4.0	
INVP	3500	Private Investigations I	4.0	
PLAP	4400	Paralegal Senior Capstone Experience*	4.0	
Major Core Upper Division				60.0
TOTAL MAJOR CORE CREDIT HOURS				92.0
GENERAL EDUCATION				
SLSP	3130	Principles and Applications of Adult Learning	4.0	
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPCP	2300	Fundamentals of Interpersonal Communication	4.0	
MAT	1033	College Algebra	4.0	
SLS	1505	Basic Critical Thinking	2.0	
PSY	2012	General Psychology	4.0	
EVS	1001	Environmental Science	4.0	
General Education Electives**			24.0	
Must include at least one course from each of the following subject areas: Communications/Humanities Math/Science Social Science				
TOTAL GENERAL EDUCATION CREDIT HOURS:				54.0
APPROVED ELECTIVE REQUIREMENT:				46.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:				192.0

*Not offered online

ONLINE PROGRAMS

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of **SLSP 3130 --Principles and Applications of Adult Learning**. Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

All other students admitted to program: must complete the degree requirements as described below.

Credits requirements for degree: students must complete a minimum of 192 credits in the major core, general education, and elective categories.

****General Education Requirements:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENCP 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECOP 3013, ECO 3028
- Mathematics and Science
 - may include: STA 2014

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

****To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.**



Business Administration

Master of Science Degree

21 months – 56 credit units

V 1

The Master of Business Administration program enhances the students' effectiveness in business and industry through the continued acquisition and refinement of knowledge and skills. The MBA program emphasizes the development of critical thinking, initiative, independence, and responsibility necessary to achieve the heightened self-discipline, skill, and reasoning to become valued leaders in the business community. In addition, a graduate student may include an area of concentration by completing four (4) courses, from any one concentration category listed: Accounting, Human Resources Management, International Business or General Management.

Applicants whose undergraduate degrees are in a field outside the program area are encouraged to apply.

NOTE: Prerequisite foundation work may be required before selected higher level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses. Previous transcribed coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement.

Course Code		Course	Quarter Credit Hours	
PREREQUISITES				
ACG	5027	Financial Accounting –OR-	4.0	
APA	2111	Principles of Accounting I* -AND-	4.0	
APA	2121	Principles of Accounting II*	4.0	
ECO	5010	Economic Analysis of the Firm –OR-	4.0	
ECO	3028	Microeconomics* -OR-	4.0	
ECO	3007	Macroeconomics *	4.0	
QMB	5305	Statistics for Managers –OR-	4.0	
STA	2014	Statistics*	4.0	

*In some instances, previous undergraduate coursework, or courses available at an Everest University campus, can suffice for or be taken in lieu of meeting graduate prerequisite course requirements. Undergraduate prerequisites are not considered as credit toward the completion of the fifty-six (56) quarter credit MBA program.

Course Code		Course	Quarter Credit Hours	
GRADUATE CORE REQUIREMENTS (to be taken by all majors)				
MAN	5245	Organizational Behavior	4.0	
MAN	6307	Management of Human Resources	4.0	
QMB	5355	Quantitative Methods*	4.0	
MAN	5910	Business Research	4.0	
ISM	5026	Management Information Systems	4.0	
MAN	5066	Managerial Ethics	4.0	
FIN	6409	Financial Management*	4.0	
ECP	5705	Managerial Economics*	4.0	
MAR	5805	Marketing Management	4.0	
MAN	6721	Business Policy and Strategy	4.0	
TOTAL CREDIT HOURS				40.0

*All graduate students must meet prerequisite requirements prior to enrolling in selected accounting, economics, and quantitative methods coursework. Please refer to the prerequisite section for specific information.

A graduate student may include an area of concentration by completing 16 quarter credit hours from any one concentration category listed. A student electing not to choose a concentration (general MBA) would choose 16 quarter credit hours from any combination of categories listed.

Course Code		Course	Quarter Credit Hours	
ACCOUNTING CONCENTRATION*				
ACG	5405	Accounting Information Systems	4.0	
ACG	5216	Advanced Accounting Topics	4.0	
ACG	5647	Auditing II	4.0	
TAX	6065	Tax Research and Planning	4.0	
ACG	5516	Governmental Accounting	4.0	
TOTAL QUARTER CREDIT HOURS				16.0

ONLINE PROGRAMS

Course Code		Course	Quarter Credit Hours	
HUMAN RESOURCES MANAGEMENT CONCENTRATION				
MAN	5140	Managerial Decision Making	4.0	
MAN	5355	Managerial Assessment and Development	4.0	
MAN	5266	Management of Professionals	4.0	
MAN	5285	Organizational Development and Change	4.0	
TOTAL QUARTER CREDIT HOURS				16.0

INTERNATIONAL BUSINESS CONCENTRATION				
MAN	5601	International Business	4.0	
ECO	5709	International Economic Systems	4.0	
FIN	5609	International Finance	4.0	
MAR	5153	International Marketing	4.0	
TOTAL QUARTER CREDIT HOURS				16.0

GENERAL MANAGEMENT CONCENTRATION				
Students enrolled in the MBA program can elect not to choose a concentration (general management) by taking 16 quarter credit hours] from any combination of the courses listed for the areas of concentration above.				
TOTAL QUARTER CREDIT HOURS				16.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				56.0
* Students pursuing this concentration in anticipation of meeting state Florida CPA requirements must complete all elective coursework (5 courses) in the Accounting concentration.				

ONLINE PROGRAMS



Criminal Justice
Master of Science Degree
 21 months – 54 or 56 credit units

V 2

The Master of Science in Criminal Justice program is designed to meet the needs of a highly focused but multifaceted institution of American society, the criminal justice system. The program utilizes a multi-discipline approach to serve the variety of agencies/departments within the criminal justice community. The curriculum is designed to offer a balance of theory and application that will prove to be challenging to the student and useful in the field and focuses on law enforcement administration, corrections, juvenile justice, drug abuse, and abuse counseling.

COURSE CODE	COURSE	Quarter Credit Hours
Graduate CORE REQUIREMENTS		
CJL 5528	Law and the Legal System	4.0
CCJ 5489	Ethics in Criminal Justice	4.0
CCJ 5019	Crime and Criminology	4.0
CCJ 5702	Applied Research Methods	4.0
CCJ 5006	Overview of Criminal Justice	4.0
CCJP 5450	Critical Issues in Criminal Justice	4.0
CCJ 5704	Statistics For Criminal Justice	4.0
CCJ 5781	Writing for Research at the Graduate Level	2.0
CCJP 5000	Navigating Graduate School in Justice Studies	2.0
	TOTAL QUARTER CREDIT HOURS	32.0
ELECTIVES		
The Master of Science in Criminal Justice student will select four (4) additional courses from those listed below and complete a minimum of 16.0 quarter credit hours:		
CCJ 5405	Criminal Justice Management	4.0
CCJ 5408	Interpersonal Management Skills	4.0
CCJ 5665	Victimology	4.0
CCJ 5657	Substance Use, Crime, and Criminal Justice	4.0
CCJ 5672	Women, Crime, and Criminal Justice	4.0
CJC 5328	Correctional Systems and Institutions	4.0
CJC 5428	Counseling the Offender	4.0
CJE 5428	Community Oriented Policing	4.0
CJJ 5028	Juvenile Justice System	4.0
CJL 5069	Modern Constitutional Theory	4.0
	TOTAL QUARTER CREDIT HOURS	16.0
Exit Vehicle: Choose one of the two options:		
CCJP 6000	Criminal Justice Capstone	6.0
OR		
	Choose two additional courses from Electives, completing 8.0 quarter credit hours	8.0
	TOTAL QUARTER CREDIT HOURS	6.0 or 8.0
	TOTAL QUARTER CREDIT HOURS REQUIRED	54.0 or 56.0

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

Everest University uses the following course numbering system:

- 0000-0099 Preparatory courses
- 1000-2999 Lower division (first and second year) courses
- 3000-4999 Upper division (third and fourth year) courses
- 5000-6999 Graduate-level courses (open to graduate or post-Bachelor students only)

Students enrolled in Associate's degree programs primarily take courses in the lower division, although they are not restricted from taking upper division courses in order to fulfill program course requirements or elective course requirements, provided prerequisites, if any, are satisfied.

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Pursuant to SCNS requirements, the University informs the student of the following:

Courses in this catalog are identified by prefixes and numbers, many of which were assigned by Florida's SCNS. This numbering system is used by all public postsecondary institutions in Florida and 31 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which a student normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

Prefix	Level Code	Century Digit	Decade Digit	Unit Digit	Lab Code
	(first digit)	(second digit)	(third digit)	(fourth digit)	
SYG	1	0	1	0	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 35 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully complete SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution

- A. Courses not offered by the receiving institution
- B. Courses with the last three digits ranging from 900-999 (e.g., ART 2905)
- C. College preparatory and vocational preparatory courses
- D. Internships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999
- E. Applied performance or studio courses in Art, Dance, Interior Design, Music and Theatre
- F. Skills courses in Criminal Justice
- G. Graduate courses
- H. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Transfer Center, Toll Free: 877-727-0058 in the Campus Support Center or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427 or via the Internet at <http://scns.fldoe.org>.

COURSE DESCRIPTIONS

NOT ALL COURSES LISTED ARE AVAILABLE AT ALL LOCATIONS

<p>ACG 2021 Introduction to Corporate Accounting This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 2178 Financial Statement Analysis The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 2551 Non-Profit Accounting In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 3073 Accounting for Managers This course teaches the student how to use and interpret accounting information in day to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 3103 Intermediate Accounting I This is an upper level course for the serious accounting student. It is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on review of the value of money and accounting for cash and receivables. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 3113 Intermediate Accounting II This is a continuation and comprehensive study of financial accounting theory and applications. Emphasis is placed on accounting for inventories, long-term assets and liabilities, and stockholders' equity. Prerequisite: ACG 3103. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 3123 Intermediate Accounting III This is a continuation and comprehensive study of financial accounting concepts, applications, and the presentation of information in financial statements. Emphasis is placed on special topics in income determination and financial reporting. Concepts of revenue recognition, leases, pensions, accounting for income taxes and earnings per share are among the subjects to be studied. Prerequisite: ACG 3113. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 3341 Cost Accounting I This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 3351 Cost Accounting II This is a continuation of Cost Accounting I and includes in-depth studies of techniques and issues surrounding cost allocation methods, cost and variance analysis, and complex accounting problems. Prerequisite: ACG 3341. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 4201 Consolidation Accounting In this course students will study the major areas of emphasis in consolidation accounting which include business combinations, consolidation procedures, and foreign currency accounting. Prerequisite: ACG 3123. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 4251 International Accounting Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 4632 Auditing I This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures that enable the auditor to express an opinion on the fairness and reliability of financial statements. Prerequisite: ACG 3123. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 5027 Financial Accounting This is a survey course designed to provide an introduction and understanding of financial accounting. This course will include the basic accounting process required to make informed decisions based on financial statement information. Accounting is the language and scorecard of business. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 5216 Advanced Accounting Topics A study of advanced accounting subjects including multinational corporations, real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. Prerequisite: ACG 3123 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 5405 Accounting Information Systems Development and application of accounting information system, including analysis, design, control concepts, and implementation. Emphasis is placed upon developing students' abilities to understand the processing of accounting data in the computer environment and the controls that are necessary to assure accuracy and reliability of the data processed by the accounting system. ACG 3123 or equivalent. Prerequisite None. Lec. Hrs. 040 Lab. Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 5516 Governmental Accounting An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations. Prerequisite: ACG 3123 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACG 5647 Auditing II A continuation of ACG 4632. Advanced study of auditing in an EDP environment. Planning, evaluation of internal controls, use of computer audit techniques, statistical sampling, documentation, and communication of audit findings will be emphasized. Prerequisite: ACG 3123 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>
<p>ACO 1806 Payroll Accounting This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hrs</p>

AMH 2030 20th Century American History A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs
AMH 2070 History of Florida An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs
AML 2000 Introduction to American Literature This course concentrates on the major writers of modern American literature. Prerequisite: None. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs
APA 2111 Principles of Accounting I Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs
APA 2121 Principles of Accounting II This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs
APA 2141 Computerized Accounting This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
APA 2161 Introductory Cost/Managerial Accounting This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs
APAP 3320 Accounting and Control for Hospitality This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs
ART 1300C Principles of Drawing I An introduction to the basic principles, material and techniques necessary to develop skills in drawing. Emphasis is placed on basic shapes, perspective and composition. Descriptive and proportional accuracy as well as development of observational utility is discussed. Prerequisite None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
ART 1301C Principles of Drawing II An amplification of the theories introduced in Principles of Drawing I with the addition of color theory and color techniques, which are explored in practical application. Emphasis is placed on increasing students' knowledge of the visual relationship between object and image. Prerequisite: ART 1300C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
ART 2330C Anatomy and Figure Drawing An initial study of drawing fundamentals as they apply to the human form and its structure. Students work in various media concentrating on gesture, contour, volume, mass and proportional accuracy. Prerequisite: ART 1301C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
BSC 1085: Anatomy and Physiology I This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: HSC 1531 (Except for nursing students). Lecture Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0.	4.0 Quarter Credit Hrs
BSC 1086: Anatomy and Physiology II This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisites: HSC 1531 (Except for nursing students) and BSC 1085. Lecture Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0.	4.0 Quarter Credit Hrs
BSC 2080 Anatomy and Physiology of Body Systems This course is the study of basic anatomy and physiology for the student who is preparing for a career in the health sciences. This course will provide the background science information needed for an understanding of anatomy and physiology. The content of this class begins with a description of a single cell and progresses through the various organ systems. Prerequisite: HSC 1531. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs
BSC 2085L Anatomy and Physiology I Laboratory This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Prerequisite: None. Lecture Hours: 0.0 Lab Hours: 20.0 Other Hours: 0.	2.0 Quarter Credit Hrs
BSC 2086L Anatomy and Physiology II Laboratory This course is a continuation of BSC 2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Prerequisite: BSC 2085. Lecture Hours: 0.0 Lab Hours: 20.0 Other Hours: 0.	2.0 Quarter Credit Hrs
BUL 2131 Applied Business Law This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs

BUL 2261 International Business Law	4.0 Quarter Credit Hrs
This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
BUL 3246 Business Law I	4.0 Quarter Credit Hrs
Law is studied in relation to the proper conduct of business, including consideration of the nature and source of law, courts, and courtroom procedure. The course includes a survey of the basic laws concerning contracts, agency, partnerships, and corporations. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
BUL 3247 Business Law II	4.0 Quarter Credit Hrs
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code. Prerequisite: BUL 3246. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CAP 2103 Biometrics	4.0 Quarter Credit Hrs
This course introduces biometrics, the emerging human recognition technology. Three primary characteristics of biometrics will be explored: security, convenience, and cost. These characteristics will be applied in perspective to human beings and the efficiency of using such systems as authentication mechanisms. Prerequisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1017 Criminology	4.0 Quarter Credit Hrs
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1024 Introduction to Criminal Justice	4.0 Quarter Credit Hrs
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1620 Criminal Investigations	4.0 Quarter Credit Hrs
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1910 Career Choices in Criminal Justice	4.0 Quarter Credit Hrs
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2250 Constitutional Law for the Criminal Justice Professional	4.0 Quarter Credit Hrs
This course examines the United States Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2306 Introduction to Corrections	4.0 Quarter Credit Hrs
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2358 Criminal Justice Communications	4.0 Quarter Credit Hrs
This course will introduce the students to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2501 Juvenile Justice	4.0 Quarter Credit Hrs
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2679 Introduction to Victims Advocacy	4.0 Quarter Credit Hrs
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2943 Current Issues in Criminal Justice	4.0 Quarter Credit Hrs
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024 for Criminal Justice majors (none for Criminal Investigation majors). Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 3334 Alternatives to Incarceration	4.0 Quarter Credit Hrs
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 3450 Criminal Justice Management	4.0 Quarter Credit Hrs
An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 3666 Victimology	4.0 Quarter Credit Hrs
This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 3675 Women, Crime, and Criminal Justice	4.0 Quarter Credit Hrs
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered. Prerequisite: CCJ 1024 (DSC 2010 for HS Major) Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJ 4054 Criminal Justice Ethics and Liability	4.0 Quarter Credit Hrs
The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored. Prerequisite: CCJ 1024 (PLA 1003 for Paralegal major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4127 Criminal Justice in the Community	4.0 Quarter Credit Hrs
This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4129 Cultural Diversity for Criminal Justice Professional	4.0 Quarter Credit Hrs
This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisite: CCJ 1024 (DSC 2010 for HS Major; PLA 1003 for Paralegal major) Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4656 Gang Activity and Drug Operations	4.0 Quarter Credit Hrs
This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5006 Overview of Criminal Justice	4.0 Quarter Credit Hrs
This course is designed to provide students with a broad overview of criminal justice and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the criminal justice system as a whole, its component parts, and its most significant processes. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5019 Crime and Criminology	4.0 Quarter Credit Hrs
This course provides an examination of the major theories in criminology and their application to understanding crime and responses to the crime problem. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5405 Criminal Justice Management	4.0 Quarter Credit Hrs
Various concepts and methods of criminal justice management are explored in detail. Using a variety of justice system agencies as examples, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5408 Interpersonal Management Skills	4.0 Quarter Credit Hrs
This course is designed to increase knowledge and competence in managing interpersonal interaction in a variety of professional settings. Strategies and styles of conflict resolutions are examined, as well as techniques for motivating colleagues and clients. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5489 Ethics in Criminal Justice	4.0 Quarter Credit Hrs
An overview of ethical theory, doctrines, and controversies in the field of criminal justice. Emphasis will be placed upon the dilemmas faced by criminal justice practitioners seeking to make appropriate ethical judgments and decisions. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5665 Victimology	4.0 Quarter Credit Hrs
Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5657 Substance Use, Crime, and Criminal Justice	4.0 Quarter Credit Hrs
This course is an examination of the social response to illegal use of mood-altering substances. Major initiation in law enforcement, courts, corrections, and substance abuse therapy will be discussed. In addition, preventive strategies will be described and evaluated, and informal methods of response to substance abuse considered. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5672 Women, Crime, and Criminal Justice	4.0 Quarter Credit Hrs
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will be covered. The continuing emergence of women in justice-related occupations will also be discussed. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5702 Applied Research Methods	4.0 Quarter Credit Hrs
This course provides an in-depth study of research methods designed to prepare students to conduct applied research in their major field of study in preparation for a research practicum, externship, thesis, or capstone. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5704 Statistics for Criminal Justice	4.0 Quarter Credit Hrs
This course examines the major concepts, techniques, applications, and interpretations of statistical methods in criminal justice. Emphasis is placed on understanding when various statistical techniques are appropriate, and interpretation of the results of such techniques. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5781 Writing for Research at the Graduate Level	2.0 Quarter Credit Hrs
This course permits students to begin to develop skills in reading and understanding research, writing research proposals, and writing formal research reports on original research. Emphasis will be placed on two important, yet often neglected, research methodologies. Prerequisite None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
CCJP 2288 Spanish for the Criminal Justice Professional	4.0 Quarter Credit Hrs
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CCJP 4400 Criminal Justice Senior Capstone Experience	4.0 Quarter Credit Hrs
The Senior Capstone course is designed to: (1) help seniors integrate the knowledge gained from their other required criminal justice courses, (2) assist them in developing analytical thinking skills through focusing on selected topics using a seminar approach, and (3) to support them in gaining a better understanding of the criminal justice profession and the role they may play in it. The capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the question and research context, produce appropriate evidence, subject the evidence to analysis, respond to critiques and provide advice and comments for other's research, organize oral and written presentations in response to fair and open critiques. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJP 4550 Criminal Justice Externship	4.0 Quarter Credit Hrs
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 Hrs. Lec Hrs 000 Lab Hrs. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 120	
CCJP 5000 Navigating Graduate School in Justice Studies	2.0 Quarter Credit Hrs
This course is designed to provide students with a basic knowledge of what the successful graduate student needs by establishing the transition from passive to active learning strategies and techniques. Transition will be achieved through addressing psychological, philosophical and mechanical processes in graduate studies. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
CCJP 5450 Critical Issues in Criminal Justice	4.0 Quarter Credit Hrs
A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJP 6000 Criminal Justice Capstone	6.0 Quarter Credit Hrs
The Criminal Justice Capstone is a comprehensive assessment of knowledge and skills required for successful performance in a variety of related organizations. This course consists of a portfolio development project that encompasses scholastic and personal self assessment, writing, and peer review. This class must be taken during the last two quarters of the program. Lec. Hrs. 060 Lab Hrs. 000 Other Hrs. 000	
CEN 1056C Project Development	2.0 Quarter Credit Hrs
This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
CEN 1301C Core Technologies	4.0 Quarter Credit Hrs
This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies. Prerequisite: CGS 1283C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CEN 2304C Windows NT Enterprise	4.0 Quarter Credit Hrs
This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement. Prerequisite: CTS 1334C Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CEN 2328 Internet Information Server	2.0 Quarter Credit Hrs
This course prepares students to implement, administer, and manage Microsoft's Internet Information Server to provide secure, managed access for organizations to the Internet to conduct business. An emphasis of the course will be on internal communications and data access using the Internet. Important topics will be Internet and network security. Prerequisite: CEN 1301C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
CEN 2506C Multiplatform Networking	4.0 Quarter Credit Hrs
This course prepares students to install, configure, and troubleshoot multiple networks internetworking in a multiplatform environment. Topics such as internetworking multiple vendor network software with associated hardware requirements will be covered. Peripherals such as printers, their diagnostics, and their troubleshooting in a multiplatform environment will be covered. Prerequisites: CEN 2504C and CEN 2304C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CEN 2507C Installation and Configuration for Networks	4.0 Quarter Credit Hrs
This course presents a practical, in-depth study of the techniques for installing, configuring, and troubleshooting hardware and software issues for networks. Students will prepare computers for networks with such activities as: 1) partitioning hard disks, 2) installing hardware such as network interface cards and cables, 3) installing software such as network operating system and drivers, and 4) adding peripherals such as printers to the network. Students will observe symptoms and then isolate problems to discern and correct network failure. Extensive practice in configuring and troubleshooting networks and installing application software. Prerequisite: CEN 1503C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CENP 1800 Diagnostics and Troubleshooting	2.0 Quarter Credit Hrs
This course builds on the material covered in the two prerequisites to give students experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1280C and CTS 1110C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
CENP 2345C Network Security	4.0 Quarter Credit Hrs
This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of Lects and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: CTS 2303C, CTS 2383C and CNT 2400C. Lec. Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	

CENP 2420C Implementing and Administering Databases	4.0 Quarter Credit Hrs
This course covers essential topics necessary to enable students to set up and support a database server. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a database server. Prerequisite: CTS 1327C and CTS 1334C. Lec Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
CENP 2450C Database Design	4.0 Quarter Credit Hrs
This course builds on the fundamentals of database installation and administration and focuses upon the database objects present within a scalable database server. Students will become familiar with the programming objects available within a database and learn how to plan, design, create and manipulate the objects within a database. Prerequisites: CTS 1327C and CTS 1334C. Lec Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
CENP 2765 PKI Concepts and Planning	4.0 Quarter Credit Hrs
This course covers one of the most complex and required technologies in creating a trusted network infrastructure, Public Key Infrastructure (PKI) technology. Starting with an introduction to PKI, the course includes a detailed look into Cryptography, both Private and Public Key Exchange systems and into Digital Signatures and Digital Certificates. Prerequisite: CNT 2400C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CENP 2770 PKI Implementation	4.0 Quarter Credit Hrs
This course continues the discussion and implementation of Public Key Infrastructure (PKI) technologies to create a trusted network environment. Students will study the creation of a PKI policy and implement a PKI pilot. Prerequisite: CENP 2765. Lec Hrs. 030 Lab hrs 020 Other Hrs. 000	
CET 1605C Network Routing I	4.0 Quarter Credit Hrs
This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of Lec and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisite: CNT 1003C. Lec Hrs. 030 Lab Hrs. 020 Other Hrs 000	
CET 2607C Network Routing II	4.0 Quarter Credit Hrs
This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1605C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 1006C Essentials of Communications and Document Formatting	2.0 Quarter Credit Hrs
This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course. Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage. Prerequisite None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
CGS 1031C Introduction to Macintosh	4.0 Quarter Credit Hrs
An introduction to Macintosh computers using a graphics users environment. Prerequisite None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 1280C Computer Hardware Concepts	4.0 Quarter Credit Hrs
Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. No prerequisite. Lec Hrs: 30. Lab Hrs: 20.	
CGS 1514C Introduction to Spreadsheets	2.0 Quarter Credit Hrs
This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
CGS 1524C Introduction to Presentations	2.0 Quarter Credit Hrs
This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Prerequisite None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
CGS 1546C Introduction to Database	2.0 Quarter Credit Hrs
This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
CGS 1700C Introduction to Windows 98	4.0 Quarter Credit Hrs
This course provides an introduction to desktop computing. There is an emphasis on learning the software applications and accessories that is a part of the Microsoft Windows 98 operating system. Essential computing skills such as using icons, creating desktop shortcuts, performing system checkups and completing minor system diagnostics will be covered. Other topics that will be discussed include computer system architecture, virus protection software, multimedia software, and the Internet. Prerequisite None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 1800C Web Site Design Methodology	4.0 Quarter Credit Hrs
This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 1821C Web Content Development	4.0 Quarter Credit Hrs
This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisite: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

CGS 1882C Beginning Web Development with FrontPage 2000	4.0 Quarter Credit Hrs
This course is designed to cover the major features of FrontPage 2000. Students will create and work with web components, design a navigation structure, implement active components, work with Tasks view, work with links, and format and enhance Web pages. Students will also learn how to work with tables, themes, style sheets, frames, use components and forms, use web creation shortcuts, explore graphics and animation, and finalize and publish their web sites locally or remotely over the Internet. Throughout the course, the concept of automating web creation, and sharing design patterns is heavily discussed and exercised. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2167C Computer Applications	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec Hrs: 30.0 Lab Hrs: 20.0 Other Hrs: 0.0	
CGS 2177C E-Commerce Systems Administration	4.0 Quarter Credit Hrs
This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2461C Fundamental Programming Techniques	4.0 Quarter Credit Hrs
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudo code, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2501 Applied Word Processing	4.0 Quarter Credit Hrs
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lec Hrs 030 Lab Hrs 020 Other Hrs: 000	
CGS 2510C Applied Spreadsheets	4.0 Quarter Credit Hrs
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2642C Intermediate Database Management	4.0 Quarter Credit Hrs
This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries. Prerequisite: CGS 1546C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.	
CGS 2820C Web Authoring	4.0 Quarter Credit Hrs
Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content. Prerequisite: CGS 1800C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2823C Advanced Web Development with FrontPage 2000	4.0 Quarter Credit Hrs
This is a follow up for the "Beginning Web Development Using FrontPage 2000" course, and is designed to cover the advanced and professional features of FrontPage 2000. Throughout this intensive course, students will create, and work with web enhancements such as Audio/Video additions, generate graphically rich structures and documents, implement animated components, add HTML and DHTML tables to their web sites, work with advanced features of links, and format and enhance their web pages. Having a more advanced approach now, students will learn how to troubleshoot different web components such as tables, themes, style sheets, frames, and how to use embedded tools in FrontPage 2000. Prerequisite: CGS 1882C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2877C Web Animation	4.0 Quarter Credit Hrs
This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects. Prerequisite: CGS 2820C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGS 2910C Web Design Portfolio Project	2.0 Quarter Credit Hrs
This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site. Prerequisite: GRA 2225C and CGS 2877C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
CGS 4702C Operating Systems Programming	4.0 Quarter Credit Hrs
This course provides an understanding of contemporary operating system concepts by integrating the principles behind the design of all operating systems with how these are put into practice in the real world. A thorough discussion of operating concepts, using code examples, algorithms, and implementation issues is applied. Prerequisite: COP 2228C or COP 2281 or COP 2805C or COP 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CGSP 1500 Introduction to Business Databases	4.0 Quarter Credit Hrs
This course provides an overview of databases and their uses in today's business environments. Topics include fundamentals of the database modeling, design, creation, queries, database reports, and maintenance. Prerequisite: CGS 2167C. Lec Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
CGSP 3200 Project Management	4.0 Quarter Credit Hrs
This course provides practical lessons in project management. Bringing together theory and practice, the course provides an understandable, integrated view of many concepts, skills, tools, and techniques involved in project management. Prerequisite: CGS 2167C and junior standing. Lec Hrs: 30. Lab Hrs: 20. OtherHrs: 0.	

CIS 2252 Ethics in Computing	4.0 Quarter Credit Hrs
This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 2321 Introduction to the Systems Development Life Cycle	4.0 Quarter Credit Hrs
This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. No prerequisite. Lec Hrs: 40. Lab Hrs: 0.	
CNT 2400C Network Security Fundamentals	4.0 Quarter Credit Hrs
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. Prerequisite: CNT 1003C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CTS 2313C Internet Security and Acceleration (ISA) Server	4.0 Quarter Credit Hrs
This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection. Prerequisite: CTS 1334C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CIS 2513C Software Configuration Management	4.0 Quarter Credit Hrs
This course provides an overview and understanding of the Software Configuration Management process (SCM) and how it impacts quality software. The students will learn how to create an SCM implementation plan, decide what additional SCM tools are needed, and understand how to evaluate SCM tools currently on the market. Prerequisite: CIS 2321. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs 000	
CIS 2614 Software Quality Assurance	4.0 Quarter Credit Hrs
This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization. Prerequisite: CIS 2321. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 3303C Object-Oriented Analysis and Design	4.0 Quarter Credit Hrs
This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving. Students will utilize UML (Unified Modeling Language) for object-oriented modeling. Prerequisite: CIS 2321 and COP 2170C or COP 2224C or COP 2250C or COP 2280 or COP 2280C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CIS 3345 Database Concepts I	4.0 Quarter Credit Hrs
This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed. Prerequisite: CIS 2321. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 3512 Software Risk Management	4.0 Quarter Credit Hrs
This course provides a success formula for managing software risk, allowing companies to more easily deliver high-quality software on time and within budget. Also covered are the six disciplines for managing product development, steps to predictable risk management process results, and how to establish the infrastructure for a risk-aware corporate culture. Prerequisite: CIS 2321 and COP 2228C or COP 2805C or COP 2171C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 3615 Designing Secure Software	4.0 Quarter Credit Hrs
This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation-level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered. Prerequisites: CIS 3303 and COP 2171C or COP 2228C or COP 2281 or COP 2805C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CIS 4328C Senior Project: Systems Implementation & Integration	4.0 Quarter Credit Hrs
This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher-level programming languages such as C++, Visual Basic, or Java will be used. Prerequisite: CIS 3303C and Senior Standing. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.	
CIS 4329C Senior Project: Systems Analysis & Design	4.0 Quarter Credit Hrs
This course is the first of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Prerequisites: CIS 3303C and Senior Standing. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.	
CISP 1875 Novell Administration	4.0 Quarter Credit Hrs
This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CNT 1003C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CISP 2475C Designing Network Security	4.0 Quarter Credit Hrs
This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via Lec's and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisites: CTS 2303C, CTS 2383C and CNT 2400C. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.	
CISP 3150C Current Information Technology Topics	4.0 Quarter Credit Hrs
Designed to provide opportunities through reading, Lec's, discussions, and exercises for students to improve their proficiency as information technology professionals. Course may be repeated, but students may not take the same topic more than once. Prerequisite: Junior standing and approval of instructor. L Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.	

CISP 4020 Database Concepts II	4.0 Quarter Credit Hrs
This course has a strong systems emphasis and covers several advanced concepts in database systems, database analysis and design and database management. A PC-based DBMS package will be used as the basis for projects in which students will implement various parts of a relational DBMS. Key concepts: heap files, buffer manager, B+ trees, hash indexes, various join methods, and class interfaces. Prerequisite: CIS 3345. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CISP 4820 Information Systems Management	4.0 Quarter Credit Hrs
This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized. Prerequisite: CTS 1110C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJB 1712 Crime Scene Photography I	4.0 Quarter Credit Hrs
Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will become familiar with the history of photography and comprehend fundamental concepts of general camera use. The students will also be able to apply photography concepts and practical applications to vehicular accidents, vehicle examinations, and crimes against property. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJB 1714 Crime Scene Photography II	4.0 Quarter Credit Hrs
Upon successful completion of the course the students will be able to understand the role of a photographer in a crime scene. The students will comprehend fundamental concepts of general camera use and be able to apply photographic concepts and protocols to crimes against persons such as assault and homicide scenes, autopsy, and special issues covering arson, alternative light sources, and SMAT (Scars, Marks, and Tattoos). Prerequisite: CJB 1712. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJC 5328 Correctional Systems and Institutions	4.0 Quarter Credit Hrs
This course is designed to explore contemporary correctional management and the evolution of management theory in the field. Additionally, the impact of law, the media, and society on correctional administration will be examined. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJC 5428 Counseling the Offender	4.0 Quarter Credit Hrs
This course is designed to provide an understanding of correctional intervention, assessment and classification. The major systems of therapeutic intervention will be examined, and the impact of the intervention strategies will be examined. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJD 2250 Introduction to Interviews and Interrogations	4.0 Quarter Credit Hrs
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 1640 Criminalistics I	4.0 Quarter Credit Hrs
This course is designed to introduce the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined. Prerequisite None.	
CJE 1641 Criminalistics II	4.0 Quarter Credit Hrs
This course continues the introduction to the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined. Prerequisite: CJE 1640. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2100 Policing in America	4.0 Quarter Credit Hrs
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2602 Graphics & Documentation II	4.0 Quarter Credit Hrs
This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation. Prerequisite: CJE 2673. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2670 Introduction to Forensics	4.0 Quarter Credit Hrs
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2671 Fingerprints Classification & Latents I	4.0 Quarter Credit Hrs
Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints and legal aspects. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns and sections of the hand, terminology, obtain ten prints and major case prints, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2672 Fingerprints Classification & Latents II	4.0 Quarter Credit Hrs
Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns, terminology, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another and to demonstrate the ability to locate, process, and recover latent prints in the field and lab. Prerequisite: CJE 2671. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2673 Graphics & Documentation I	4.0 Quarter Credit Hrs
This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Prerequisite None. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	

CJE 2676 Biological Evidence I	4.0 Quarter Credit Hrs
This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2678 Crime Scene Dynamics I	4.0 Quarter Credit Hrs
This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisite None. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2679 Crime Scene Dynamics II	4.0 Quarter Credit Hrs
This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisite: CJE 2678. Lec. Hrs. 040 Lab Hrs 000 Other Hrs. 000	
CJE 2682 Biological Evidence II	4.0 Quarter Credit Hrs
This course will continue to discuss the biological evidence commonly found at crime scenes. Packaging, preservation, and care of biological evidence will be discussed. Chain of custody will be explained. Additional topics include DNA, case studies, courtroom testimony, and exhibits for the courtroom. Students will participate in a moot court and a mock crime scene. Prerequisite: CJE 2676. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2690 Technology Crimes I	4.0 Quarter Credit Hrs
At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices. Prerequisite None. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2691 Technology Crimes II	4.0 Quarter Credit Hrs
At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes. Prerequisite: CJE 2690. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	
CJE 4668 Computer Crime	4.0 Quarter Credit Hrs
This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance. Prerequisite: CCJ1024 (CGS2110 for HS Major) -or- CGS2167c (for non CJ majors) Lec Hrs: 040 Lec Hrs: 000 Other Hrs: 000	
CJE 5428 Community Oriented Policing	4.0 Quarter Credit Hrs
This course provides an analysis of contemporary issues in community policing. This includes an exploration of the dynamics of citizen-police interactions with regard to proactive policing methodologies. Examples of specific community policing programs will be examined through the use of a series of case studies, and the impact of community oriented policing will be discussed. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJJ 5028 Juvenile Justice System	4.0 Quarter Credit Hrs
This course is designed to provide students with an examination of the historical, cultural and legal foundations of juvenile justice. Current juvenile justice system practices will be discussed, and the effects of these practices analyzed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJJ 5568 Juvenile Correctional Alternative	4.0 Quarter Credit Hrs
This course will provide an overview of a broad range of community-based options available for the management and rehabilitation of delinquent youth in contemporary society. In addition, the impact of these options will be examined. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 1110 Civil & Criminal Justice	4.0 Quarter Credit Hrs
This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2130 Criminal Evidence	4.0 Quarter Credit Hrs
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 Lab Hrs. 000 Other Hrs. 000	
CJL 2134 Criminal Procedure and the Constitution	4.0 Quarter Credit Hrs
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 3215 Concepts of Criminal Law	4.0 Quarter Credit Hrs
This course covers the historical development and philosophy of criminal law. Discussion includes definitions, legal classifications of crimes, Constitutional provisions, legal research, study of case law, and significance of law as a social force. Prerequisite: CCJ 1024 (CJL 1110 for HS Major; PLA 1003 for Paralegal major). Lec. Hrs 040 Lab Hrs. 000 Other hrs. 000	
CJL 5069 Modern Constitutional Theory	4.0 Quarter Credit Hrs
This course provides a survey of major constitutional thought and a review of primary constitutional principles. Particular emphasis is placed on the role of the Constitution in the administration of criminal justice. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

CJL 5528 Law and the Legal System	4.0 Quarter Credit Hrs
This course provides an overview of the judicial process in the United States, the structure and function of courts, and the body of law that supports that process. Federal and state courts will be covered, as well as various law-related public policy issues. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJT 2113 Collecting and Presenting Audio & Visual Evidence	4.0 Quarter Credit Hrs
This course is designed to introduce the concepts involved in collecting and presenting audio and visual evidence. The students will also be introduced to the documentation methods for preserving visual evidence. This course will allow the students to understand the courtroom technology available for presentation methods utilizing audio and visual means. These disciplines will include digital photography, film photography, video, voice and audio recordings. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CLP 3005 Marriage and the Family	4.0 Quarter Credit Hrs
This course, through reading, discussions, and presentations, explores the institution of marriage and the family as a system. Prerequisite None. Lec hrs 040 Lab Hrs 000 Other Hrs 000.	
CLPP 3004 Adult Psychology	4.0 Quarter Credit Hrs
This course deals with the human life span as a whole and attempts to acquaint students with the processes of maturation, aging, and death. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CNT 1003C Computer Networking Fundamentals	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs 030 Lab Hrs. 020 Other Hrs. 000	
CNT 2400C Network Security Fundamentals	4.0 Quarter Credit Hrs
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. Prerequisite: CNT 1003C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COEP 2041 Sophomore Parallel Work I	4.0 Quarter Credit Hrs
This course requires students to develop personal responsibility and display initiative beyond what is required in an on-campus classroom setting under the supervision of an instructor. Students, in cooperation with a co-op site supervisor and academic advisor, will develop specific on-the-job objectives to be accomplished at an approved work site. The objectives will relate students' activities on the job to learning activities of the students' major field of study in such a way that specific skills and objectives may be defined and measured. Prerequisite None. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
COEP 2042 Sophomore Parallel Work II	4.0 Quarter Credit Hrs
A continuation of COEP 2041. Students may complete two cooperative education (parallel work) courses at the sophomore level, which may be applied to their associate degree objectives as major requirements. Prerequisite: COEP 2041. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
COEP 3041 Junior Parallel Work I	4.0 Quarter Credit Hrs
A cooperative education course that utilizes the principles described in COEP 2041, Sophomore Parallel Work I, but at a higher level of expectation. Objectives must define a higher degree of responsibility and complexity. Credit earned may be applied to the major or approved elective area of the student's Bachelor degree. Prerequisite None. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
COEP 3042 Junior Parallel Work II	4.0 Quarter Credit Hrs
A continuation of COEP 3041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's Bachelor degree objectives as major or approved elective requirements. No more than 8.0 quarter credit Hrs of parallel work courses may be assigned to the major component. Prerequisite None. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
COEP 4041 Senior Parallel Work I	4.0 Quarter Credit Hrs
A continuation of COEP 4041. The student may complete two cooperative education (parallel work) courses at the senior level, which may be applied to the student's Bachelor degree objectives as major or approved elective requirements. No more than 8.0 quarter credit Hrs pf parallel work courses may be assigned to the major component. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
COEP 4042 Senior Parallel Work II	4.0 Quarter Credit Hrs
A continuation of COEP 4041. The student may complete two cooperative education (parallel work) courses at the junior level, which may be applied to the student's Bachelor degree objectives as major or approved elective requirements. No more than 8.0 quarter credit Hrs of parallel work courses may be assigned to the major component. Prerequisite None. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
COP 2010C Programming Concepts	4.0 Quarter Credit Hrs
This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
COP 2170C Computer Programming - Visual Basic I	4.0 Quarter Credit Hrs
This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COP 2171C Computer Programming - Visual Basic II	4.0 Quarter Credit Hrs
This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COP 2224C Computer Programming - C++ I	4.0 Quarter Credit Hrs
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

COP 2228C Computer Programming - C++ II	4.0 Quarter Credit Hrs
This course is a continuation of COP 2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COP 2250C Computer Programming - Java I	4.0 Quarter Credit Hrs
This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COP 2805C Computer Programming - Java II	4.0 Quarter Credit Hrs
This course is a continuation of COP 2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COP 2250C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COP 2812C Web Development Using XML	4.0 Quarter Credit Hrs
Student will study the functions and relationships between XML and other members of the XML family of technologies, including XHTML, XSL, Xpath, Xlink, namespaces, schemas, and Xslt. Students will create and apply styling to XML documents in a series of hands-on labs. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COP 2840C Content Generation - Scripting Languages	4.0 Quarter Credit Hrs
This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisite: CGS 1821C and CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COP 3764C Structured Query Language	4.0 Quarter Credit Hrs
This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high-level programming languages are discussed. Prerequisite: CIS 3345. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COP 4724C Database Application Development	4.0 Quarter Credit Hrs
This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Prerequisites: COP 2228C or COP 2805C or COP 2281 or COP 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COPP 2123 Computer Programming—COBOL I	4.0 Quarter Credit Hrs
This course provides an introduction to the COBOL programming language, concepts and syntax. COBOL is used to develop program logic for business applications. Instructor Lec and demonstration provides in-depth coverage of the COBOL language. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COPP 2127 Computer Programming—COBOL II	4.0 Quarter Credit Hrs
This course is a continuation of COP 2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables. Prerequisite: COP 2123. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COPP 2164 Computer Programming – RPG	4.0 Quarter Credit Hrs
This course provides the fundamentals of Report Program Generator (RPG). Topics include designing, debugging, and testing programs to include the RPG fixed logic cycle, level breaks, overflow, multiple record processing and file output. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COPP 2168 Computer Programming – Advanced RPG	4.0 Quarter Credit Hrs
This course is a continuation of the Computer Programming - RPG course. It provides advanced topics utilizing the Report Program Generator (RPG) programming language. Topics discussed are tables, arrays, file processing and maintenance, and interactive file processing. Prerequisite: COP 2164. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COPP 2273 Computer Programming - Introduction to Visual C++	4.0 Quarter Credit Hrs
This course introduces the students to programming in Microsoft Visual C++ using the Microsoft Foundation Classes (MFC). Application development using Device Context, Event Handling, Message Processing, Menus, Toolbars, Dialogs, Collections, and Serialization using MFC with Microsoft Visual C++ is covered. Prerequisite: COP 2228C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
COPP 2280C Computer Programming – C# I	4.0 Quarter Credit Hrs
This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Prerequisite: CGS 2461C. Lec Hrs: 30. Lab Hrs: 20. Other Hrs: 0.	
COPP 2281C Computer Programming – C# II	4.0 Quarter Credit Hrs
This course is a continuation of COP 2280C, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Prerequisite: COP 2280C. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.	
COPP 3175C Advanced Programming	4.0 Quarter Credit Hrs
This course provides an introduction to basic data structures, and algorithms for manipulating them, using an object-oriented programming language. It covers how to create and maintain various data structures, such as arrays, stacks, queues, linked lists, binary search trees, hash tables. Prerequisite: Two of the following courses: COP 2805C, COP 2228C, COP 2171C, COP 2281C and junior standing. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.	
COPP 3180C Network Programming	4.0 Quarter Credit Hrs
This course provides the student with a comprehensive guide to creating networks-based applications. Students will focus on high-level application programming concepts, networking concepts, tools, and techniques to create robust, maintainable and efficient custom client/server applications. Basic programming concepts, networking concepts, TCP/IP, specific control structures, I/O functions, and object-oriented design are explored. Prerequisite: CNT 1003C and one of COP 2171C or COP 2228C or COP 2805C or COP 2281C. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000.	

CPO 4004 Global Politics A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs
CRW 3010 Creative Writing The purpose of this course is to develop writing and language skills needed for individual expression in literary forms. Prerequisite: ENC 1102. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 1110C Computer Operating Systems 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. Prerequisite: None. Lec. Hrs: 30. Lab Hrs: 20 Other Hrs. 000.	4.0 Quarter Credit Hrs
CTS 1327C Network Operating Systems - Client 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. Prerequisite: CNT 1003C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 1334C Network Operating Systems - Server 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. Prerequisite: CNT 1003C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2207C Advanced Presentations This course covers the intermediate and advanced functionality of Microsoft PowerPoint. Emphasis is placed on working with text and visual elements, customizing a presentation, creating output, and delivering a presentation. The course focuses on the addition, modification, and formatting of advanced PowerPoint features. Prerequisite: CGS 1524C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2226C Intermediate Spreadsheets This intermediate course concentrates on working with and modifying worksheets and workbook structure. Essential skills such as working with formulas and functions that are required to create and modify professional spreadsheets are covered. A large portion of the course is focused on working with files and formatting worksheets. Prerequisite: CGS 1514C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2244C Advanced Spreadsheets This spreadsheet course concentrates on the use and modification of charts, worksheets, and objects. The enhancement and formatting of charts and worksheets is emphasized, while advanced file management skills such as linking multiple workbooks through formulas, will be taught. Prerequisite: CTS 2226C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2303C Network Directory Services 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. Prerequisite: CTS 1334C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2304C Network Directory Design This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CTS 1334C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2313C Internet Security and Acceleration (ISA) Server This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection. Prerequisite: CTS 1334C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2321C Linux Administration This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2330C Implementing and Supporting E-Mail Services This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software. Prerequisite: CTS 1334C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2383C Network Management Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisite: CTS 1327C AND CTS 1334C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2386C Network Infrastructure 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. Prerequisite: CTS 1334C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs
CTS 2439C Advanced Database Management This course provides instruction for the development of expert database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Prerequisite: CGS 2642C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	4.0 Quarter Credit Hrs

CTS 4107 Survey of Operating Systems	4.0 Quarter Credit Hrs
This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint. Prerequisite: CTS 1110C Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DEP 2000: Developmental Psychology	4.0 Quarter Credit Hrs
This course will explore the physical, cognitive and social- emotional processes across the life span. Prerequisites: PSY 2012. Lec Hrs. 40.0 Lab Hrs. 0.0 Other Hrs.0.0	
DEP 3305 Adolescent Psychology	4.0 Quarter Credit Hrs
This course examines the characteristics, needs, and problems of adolescence. The course also emphasizes the principles of psychology important to those who guide adolescents, and the adjustments necessary during this life stage. Prerequisite: PSY 2012 General Psychology Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 1005 Domestic & International Terrorism II	4.0 Quarter Credit Hrs
This course, part II, introduces participants to more advanced aspects of domestic and international terrorist organizations. The student will be introduced to federal terrorism laws, prosecution of international terrorists, handling the media, and about groups such as militias, religious extremists, outlaw biker gangs, drug cartels, and extremist groups. The student will learn about the commander's role in a terrorist incident, and about the roles of the command post. Prerequisite: DSC 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 1011 Domestic & International Terrorism I	4.0 Quarter Credit Hrs
This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 1030 Tactical Communications	4.0 Quarter Credit Hrs
This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2002 Introduction to Terrorism	4.0 Quarter Credit Hrs
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2008 Security: Principles, Planning & Procedures I	4.0 Quarter Credit Hrs
This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities. Prerequisite None. Lec Hrs: 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2010 Security: Principles, Planning & Procedures II	4.0 Quarter Credit Hrs
This course continues to introduce participants to a broad, in-depth look at security planning and procedures, building upon the topics learned in Security: Principles, Planning & Procedures I. Students will learn to develop skills in substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, and security force management. Prerequisite: DSC 2008. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2210 Emergency Planning & Security Measures I	4.0 Quarter Credit Hrs
This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2211 Emergency Planning & Security Measures II	4.0 Quarter Credit Hrs
This course builds on the emergency planning and security measures learned for corporate security in Emergency Planning & Security Measures I. Students will cover emergency planning models, contingency planning exercises, damage assessment and disaster recovery planning, and employee evacuation planning. Students will chose a scenario and location for a disaster drill, create a disaster plan for the site, and will participate in the disaster drill, then review the strengths and weaknesses of the disaster plan, and the incident response during the drill. Prerequisite: DSC 2210. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2812 Information Technology Security I	4.0 Quarter Credit Hrs
This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 3214 Catastrophic Event Response Planning	4.0 Quarter Credit Hrs
This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an Emergency Response Plan that will include concepts such as lookout; awareness; communications; escape; safety (LACES); training; and various agency relationships. Prerequisite None. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	
ECO 3007 Macroeconomics	4.0 Quarter Credit Hrs
This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalist system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

ECO 3028 Microeconomics	4.0 Quarter Credit Hrs
This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECO 3703 Principles of International Economics	4.0 Quarter Credit Hrs
A study of the fundamentals of international trade, international monetary policies, theories of foreign exchange, the balance of payments, and the international monetary system. Prerequisite: ECO 3007. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECO 5010 Economic Analysis of the Firm	4.0 Quarter Credit Hrs
A comprehensive examination of economics with emphasis on the economic systems of the firm, its development, market pricing theory, theory of the firm, and theories of production and distribution. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECO 5709 International Economic Systems	4.0 Quarter Credit Hrs
An overview of the major economic systems in the world economy. The course covers first-hand statistical and economic data, including capital, labor and trade; market mechanisms and non-market mechanisms; current economic crises; mixed economic systems; centrally planned economic systems; global economic interdependence, and characteristics of international economic order. Prerequisite: ECO 3007. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECOP 1021 General Economics	4.0 Quarter Credit Hrs
This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisite: None. Lec Hrs. 040, Lab Hrs. 000, Other Hrs. 000.	
ECP 5705 Managerial Economics	4.0 Quarter Credit Hrs
A comprehensive examination of microeconomic data employed in management analysis and decision rendering. Prerequisite: ECO 3028 or ECO 3007 or ECO 5010 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECS 4003 Comparative Economic Systems	4.0 Quarter Credit Hrs
An advanced study of a description, analysis and appraisal of the economic theories of Capitalism, Socialism, and Communism. Prerequisite: ECO 3007. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ELSP 0181 Structures & Writing I - Level I	0.0 Quarter Credit Hrs
This course acquaints students with basic grammar and sentence structure and requires utilization of knowledge gained through writing and reading assignments. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0182 Structures & Writing II - Level I	0.0 Quarter Credit Hrs
This course is a continuation of ELSP 0181. This course will not count toward degree completion. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0281 Structures & Writing I - Level II	0.0 Quarter Credit Hrs
This grammar and composition section includes all of the structures presented in the Level I Structure and Writing courses. More advanced grammar and sentence structures are introduced as the student practices through composition of multi-paragraph essays. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0282 Structures & Writing II - Level II	0.0 Quarter Credit Hrs
This course is a continuation of ELSP 0281. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0381 Structures & Writing I - Level III	0.0 Quarter Credit Hrs
This is a grammar and writing course that progresses beyond the level covered in Levels I and II. Students continue to add to writing skills through utilization of more complex sentence structures in their writing assignments. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0382 Structures & Writing II - Level III	0.0 Quarter Credit Hrs
This course is a continuation of ENSP 0381. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0481 Structures & Writing I - Level IV	0.0 Quarter Credit Hrs
This is an advanced grammar and composition course that concentrates on highly sophisticated grammatical structures with applications to everyday writing, reading and conversational situations. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 0482 Structures & Writing II - Level IV	0.0 Quarter Credit Hrs
This course is a continuation of ELSP 0481. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ELSP 1900 Advanced Intensive English	0.0 Quarter Credit Hrs
This course will enable the student from a non-English speaking country to enhance his or her English skills. It is designed to prepare individuals to successfully achieve a minimum score of 550 on the TOEFL examination providing that they have already taken the TOEFL exam and achieved a minimum of 500 or its equivalent on a comparable test, such as the Michigan Test. Prerequisite None. Lec. Hrs. 144 Lab Hrs. 72 Other Hrs. 000	
ELSP 1900-A Advanced Intensive English	0.0 Quarter Credit Hrs
This course is a continuation of ELSP 1900 and is designed to provide students with additional skills development and practice so that they can successfully achieve a minimum score of 550 written on the Institutional TOEFL examination. Students will be required to take the Institutional TOEFL examination for assessment of skill level during this course. This course will not count toward degree completion. Prerequisite: Must achieve a minimum of 500 TOEFL (written), 173 TOEFL (computer), 5.5 IELTS. Lec. Hrs. 90 Lab Hrs. 42 Other Hrs. 000	
ENC 1101 Composition I	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1102 Composition II	4.0 Quarter Credit Hrs
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

ENC 3211 Report Writing	4.0 Quarter Credit Hrs
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Prerequisite: ENC 1102. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 4213 Advanced Report Writing	4.0 Quarter Credit Hrs
This course provides a means for continued examination, analysis and preparation of written techniques. Continued emphasis on research gathering methodology, assimilation of data, and preparation of written reports are also included. Prerequisite: ENC 3211 with a grade "C" or better, or course equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENGP 0011 Basic English Studies	4.0 Quarter Credit Hrs
A comprehensive review of grammar, spelling, and vocabulary intended to strengthen students' English background and to prepare students for more advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENGP 1132 English Usage	4.0 Quarter Credit Hrs
This course is designed as a review of parts of speech and sentence structure. Students will develop skills in vocabulary building, spelling, word division, capitalization, abbreviations and proofreading. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENSP 1101 Conversation I - Level I	0.0 Quarter Credit Hrs
This course is designed to guide native speakers of languages other than English toward appropriate production of the consonant and vowel sounds, and the stress, intonation, and rhythm patterns of American English as encountered in everyday communicative situations. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1102 Conversation II - Level I	0.0 Quarter Credit Hrs
This course is a continuation of ENSP 1101. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1111 Comprehension I - Level I	0.0 Quarter Credit Hrs
This course is designed to assist the student in building vocabulary through reading and writing passages, with oral and written questions following all reading material. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1112 Comprehension II - Level I	0.0 Quarter Credit Hrs
This course is a continuation of ENSP 1111. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1201 Conversation I - Level II	0.0 Quarter Credit Hrs
In this course students practice English through conversation both individually and in groups. Students make oral presentations to enhance their verbal English skills. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1202 Conversation II - Level II	0.0 Quarter Credit Hrs
This course is a continuation of ENSP 1201. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1211 Comprehension I - Level II	0.0 Quarter Credit Hrs
This reading section includes all the structures used in ELSP 0281 and ELSP 0282, as well as the introduction of new vocabulary. Oral and written questions will follow each reading assignment. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1212 Comprehension II - Level II	0.0 Quarter Credit Hrs
This course is a continuation of ENSP 1211. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1301 Conversation I - Level III	0.0 Quarter Credit Hrs
This course is designed to help the student converse in English through true life situations and consumer education. Oral and listening skills are utilized. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1302 Conversation II - Level III	0.0 Quarter Credit Hrs
This course is a continuation of ENSP 1301. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1311 Comprehension I - Level III	0.0 Quarter Credit Hrs
This course includes a variety of reading assignments introducing new vocabulary words and literature of popular authors. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1312 Comprehension II - Level III	0.0 Quarter Credit Hrs
This course is a continuation of ENSP 1311. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1401 Conversation I - Level IV	0.0 Quarter Credit Hrs
This course consists of oral presentations and collaboration from television programs, news, and current events using idiomatic phrases to refine students' verbal communication skills. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1402 Conversation II - Level IV	0.0 Quarter Credit Hrs
This course is a continuation of ENSP 1401. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1411 Comprehension I - Level IV	0.0 Quarter Credit Hrs
Reading Assignments reflect the structures and vocabulary used in all previous courses and further emphasize vocabulary building techniques. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
ENSP 1412 Comprehension II - Level IV	0.0 Quarter Credit Hrs
This course is a continuation of ENSP 1411. This course will not count toward degree completion. Prerequisite None. Lec. Hrs. 090 Lab Hrs. 042 Other Hrs. 000	
EVS 1001 Environmental Science	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

EVSP 3060 Environmental Issues	4.0 Quarter Credit Hrs
This course develops an understanding for the relationship of natural processes at work in the environment. Local, national and global issues will be explored as they apply to understanding their claims on society and the marketplace. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 1034 History of Motion Pictures	4.0 Quarter Credit Hrs
This course outlines the major events, trends, and important filmmakers and their work with an emphasis on American Cinema. Weekly discussions are followed by screenings of films that have shaped the direction of film art. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 1243C Production Techniques	4.0 Quarter Credit Hrs
This is an advanced study of production elements and the application of fundamentals. Students acquire and apply the skills of studio and remote production, post production, and control room operation. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
FIL 1244 Electronic Field Production	4.0 Quarter Credit Hrs
This course emphasizes the principal concepts and techniques needed in production. Students acquire the skills in camera operation, audio, lighting, and other peripheral devices. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 1390 Special Effects and Makeup I	4.0 Quarter Credit Hrs
This course deals with the fundamentals of special effects and makeup. Topics include history and development of various procedures relating to special effects and makeup. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 1421 Film Production I	4.0 Quarter Credit Hrs
This course will cover the principles of the motion picture camera and the entire motion picture process. Formats such as 16mm and 35mm will be covered. Students will acquire a working knowledge of motion picture camera operation, filtration, film stocks, lighting, grip and sound equipment. Current procedures used by professional assistant camera people will be taught. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 1430 Film Production II	4.0 Quarter Credit Hrs
Students will receive training in the operation of film cameras and will learn procedures used by professional camera people in the industry. Prerequisites: FIL 1421 and FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 1610 Business Management of Film and Video	4.0 Quarter Credit Hrs
Course designed to prepare students in management and business considerations related to the video/film industry. Business aspects, budgeting, script breakdown, financing, distribution, marketing and advertising. Industry leaders in their fields provide insight to breakdown information and contacts regarding subjects emphasized. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 1801 Film Criticism I	2.0 Quarter Credit Hrs
Films produced (Circa 1980-1989) will be screened weekly, followed by a Lec and discussion analyzing the film's structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. Prerequisite None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
FIL 1802 Film Criticism II	2.0 Quarter Credit Hrs
Films produced (Circa 1990 - present) will be screened weekly, followed by a Lec and discussion analyzing the films' structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. Prerequisite None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
FIL 2104 Script Development I	4.0 Quarter Credit Hrs
This course will cover the basic concepts and elements of writing for media. From concept and design, through the final shooting script, students will develop a complete understanding of how a script is produced. Practical writing exercises will help students develop a fundamental understanding of writing. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 2105 Script Development II	4.0 Quarter Credit Hrs
Students apply the methods and techniques to develop a first draft script. Emphasis will be placed on using the proper script format, developing characters, script analysis, and effective story development. Prerequisite: FIL 2104. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 2246C Post Production I	4.0 Quarter Credit Hrs
This course is designed to introduce students to the post production process. Students learn fundamental editing techniques and aesthetics. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
FIL 2247C Post Production II	4.0 Quarter Credit Hrs
This course covers the postproduction process and provides students with the advanced skills of editing. Students learn operations of computer assisted editing. Prerequisite: FIL 2246C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
FIL 2360 Documentary Production	4.0 Quarter Credit Hrs
This course explores the uses and analysis of the non-fiction film. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 2482 Directing and Acting	4.0 Quarter Credit Hrs
The fundamentals of directing and acting techniques are explored in a variety of methods. Students will work with scripts and scenes as both actors and directors. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 2530 Sound	4.0 Quarter Credit Hrs
This course emphasizes two basic aspects of audio: studio and field recording techniques, and the post production process. Prerequisite: FIL 1244. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIL 2621 Multimedia and Desktop	4.0 Quarter Credit Hrs
Course is designed to demonstrate the use of computers in the desktop world of communications. Students analyze various components of desktop solutions and create interactive and multimedia presentations. Prerequisite: FIL 2732C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
FIL 2724C Computer Graphics I	4.0 Quarter Credit Hrs
Introduction to computer graphics. Students learn system operations, 2-D graphics, 2-D animation, and multimedia applications. Prerequisite None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
FIL 2732C Computer Graphics II	4.0 Quarter Credit Hrs
Students apply advanced computer techniques in animation. Skills acquired in Computer Graphics I will be expanded. Focus on 3-D computer modeling and animation systems. Prerequisite: FIL 2724C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

FIL 2743C Advanced Video Techniques	4.0 Quarter Credit Hrs
Students incorporate and demonstrate advanced skills in cameras, lighting, and sound. Various programs and projects will be produced by students. Prerequisite: FIL 1244. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
FIL 2942C Film/Video Production Workshop	4.0 Quarter Credit Hrs
Guidance, instruction and evaluation of film/video projects from initial concept through release. Prerequisite: FIL 2245C or FIL 1430. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
FIL 2945 Film/Video Externship	4.0 Quarter Credit Hrs
A practical experience that allows students to apply the knowledge and skills in an actual work environment. Prerequisite: Applications may be submitted after completion of 40 quarter credit Hrs in the major core component and minimum "C" (GPA) grade. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
FILP 2200 Film Production III	4.0 Quarter Credit Hrs
Practical work in sync-sound film production: creative use of camera, sound, editing and production planning. Lec and field production work required in the completion of a sync-sound film. Prerequisites: FIL 1430 and Approval of Academic Advisor or Academic Dean. Lec. Hrs. 030 Lab Hrs	
FIN 1103 Introduction to Finance	4.0 Quarter Credit Hrs
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 3005 Principles of Finance	4.0 Quarter Credit Hrs
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisites: MAN 2021 or HFT 1211. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 3230 Money and Banking	4.0 Quarter Credit Hrs
A study of the nature and function of money and credit instruments; the Federal Reserve System; monetary theory and fiscal policies; expansion and stabilization of the money supply. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 3501 Investments	4.0 Quarter Credit Hrs
This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisite: FIN 1103. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 4602 International Business and Finance	4.0 Quarter Credit Hrs
This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America is also included. Prerequisite: FIN 3005. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 5609 International Finance	4.0 Quarter Credit Hrs
A study of the international dimensions of finance on both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital, financial structure, and capital budgeting for foreign projects. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 6409 Financial Management	4.0 Quarter Credit Hrs
A study of the capital structure, its costs, availability, and selection. Emphasis is placed on all aspects of cash flow, particularly cash management and distribution. Prerequisite: ACG 5027 or accounting principles (equivalent to APA 2111 and APA 2121) coursework at the undergraduate level. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GEB 2353 International Competitiveness	4.0 Quarter Credit Hrs
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GEB 4363 Import/Export Management	4.0 Quarter Credit Hrs
This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GEB 4352 International and Comparative Industrial Relations	4.0 Quarter Credit Hrs
Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems, are analyzed. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
GEB 4361 Management of International Business	4.0 Quarter Credit Hrs
This course is a study of the characteristics, operation, and function of business in the global market of the 1990's. The following topics are included in the course: political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Prerequisite: MAN 1030 or MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HFT 1211 Hospitality Management	4.0 Quarter Credit Hrs
An introduction to the hotel and restaurant industry with emphasis on organization and management. This course includes an analysis of typical internal organizational structures in the industry and the various levels of management roles and function(s). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HFT 1275 Resort Management	4.0 Quarter Credit Hrs
This course offers a complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning development, financial investment management and marketing that deal with the unique nature of the resort business. It also examines the future and the impact of the condominium concept, time sharing, technological change, and the increased cost of energy and transportation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HFT 1411 Front Office Procedures	4.0 Quarter Credit Hrs
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with checkout and settlement. The course also examines various elements of effective front office management paying particular attention to planning and evaluating front office operations and management. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

HFT 2229 Current Issues in Hospitality Management	4.0 Quarter Credit Hrs
A special study of the underlying causes and available solutions to current issues facing the hospitality industry particularly in the area of human resources: employees turnover, training and development, diversity of work force, productivity, and downsizing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HFT 2351 Hospitality Purchasing Management	4.0 Quarter Credit Hrs
This course describes how to develop and implement an effective purchasing program. It focuses on issues pertaining to supplier relations and selection, negotiation, and evaluation. It includes in depth material regarding major categories of purchases. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HFT 2757 Convention Management and Service	4.0 Quarter Credit Hrs
This course defines the scope and segmentation of the convention and group business markets. It describes marketing and sales strategies to attract markets with specific needs and explains techniques to meet those needs as part of meeting and convention service. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HFT 2941 Hospitality Industry Externship	4.0 Quarter Credit Hrs
Cooperative arrangements with local hotels and restaurants allow students to receive 120 clock Hrs of practical experience under the supervision of hospitality personnel. Prerequisites: All Hotel and Restaurant Management required courses, completion of 16 quarter credit Hrs in the Major Core and approval of the Academic Dean. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
HFT 3260 Restaurant Management	4.0 Quarter Credit Hrs
This course is an analysis of the principal operating problems in the restaurant field. Procedures, approaches and techniques of management are explored ranging from fast food to gourmet. Industry leaders will present successful concepts of restaurant operation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HFT 3506 Hospitality Marketing	4.0 Quarter Credit Hrs
A study of sales, promotion and marketing practices of the hospitality industry. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HFT 3606 Laws Related to the Hospitality Industry	4.0 Quarter Credit Hrs
An overview of laws, rules, and regulations pertaining to the hotel and restaurant industry with specific emphasis on sanitation, environmental health, and government regulatory agencies. The responsibilities of management as established by law are stressed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HFT 3806 Food and Beverage Management	4.0 Quarter Credit Hrs
This course is an overall view of the food service industry including purchasing, receiving, and issuing food and other supplies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HFT 4475 Feasibility Study in the Hospitality Industry	4.0 Quarter Credit Hrs
A study of the systematic process for evaluating the economic factors of the hospitality project and the likely results of operations before they are begun. Marketing and financial data are collected and analyzed to determine whether or not to proceed with the hospitality project under investigation. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HIM 1213 Ancillary Health Facilities	4.0 Quarter Credit Hrs
The student will study health record systems in non-hospital facilities and the appropriate technical aspects and functions of the health information management technician in this environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HIM 2260C Introduction to Hospital Billing	4.0 Quarter Credit Hrs
This course will cover the hospital-billing environment, including the completion of the UB-04 claim form using the Medisoft Just Claims software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-92 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. ICD-9 procedural coding and prospective payment systems are introduced. Prerequisite: MEAP 1301 and HIM 2272. Lec Hrs: 30.0 Lab Hrs: 20.0 Other Hrs: 0.0.	
HIM 2278C Medical Finance and Insurance	4.0 Quarter Credit Hrs
This course will train the student in the major medical insurances and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements bookkeeping and bank-keeping procedures will be discussed. Additionally the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: HIM 2272. Lec Hrs: 30.0 Lab Hrs: 20.0 Other Hrs: 0.0.	
HIM 2272 Medical Insurance Billing	4.0 Quarter Credit Hrs
This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: HSC 1524. Lec. Hrs. 040 Lab Hrs 000 Other Hrs. 000	
HIM 2326C Computer Applications for Medical Billing/Coding	4.0 Quarter Credit Hrs
This course is designed to give the student basic computer skills and knowledge in medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment. This course will provide students with guidelines for the use of medical office management software. Students will work directly with the software for billing and coding of patient encounters for both ambulatory and inpatient hospital environments. Other medical software may be introduced. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
HIM 2346C Medical Computer Applications	2.0 Quarter Credit Hrs
Designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
HSA 1122 Health Care Delivery System	4.0 Quarter Credit Hrs
A survey of the programs, services, and facilities in the continuum of health care. Emphasis is placed on the interrelationships between institutions and agencies and their roles in the prevention, diagnosis and treatment of health problems. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 1161 Assisted Living Marketing & Outreach	4.0 Quarter Credit Hrs
This course will provide students an overview of the process of marketing their facility to families, professionals and the community. Since marketing and outreach is an active activity, students will be asked to become involved in the development of strategies and the implementation of a marketing plan. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	

HSA 1190 Financial & Computer Software for Assisted Living Administrators	4.0 Quarter Credit Hrs
All Administrators must understand the importance of both long- and short-term goals of the organization and how to implement and change plans to meet the needs of the community and/or surrounding areas and the current economy. This course prepares students in basic budgeting and accounting, as well as understanding current computer software and systems. Prerequisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 1221C Assisted Living Facility Management	5.0 Quarter Credit Hrs
This course will teach the Philosophy and Management of a Residential Care Facility for the Elderly. The manager must possess good skills in interpersonal relationships and have a basic understanding of the management of employees. The manager must also have a generalized knowledge of the structure and organization of a Residential Care Facility for the Elderly. Lec. Hrs. 040 Lab Hrs. 020 Other Hrs. 000	
HSA 1250 Administrator Certification Course	4.0 Quarter Credit Hrs
The study of the state regulations, which govern the operation of a Residential Care Facility for the Elderly. The manager must have a good understanding of what a Residential Care Facility for the Elderly is, who it serves, and what the role is of the governing regulatory agency. The manager must also have the knowledge required to pass the state licensing requirements necessary to operate this type of facility. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
HSA 1288 Assisted Living Internal Relations	4.0 Quarter Credit Hrs
This course will provide students an overview of the issues related to understanding the effect of staff values, culture, and perceptions on the resident population from an internal managerial point of view. In addition, this course will examine the importance of creating an environment that is sensitive to the rights of residents. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
HSA 1343C Human Resources for Assisted Living	5.0 Quarter Credit Hrs
The study of human resource administration and practice is an integral aspect of effective assisted living management. The managers must possess basic knowledge as a human resource generalist in order to comply with the legal mandates and licensing requirements of the state in which they operate. Lec. Hrs 040 Lab Hrs. 020 Other Hrs. 000	
HSA 1553 Medical Law and Ethics	2.0 Quarter Credit Hrs
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today's medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
HSA 1650 Ethics of Caring for the Elderly	4.0 Quarter Credit Hrs
This course will provide students an overview of the issues related to ethical dilemmas and decision making in assisted living facilities relating to the elderly, their families and the staff. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 1810L Externship I	6.0 Quarter Credit Hrs
This 180 hour course is designed to provide the student with an opportunity to observe the operation of an assisted living facility and to identify some of the unique needs of the senior population. The focus of this externship is on the uniqueness of the aging population and the skills required to meet their daily needs. Students will gain experience in applying classroom learning and skills through this exposure to "on the job" training. Prerequisites: HSC 1562, HSC 1565. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180	
HSA 1902L Externship II	6.0 Quarter Credit Hrs
This 180 hour externship is designed to provide the student with the opportunity to observe and reflect on the classroom learning and its application and appropriateness to the assisted living setting. The focus in this externship is on the whole community and how it operates on a daily basis. The students will utilize journaling to document their experiences and interactions with the personnel at the facility. Prerequisite: HSA 1810L. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 180	
HSA 2113 Health Care Delivery Systems, Issues and Transitions	4.0 Quarter Credit Hrs
This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment. Prerequisite: None Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 2182 Health Care Organization and Administration	4.0 Quarter Credit Hrs
Analyzes organizational patterns of various types of health care institutions. Introduces various administrative functions, including medical staff organization, departmental functions, policy formation, internal control systems, planning procedures, fiscal and personnel management, public relations, and the various information needs of administration. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 2422 Demographic Aspects and Cultural Diversity in Health Care	4.0 Quarter Credit Hrs
This course is an introduction and overview of the demographic issues and cultural dimensions of human systems, including worldview, kinship and social organization, healthcare beliefs, and rules of reciprocity. The goal of this course is to prepare health care administrators to deal with the wide variety of culture rules and norms that are often present in providing systems of care for diverse populations. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 3140 Health Care Planning/Evaluation	4.0 Quarter Credit Hrs
Introduces models for planning and program evaluation in a health care setting including methods for identifying, gathering, and utilizing data as information for decision making. Prerequisite: HSA 2182. Lec. Hrs 040 Lab Hrs. 000 Other Hrs. 000	
HSA 3150 Public Policy in Health Care	4.0 Quarter Credit Hrs
Public policy is an integral aspect of the delivery of health care in this nation. This course examines policy formulation at the federal and state levels. Policy trends and regulatory issues are tracked and forecasted from the perspective of the provider and consumer with attention to issues of ethics and equal access. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 3222 Long Term Care Administration	4.0 Quarter Credit Hrs
Current financing mechanisms and proposed solution, and the impact of government regulation on the operation of long-term care facilities. Concepts and process of patient care planning and management in long-term care facilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 4170 Financial Management in Health Care	4.0 Quarter Credit Hrs
Studies accounting and financial management principles and their application to operational problems in the health care environment. Includes budgeting and the purposes and techniques of forecasting financial results for individual projects and the entire institution. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

HSA 4193C Information Systems and Computer Application in Health Care	4.0 Quarter Credit Hrs
Overview of health care information systems with emphasis on computer applications. Discussion of software and hardware requirements. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
HSA 4341 Conflict Management in Health Care	4.0 Quarter Credit Hrs
This course focuses upon identifying conditions in the health care field that cause conflict, modifying those conditions that contribute to escalation, and identifying appropriate methods of intervention for effective resolutions. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 4502 Risk Management	4.0 Quarter Credit Hrs
Safety, liability and loss control issues with emphasis on risk retention, risk reduction, and risk transfer in health care. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 4751 Introduction to Health Statistics	4.0 Quarter Credit Hrs
Use of health record database for statistical and reporting purposes. Topics include inputting data and preparing reports as related to health care services. Prerequisites: MAT 1033 and STA 2014. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSA 4930 Health Care Management Seminar	2.0 Quarter Credit Hrs
A health care management topic is selected by the instructor based upon its impact in the health care industry. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
HSC 1524 Diseases of the Human Body	4.0 Quarter Credit Hrs
This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisites BSC 1085, BSC 1086 (BSC 2080 for MIBC students). Lec Hrs 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
HSC 1531 Medical Terminology	4.0 Quarter Credit Hrs
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Lec Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0.	
HSC 1562 Aging Issues I	4.0 Quarter Credit Hrs
This course will provide students with an overview of the issues related to aging and some of the unique problems assisted living facilities will be challenged with during the course of providing care and service. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
HSC 1565 Aging Issues II	4.0 Quarter Credit Hrs
This course will provide students a further examination of the issues related to aging and some of the unique problems assisted living facility managers will be challenged with during the course of providing care and service. Lec. Hrs. 040 Required externship Hrs: 180 Hrs total upon completion of Aging Issues, Part II. Prerequisite: HSC 1562 (Aging Issues I).	
HSC 3553 Legal Aspects/Legislation in Health Care	4.0 Quarter Credit Hrs
Introduces the legislation and various legal issues affecting the health care industry. Includes legal obligations of the administration and medical staff, consent for treatment, patients' rights, admission and discharge of patients, negligence and malpractice, licensure, privacy and confidentiality and decision making. Prerequisite: BUL 2131. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 1610 Emergency Medical Services & Fire Operations I	4.0 Quarter Credit Hrs
This course introduces students to the knowledge and skills necessary to function as a trained First Responder to respond to patients in the pre-hospital setting. Students are trained in patient assessment and taking vital signs, handling patients' airways, and are trained in Adult and Pediatric CPR. (More advanced skills are taught in Emergency Medical Services & Fire Operations II). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 1620 Emergency Medical Services & Fire Operations II	4.0 Quarter Credit Hrs
This course continues to introduce students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course builds on the knowledge learned in Emergency Medical Services & Fire Operations I. This course also introduces students to the concepts surrounding an organized response to fire, hazmat and evacuation operations as well as an overview of the incident command system. Prerequisite: HSSP 1610. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 2820 Information Technology Security II	4.0 Quarter Credit Hrs
This course builds on the knowledge learned in Information Technology Security I, and introduces the student to more technical information about information technology security. Topics covered include internet architecture, virtual private networks, e-commerce security, encryption, hacker techniques, and intrusion detection. It also covers the security issues of common operating systems, and compares the security of the 3 most common operating systems in the business and government world: UNIX, Windows NT, and Windows 2000. Prerequisite: DSC 2812. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 3100 Critical Incident Management	4.0 Quarter Credit Hrs
This course examines the concepts of critical incident management, local vs. federal responses, assessments, safety issues and roles of lead agencies. Course content will also include the Incident Management System (IMS), first responders, convergent responders and an overall awareness of the Unified Management Command concept. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 3200 Facilitating Psychological Support for Catastrophic Events	4.0 Quarter Credit Hrs
This course examines the concepts of psychological support after a critical incident. The relationship between catastrophic events and the interruption of basic needs will be explored. Course content will also include a discussion of causes, symptoms and agency responses to critical incident stress. Prerequisite: PSY 2012. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 3301 Case Study 1	1.0 Quarter Credit Hrs
This course addresses leadership issues in critical incident management by examination and evaluation of historical critical incident events. The approval of the Program Director is required if the students are not in their final 48 credit Hrs of the program. Lec. Hrs: 010 Lab Hrs. 000 Other Hrs. 000	
HSSP 3302 Case Study 2	1.0 Quarter Credit Hrs
This course addresses leadership issues in critical incident management by examination and evaluation of historical critical incident events. The approval of the Program Director is required if the students are not in their final 48 credit Hrs of the program. Lec. Hrs: 010 Lab Hrs. 000 Other Hrs. 000	

HSSP 3400 Anti-Terrorism Risk Assessment	4.0 Quarter Credit Hrs
The students will develop an understanding of the threat of terrorism and will create anti-terror risk assessments by evaluating risk, determining vulnerabilities, and analyzing reasonable processes in order to develop foundations for target protection and defense. Students will explain differences between anti-terrorism and counter-terrorism and compare and contrast how these two fields relate to each other. Exercises include application of assessment processes to terrorist based scenario. Prerequisite: DSC 1005 Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 3600 Homeland Security Retreat Option	4.0 Quarter Credit Hrs
This course provides cutting edge critical issues in Homeland Security presented by subject matter experts in the field. Students will participate in interactive presentation and activities. Students will participate in a role play exercise with private and public special operations personnel. The students must receive permission of the Program Director to enroll in this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 4100 Post Catastrophic Event Documentation and Reporting	4.0 Quarter Credit Hrs
Upon completion of this course, the students will be able to understand, analyze and create components of a post catastrophic incident reporting system in a corporate, government, or international environment. The students will employ objective documentation as well as develop and deliver formal and informal presentations using appropriate media. The students will understand and apply end-user oriented report development concepts. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 4200 Critical Issues in Hostage Negotiations	4.0 Quarter Credit Hrs
This course provides the student with an understanding of the dynamics of hostage negotiation scenarios and how the act of hostage taking impacts homeland security. The course addresses the psychological implications of hostage taking from the perspective of the victim and the suspect. The procedures for managing a hostage situation are discussed. Prerequisite: PSY 2012. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 4300 Current Events in Homeland Security Management	4.0 Quarter Credit Hrs
This course examines the importance of current events in the management of the Homeland Security process. Topics covered include threat analysis, intelligence and its uses, immigration, border security, transportation, terrorism, infrastructure, medical and public health issues, cyber and telecommunications security, and training exercises for Homeland Security. The ethical questions about information disbursement are addressed, as well as how current events drive the policy decisions that are made regarding Homeland Security. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 4400 Communications and Technology Security	4.0 Quarter Credit Hrs
This course introduces the students to the world of high technology security. Topics include risk assessment and vulnerability, planning for attacks, responses to attacks, business continuity planning, recovering from attacks, and the dangers from attacks. Network computer security best practices are also covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 4500 Weapons of Mass Destruction	4.0 Quarter Credit Hrs
This course examines the history, terminology, and types of Weapons of Mass Destruction (WMD). Course content will also include a discussion of causes, symptoms, consequences of and responses to a WMD event. Students will participate in exercises involving the decision making process, identifying WMD threats, pre- and post-attack actions, monitoring for contamination and recovery procedures. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 4600 Mass Casualty Management Planning	4.0 Quarter Credit Hrs
This course is designed to introduce the concepts involved in planning for and managing a mass casualty and/or a mass fatality incident from the local to regional to national perspectives. Topics include natural, accidental and intentional events, analyzing local resources, and how to request and receive additional resources. Student participation is utilized throughout to share information regarding various sized communities, their resources, and different types of incidents. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HSSP 4700 Capstone Simulation	4.0 Quarter Credit Hrs
This course is aimed to help students to focus upon Homeland Security and design and identify research topics. It will enhance students' written and oral communication skills relating to Homeland Security studies. The course includes presentations and discussions by students, possible guest Lecturers and field trips, and a community response reaction project. The course culminates in the presentation of preliminary research findings for the Homeland Security capstone project. The students must take this course in the final two quarters prior to program completion. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
HUM 4474 Cultural Diversity and Assimilation	4.0 Quarter Credit Hrs
This course explores methodology of cultural assimilation while retaining ethnic values and identity. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
HUN 1001 Basic Nutrition	2.0 Quarter Credit Hrs
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition, and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
INVP 3100 Theoretical Aspects of Conspiracy Investigations	4.0 Quarter Credit Hrs
This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation, duties and responsibilities of relevant criminal justice entities, information-gathering skills, collection, preservation, and testing of evidence, use of technology, and types of evidence. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
INVP 3300 Methodology of Economic Crimes	4.0 Quarter Credit Hrs
This course will explore current trends in economic crimes and the investigative techniques used to combat these offenses. Relationships between victims and offenders will be examined. Students will understand motives and common methods of operation associated with economic crimes. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
INVP 3500 Private Investigation I	4.0 Quarter Credit Hrs
Upon successful completion of the course, the students will be able to understand the history of private investigations. The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ISM 5026 Management Information Systems	4.0 Quarter Credit Hrs
A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

LIS 2004 Introduction to Internet Research	2.0 Quarter Credit Hrs
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to the Internet. Prerequisite: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
LTC 3207 Ethics and Decision Making in Long Term Care	4.0 Quarter Credit Hrs
This course will provide students an overview of the issues related to ethical dilemmas and decision-making in long term care living facilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
LTC 3208 Long Term Care Marketing and Outreach	4.0 Quarter Credit Hrs
This course will provide students an overview of the process of marketing their facility to families, professionals and the community. Since marketing and outreach is an active activity, students will be asked to become involved in the development of strategies and the implementation of a marketing plan. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
LTC 3209 Long Term Care Licensing Review	4.0 Quarter Credit Hrs
This course will provide students the opportunity to prepare and practice to take the long term care licensing exam. Students will spend time learning how to take the multiple choice exam, completing sections during each class and discussing the correct answers in the classroom. Prerequisite: None. Lec. Hr. 040 Lab Hrs. 000 Other Hrs. 000	
LTC 3210 Long Term Care Externship	10.0 Quarter Credit Hrs
This course is an out of classroom externship. Externship is a method and process in which the student can acquire firsthand knowledge and experience in the field while under the supervision of a faculty member, as well as under the direction of a long-term care administrator or assignee. Prerequisite: Major Core (LTC 3201, LTC 3202, LTC 3203). Lec. Hr. 000 Lab Hrs. 000 Other Hrs 300	
LTCP 3201 Introduction to Long Term Care Administration	4.0 Quarter Credit Hrs
This course will provide students a guide to administration of long term care living facilities through the process of quality improvement, value demonstration, and staff performance. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
LTCP 3202 Nursing Care of Older Adults in LTC	4.0 Quarter Credit Hrs
This course will provide students an overview of basic nursing care for residents living in long term care living facilities. The course will provide students a basis for discussing nursing diagnosis, outcomes, and interventions through the use of Lec and case studies. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
LTCP 3203 Aging Issues, Part I	4.0 Quarter Credit Hrs
This course will provide students an overview of the issues related to aging and some of the unique problems associated with long term care facilities. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
LTCP 3204 Aging Issues, Part II	4.0 Quarter Credit Hrs
This course will provide students a further examination of the issues related to aging and dementia care for long term care living facility managers. Prerequisite: LTC 3203. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
LTCP 3205 Nursing Home Federal Guidelines	4.0 Quarter Credit Hrs
This course will provide students an overview of the specific LTC federal guidelines and requirements in preparation for a Department of Health Services survey. Prerequisite: None. Lec Hrs: Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
LTCP 3206 Human Resources in Long Term Care	4.0 Quarter Credit Hrs
This course is the study of human resource administration and practice as an integral aspect of effective assisted living management. The manager must possess basic knowledge as a human resource generalist in order to comply with the legal mandates and licensing requirements of the state in which they operate. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MACP 3100 Discrete Mathematics	4.0 Quarter Credit Hrs
This course provides an introduction to discrete mathematics and its relations to computer science. The importance of mathematics and its relevance to a variety of applications will be explored with an analysis of various algorithms and mathematical models. Arithmetic and cryptology algorithms, modular arithmetic foundations, and basic number theory will be covered. Prerequisite: MAT 1033. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
MAN 1030 Introduction to Business Enterprise	4.0 Quarter Credit Hrs
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 1733 Management Today	4.0 Quarter Credit Hrs
Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2021 Principles of Management	4.0 Quarter Credit Hrs
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2031 Let's Talk Business	2.0 Quarter Credit Hrs
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MAN 2300 Introduction to Human Resources	4.0 Quarter Credit Hrs
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2604 Introduction to International Management	4.0 Quarter Credit Hrs
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2727 Strategic Planning for Business	4.0 Quarter Credit Hrs
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000	

MAN 2946 Business Internship	4.0 Quarter Credit Hrs
As part of the preparation for a career in management, the sophomore student is permitted to serve an externship of 120 Hrs in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, Hrs of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Program Director. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
MAN 3100 Human Relations in Management	4.0 Quarter Credit Hrs
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Prerequisite MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 3344 Principles of Supervision	4.0 Quarter Credit Hrs
A study of various aspects of the supervisor's job including work planning, organizing, leadership, decision making, and effective communication. Prerequisite MAN 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 3554 Workplace Continuity and Contingency Planning	4.0 Quarter Credit Hrs
This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 4104 Women Managers	4.0 Quarter Credit Hrs
Designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 4302 Management of Human Resources	4.0 Quarter Credit Hrs
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2300 or MAN 3100 (HSA 2182 for HCA program). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 4400 Labor Relations and Collective Bargaining	4.0 Quarter Credit Hrs
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisite: MAN 2021 or HFT 1211. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 4701 Business Ethics	4.0 Quarter Credit Hrs
This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 4734 Contemporary Management	4.0 Quarter Credit Hrs
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Prerequisite MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 4764 Business Policy and Strategy	4.0 Quarter Credit Hrs
This course is a study of long-term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Prerequisite: MAN 2021 (None for HCA students). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 4946 Externship in Management II	4.0 Quarter Credit Hrs
As part of the preparation for a career in management, students are permitted to serve in externships of 120 Hrs in management functions of financial, business, and industrial organizations or government agencies. Arrangements for the externship training provide for assignment of duties, Hrs of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Program Director. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
MAN 5066 Managerial Ethics	4.0 Quarter Credit Hrs
This course is a comprehensive, integrated approach to business ethics which incorporates the principles of critical, ethical thinking and applies them to situations and models for business decision making. The course addresses ethics from the political, social, economical and legal perspectives. A decision-making strategy, RESOLVEDD, is employed to guide students through both the basic and complex elements of an ethical analysis. The course provides a conceptual, systematic and practical study of ethics in business with the goal of developing consistent criteria as applied to changing and emerging values. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 5140 Managerial Decision Making	4.0 Quarter Credit Hrs
A comprehensive overview of decisions and the decision making process used by management in a number of situations. Financial management, personnel management, production, marketing and other aspects of a business environment will be utilized to develop sound decision making practices. The course also uses an integrated approach to study the application of the concepts of management to managerial decision making and the decision making process. Student acquires "hands-on" experience through the use of contemporary case studies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 5245 Organizational Behavior	4.0 Quarter Credit Hrs
This course covers the concepts relevant to the understanding of organizational behavior theory as applied to business. Concepts such as motivation, group dynamics, leadership, communication, goal setting and organizational culture related to business will be covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 5266 Management of Professionals	4.0 Quarter Credit Hrs
Organizational behavior of professional employees is investigated through available theories and concepts. Concentration is placed on the manager's role, especially that of matching organizational demands with individual talents and expectations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 5285 Organizational Development and Change	4.0 Quarter Credit Hrs
Theory and research related to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

MAN 5355 Managerial Assessment and Development	4.0 Quarter Credit Hrs
Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 5601 International Business	4.0 Quarter Credit Hrs
An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 5910 Business Research	4.0 Quarter Credit Hrs
An in-depth study of business research methods and practices vital to the business professional. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 6307 Management of Human Resources	4.0 Quarter Credit Hrs
This course explores and analyzes the principles, strategies, and practices of human resources management, including the various functions such as recruitment, planning, supervision, promotion, management, and control of personnel in organizational settings. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 6721 Business Policy and Strategy	4.0 Quarter Credit Hrs
Business Policy and Strategy is intended to be the capstone course in strategic management for the MBA program. The course is a thorough coverage of the seismic strategy-related changes in the business environment and explores the challenges in business strategies, business organizations, and business practices being altered by globalization, the Internet, and dot-com companies. This course must be taken within the final two quarters prior to program completion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MANP 2501 Capstone Experience	4.0 Quarter Credit Hrs
This course, to be taken within the student's last 24 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career. Lec. Hrs. 30. Lab Hrs: 20 Other Hrs. 000	
MANP 4501 Applied Management Senior Capstone Experience	4.0 Quarter Credit Hrs
The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Prerequisite: MAN 2021. Lec Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
MAR 1011 Introduction to Marketing	4.0 Quarter Credit Hrs
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2141 Introduction to International Marketing	4.0 Quarter Credit Hrs
Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2305 Customer Relations and Servicing	4.0 Quarter Credit Hrs
This 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2320 Advertising	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2720 Marketing on the Internet	4.0 Quarter Credit Hrs
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. Prerequisite: MAR 1011. Lec. Hrs. 030 Lab. Hrs. 020 Other Hrs. 000.	
MAR 3156 Global Marketing	4.0 Quarter Credit Hrs
The study of essential issues and unique considerations confronting the marketing decision makers in a global environment. Comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions will be analyzed. Prerequisite: MAR 1011 or MAR 2141. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 3231 Retailing	4.0 Quarter Credit Hrs
This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure of the market. Emphasis is placed on the many functions of a retail business, including employee relations and customer relations. Prerequisite: MAN 1030 or MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 3310 Public Relations	4.0 Quarter Credit Hrs
This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 3400 Salesmanship	4.0 Quarter Credit Hrs
A study of the basic principles and techniques of selling. Effective presentations and communications in selling are emphasized. Selling is studied as a marketing process in retail and industrial markets. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 3503 Consumer Behavior	4.0 Quarter Credit Hrs
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisite: MAR 1011 or MAR 2320. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 4156 International Marketing Analysis	4.0 Quarter Credit Hrs
Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale. Prerequisite: MAR 2141 or MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

MAR 4200 Marketing Channels and Distribution	4.0 Quarter Credit Hrs
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 4333 Promotional Policies and Strategies	4.0 Quarter Credit Hrs
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisites: MAR 1011 and MAR 2320. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 4613 Marketing Research	4.0 Quarter Credit Hrs
Research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 4804 Marketing Administration	4.0 Quarter Credit Hrs
Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objective. Prerequisite: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 5153 International Marketing	4.0 Quarter Credit Hrs
This course discusses the environment of international marketing. Primary emphasis is on international marketing research; product, promotion, distribution and pricing strategies; and present issues in international marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 5805 Marketing Management	4.0 Quarter Credit Hrs
A comprehensive study of marketing strategies and tactics. Essential elements are analyzed and include strategic planning and marketing; identifying and understanding the target market; market research; consumer behavior; organizational buying; market mix and segmentation. Product planning and development; advertising and sales promotion; distribution and pricing strategies are evaluated. The marketing of services and global marketing issues are also explored. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAT 0024 Basic Math Studies	4.0 Quarter Credit Hrs
Comprehensive review of the mathematical skills and concepts required to prepare for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. In determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Lec. Hrs 040 Lab Hrs. 000 Other Hrs. 000	
MAT 1033 College Algebra	4.0 Quarter Credit Hrs
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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MCB 1000L Microbiology Laboratory	2.0 Quarter Credit Hrs
This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi. Prerequisite None. Corequisite: MCB 2000 for Nursing Students only. Lecture Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	
MCB 2000 Microbiology and Infection Control	4.0 Quarter Credit Hrs
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: None Lec Hrs: 40.0 Lab Hrs: 0.0 Other Hrs: 0.0.	
MEA 1006C Therapeutic Communication	2.0 Quarter Credit Hrs
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisites: None. Lec Hrs: 20.0 Lab Hrs: 0.0 Other Hrs: 0.0.	
MEA 1105 Domestic Violence	2.0 Quarter Credit Hrs
This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Prerequisites: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MEA 1207 Basic Clinical Procedures	4.0 Quarter Credit Hrs
This course, which is designed to be taken concurrently with MEA 1207L, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: HSC 1524. Corequisite: MEA 1207L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 1207L Basic Clinical Procedures Lab	2.0 Quarter Credit Hrs
This course is designed for students to practice and acquire the skills learned in MEA 1207, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: HSC 1524. Corequisite: MEA 1207. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
MEA 1226C Exams and Specialty Procedures	4.0 Quarter Credit Hrs
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Prerequisite: MEA 1207, MEA 1207L. Corequisite: MEA 1226L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 1226L Exams and Specialty Procedures Lab	2.0 Quarter Credit Hrs
This course is designed for the student to practice and acquire the skills learned in MEA 1226C, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1207, MEA 1207L. Corequisite: MEA 1226C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
MEA 1235 Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	4.0 Quarter Credit Hrs
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, digestive and urinary systems and nutrition and metabolism. Prerequisite: HSC 1524. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

MEA 1243L Pharmacology Lab	2.0 Quarter Credit Hrs
In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Prerequisite: BSC 1085, BSC 1086, HSC 1524. Corequisite: MEA 2244. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
MEA 1304C Medical Office Procedures	4.0 Quarter Credit Hrs
This course introduces students to the administrative functions of the medical office or clinic. Emphasizes written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: HSC 1531, OST 1114L. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
MEA 2244 Pharmacology	4.0 Quarter Credit Hrs
Various aspects of clinical pharmacology are discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: BSC 1085, BSC 1086, and HSC1524. Corequisite: MEA1243L (No corequisite for PTN students). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2245L Phlebotomy	2.0 Quarter Credit Hrs
This course is a review. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MEA 2260, MLS 2260L. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
MEA 2246 Pharmacology for MIBC	4.0 Quarter Credit Hrs
Various aspects of clinical pharmacology are discussed including a study of associated medical terminology, anatomy and physiology and diseases based on a systems method. Various medications currently prescribed for treatment of these will be introduced as they relate to the associated systems and absorption, excretion and distribution of these drugs will be introduced as well. Prerequisite None. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000	
MEA 2257L Introduction to X-ray	4.0 Quarter Credit Hrs
This course assists the student in preparing to apply to take state licensure examinations at the "basic x-ray machine operator" level. Topics will include the basic concepts of radiation, radiation protection, radiological procedures and patient positioning. Prerequisite: BSC 1085, BSC 1086. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2260 Diagnostic Procedures	4.0 Quarter Credit Hrs
This course will present theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Prerequisite: BSC 1085, BSC 1086, HSC 1524, MEA 1207, MEA 1207L. Corequisite: MLS 2260L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2285L EKG Interpretation	2.0 Quarter Credit Hrs
This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skill learned, the student will be able to identify and respond appropriately to life-threatening cardiac arrhythmias and EKG changes. Prerequisite None. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
MEA 2305 Medical Office Management and Compliance	4.0 Quarter Credit Hrs
This course covers a broad area of topics that are essential to the Medical Office Manager. This course will prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice. Areas that will be discussed include: Personnel management, compliance, technology and the many roles of the office manager. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2337 Patient and Insurance Collection Strategies	4.0 Quarter Credit Hrs
This course will be broken into two segments. First, advanced strategies for dealing with insurance carriers including EOB interpretation, follow-up practices and the appeal process. Second, convincing delinquent patients to remit payments is an art form. Developing an effective collection plan that will include reviewing your entire billing, insurance, managed care and collection process is essential to developing a successful plan. Prerequisite: HIM 2272. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2340 Coding Cases I (Physician Professional Services)	2.0 Quarter Credit Hrs
This class is a hands-on coding practicum that will allow the student to perform practical application to the coding skills learned in the "Introduction to Coding" class. A review of the basic coding guidelines will be given, however, this class will focus on coding from case studies and operative reports using the ICD-9-CM Volume I and II, CPT-4 and HCPCS code books. Prerequisite: MEA 2355. Lec. Hrs. 000 Lab Hrs 040 Other Hrs. 000	
MEA 2344 Workers' Compensation & Specialties	4.0 Quarter Credit Hrs
This course will cover the workers' compensation system and its related terminology. A compensable injury under workers' compensation will be defined, as well as, how to report an injury. The various forms used by workers' compensation will be discussed. The OMFS (Official Medical Fee Schedule) will be covered. Prerequisite: HIM 2272. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2349L Coding Cases II (Hospital Billing)	2.0 Quarter Credit Hrs
Hands on coding from hospital inpatient documentation. The student will be exposed to the coding software tools used by hospital coders. The UB-92 claim form will be utilized for these case study scenarios. Prerequisite: MEA 2355 and HIM 2260C. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
MEA 2355 Introduction to Coding and Documentation	4.0 Quarter Credit Hrs
This course will cover the basic guidelines and coding conventions in ICD-9-CM, CPT-4 and HCPCS. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Prerequisite: HSC 1524, MEA 1232. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2388 Government Payers	4.0 Quarter Credit Hrs
This course will cover the billing guidelines from the various government payers that will include: Medicare; Medicaid; and Tricare. Medicaid is a state and federal program and may have different guidelines from state to state. This class will look at the Medi-Cal program model. Prerequisite: HIM 2272. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MEA 2561 Professional Procedures	2.0 Quarter Credit Hrs
Designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials. Prerequisite: All medical classes. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	

MEA 2802 Medical Externship	5.0 Quarter Credit Hrs
This course is 160 Hrs of unpaid, supervised, practical, in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed prior to enrollment. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160	
MEAP 1301 ICD-9 Coding	4.0 Quarter Credit Hrs
This course will cover the basic guidelines and coding conventions in ICD-9-CM. This course will focus on the professional (outpatient) guidelines. The proper diagnostic assignment based on documentation will be discussed, as well as, the proper use of multiple codes, 3 digit, 4 digit and 5 digit specificity. Prerequisite: HSC 1524 and BSC 2080. May be taken with co-requisite of HSC 1524. Lec Hrs: 30. Lab Hrs: 20 Other Hrs. 000	
MEAP 1305 Introduction to CPT Coding	4.0 Quarter Credit Hrs
This course will cover the basic guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of procedure codes and associated modifiers. Prerequisite: HSC 1524 and BSC 2080. Lec Hrs: 40. Lab Hrs: 00 Other Hrs. 000	
MEAP 2345 Third Party Payers	4.0 Quarter Credit Hrs
This course will cover the third party payers (Managed Care, Medicare, Medicaid, Tricare and Worker's Compensation) and its related terminology. This course will give the billing and coding students, an in depth look at how third party payer's bill. It will cover the following information, rule and regulation, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, how to calculate payment, and scenario. Prerequisite: HIM 2272. Lec Hrs: 40. Lab Hrs: 00 Other Hrs. 000	
MEAP 2346 Advanced CPT Coding	4.0 Quarter Credit Hrs
This course will cover advanced guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Prerequisite: MEAP 1305. Lec Hrs: 40. Lab Hrs: 00 Other Hrs. 000	
MEAP 2348 Abstract Case Coding	2.0 Quarter Credit Hrs
This course will cover the abstracting guidelines and coding conventions in ICD-9-CM, CPT and HCPCS coding. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of cross coding diagnoses with procedures. Prerequisite: MEAP 2346. Lec Hrs: 20. Lab Hrs: 00 Other Hrs. 000	
MEAP 2808 Externship for MIBC	4.0 Quarter Credit Hrs
This course is 120 Hrs of unpaid, supervised, practical, and in-service in a medical coding position at a medical clinic, medical office or billing service setting in which the student practices direct application of all administrative and coding functions of the medical biller and coder. Prerequisite: All classes in the MIBC CORE must be completed prior to enrollment. Lec Hrs 0.0 Lab Hrs 0.0 Other Hrs 120	
MLS 2260L Diagnostic Procedures Lab	2.0 Quarter Credit Hrs
This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures Lec, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: BSC 1085, BSC 1086, HSC 1524, MEA 1207, MEA 1207L. Corequisite: MEA 2260. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
MMC 4602 Mass Media	4.0 Quarter Credit Hrs
Covers the principles, theories, and ideas of mass media as well as the technology and creative methods used in mass media: past, present, and future. The role of mass media in business, politics, religion, entertainment, and advertising will be discussed. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MTB 1103 Business Math	4.0 Quarter Credit Hrs
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
NSGP 1020C Fundamentals of Nursing	3.0 Quarter Credit Hrs
In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the Everest nursing program, as well as the core components of Associate Degree Nursing with a focus on professionalism, assessment and communication. The nursing process is introduced as a tool to assist students to utilize critical thinking the formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals of Nursing II. Characteristics of the individual, which include human development, common health problems, human needs and cultural diversity and considerations, are introduced. Students will practice basic nursing adult client care in simulated scenarios in the Nursing Skills Lab. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Prerequisite: Admission to the Nursing program and completion of BSC 1085, BSC 2085L, SLSP 1110 and ENC 1101. Co-requisites: BSC 1086, BSC 2086L and MAT 1033. Lecture Hrs. 20.0 Skills Lab Hrs. 30.0 Other Hrs. 0.0	
NSGP 1022C Fundamentals of Nursing II	3.0 Quarter Credit Hrs
This course is a continuation of the theory, nursing skills and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class, nursing skills laboratory, and in area health care facilities. Prerequisites: NSGP 1020C, ENC 1101, BSC 1085, BSC 2085L, BSC 1086, BSC 2086L, SLSP 1110 and MAT 1033. Co-requisites: MCB 2000, MCB 1000L, HUN 1001, PSY 2012. Lecture Hrs. 10.0 Clinical Hrs. 50.0 Skills Lab Hrs. 10.0 Other Hrs. 0.0	
NSGP 2030: Care of the Adult Client II	3.0 Quarter Credit Hrs
This course builds on the course content of NSG 1020 and focuses on the nursing care of adults with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Prerequisites: NSG 2010, 2015, 2020, 2025, and SYG 2000. Co-requisites: MEA 1006C, CGS 2167C, and NSGP 2035. Lec Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 2035: Care of the Adult Client II Clinical	3.0 Quarter Credit Hrs
The clinical portion of the course integrates the theory in caring for the adult client in multiple clinical sites. Prerequisites: NSG 2010, 2015, 2020, 2025, and SYG 2000. Co-requisite: NSGP 2030, MEA 1006C, and CGS 2167C. Lec Hrs. 0.0 Lab Hrs. 16.0 Other Hrs. 104.0	

NSGP 2040: Advanced Nursing Care	4.0 Quarter Credit Hrs
This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with and clinical practice. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2045, 2050, 2055, and 2060. Lec Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 2045: Advance Nursing Care Clinical	4.0 Quarter Credit Hrs
The clinical portion of the course integrates the theory in by focusing on providing complex care of clients in multiple clinical sites. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2050, 2055, and 2060. Lec Hrs. 0.0 Lab Hrs. 16.0 Other Hrs. 104.0	
NSGP 2050: Nursing Leadership and Management	3.0 Quarter Credit Hrs
This course is designed to develop beginning leadership skills for the associate degree nursing students that are necessary to manage clients and health care workers. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2045, 2055 and 2060. Lec Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 2055: Nursing Leadership and Management Clinical	3.0 Quarter Credit Hrs
The clinical portion of the course integrates the theoretical aspects of nursing leadership and management in a variety of settings. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2045, 2050 and 2060. Lec Hrs. 0.0 Lab Hrs. 8.0 Other Hrs. 82.0	
NSGP 2060: NCLEX Review	1.0 Quarter Credit Hrs
This course provides a systematic review of nursing material that will prepare the student for the NCLEX-RN. Prerequisites: NSG 2030, 2035, and MEA 1006C. Co-requisites: NSGP 2040, 2045, 2050, and 2055. Lec Hrs. 10.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NSGP 3066C Physical Exam and Health Assessment:	4.0 Quarter Credit Hrs
This course focuses on techniques of physical examination and client assessment. Emphasizes the assessment phase of the nursing process using critical thinking to enable the student to perform health evaluations throughout the life span. Prerequisite: RN Licensure Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
NSGP 3125 Pathophysiology for Nursing Practice:	4.0 Quarter Credit Hrs
An in-depth study of cellular alterations in organ systems as they relate to selected disease states that impact the health of individuals. Emphasis is placed on critical thinking and decision making related to these alterations in homodynamic balance, their presentation and implications for nursing practice. Age-related, cultural, and ethnic variations will be explored. Prerequisites: RN Licensure. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
NSGP 3145 Pharmacology in Nursing Practice:	4.0 Quarter Credit Hrs
This course enhances the professional nursing student's understanding of the principles of pharmacology and drug therapies, pharmacologic-therapeutic classes of drugs, and important drug information resources. Emphasis is placed on nurse's role in drug administration, the nursing process with patient teaching, application in nursing practice, and legal and ethical responsibilities for administering drugs. Prerequisites: RN Licensure Co-requisites: NSGP 3125 Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
NSGP 3805 Professional Role Transition:	4.0 Quarter Credit Hrs
This course focuses on the nonclinical aspects of the professional nursing role. Provides an introduction to informatics in relation to healthcare and analyzes various applications of information systems. Key concepts covered include theoretical models, computers in healthcare, information processing, data management, data acquisition and consumer informatics. Prerequisite: RN Licensure Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
NSGP 3826 Ethical Legal Aspects of Nursing and Health Care:	4.0 Quarter Credit Hrs
Legal and ethical aspects of the nurse's role in the delivery and management of health care are examined in this course. Focus on ethical decision-making in health care situations will be addressed. The course will explore the impact of health policy changes on nursing practice and the delivery of health care to culturally diverse clients throughout the lifespan. Prerequisite: RN Licensure Co-requisites: NSGP 3805. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
NSGP 4166 Nursing Research:	4.0 Quarter Credit Hrs
This course is an overview of the role and scope of research as it relates to the formation of nursing knowledge and the application to nursing practice Emphasis is placed on critically evaluating nursing research studies and understanding the importance of utilizing research for evidenced based practice. Prerequisite: RN Licensure , NSGP 4870 and NSGP 3826 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
NSGP 4637 Community/Public Health Nursing	4.0 Quarter Credit Hrs
This course introduces the concepts and principles basic to the development and maintenance of the community's health and relates them to the practice of the health professional. The epidemiological process guides the survey of current major health issues. The course focuses on the health issues of underserved, vulnerable, or culturally diverse, rural or urban communities and populations at local, state, national, and global levels. Prerequisite: RN Licensure, Co-Requisite: NSGP 4837L Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
NSGP 4637L Community/Public Health Nursing Clinical	4.0 Quarter Credit Hrs
The clinical portion of the course integrates and applies the theory in a variety of community- and population-based settings with consultation and availability of multiple health care resources and in collaboration with underserved, vulnerable, or culturally diverse, rural or urban communities and populations. The nursing process guides the community/population-based assessment of current major health issues, and the design, implementation, and evaluation of a community/population-appropriate and acceptable, nursing intervention. Prerequisite: RN Licensure Co-requisites: NSGP 4637 Lecture Hrs. 000 Lab Hrs. 120 Other Hrs. 000	
NSGP 4827 Nursing Roles: Management and Leadership	4.0 Quarter Credit Hrs
This course introduces the management functions and leadership roles of professional registered nurses within the structure of an organization. Prerequisites: NSGP 3805, 3066, 3826, 3145, 3125, 4893, 4870, 4637, 4637L, Co-requisites: NSGP 4166, 4827L Lecture Hrs. 000 040 Lab Hrs. 000 Other Hrs. 000	
NSGP 4827L Nursing Roles: Management and Leadership Clinical	4.0 Quarter Credit Hrs
This course introduces the practicum portion of the management functions and leadership roles of professional registered nurses within the structure of an organization. Prerequisites: NSGP 3805, 3066, 3826, 3145, 3125, 4893, 4870, 4637, 4637L Co-requisites: NSGP 4166, 4827 Lecture Hrs. 000 Lab Hrs. 120 Other Hrs. 000	
NSGP 4836 Professional Nursing Role Synthesis	4.0 Quarter Credit Hrs
This course provides the opportunity for students to synthesize knowledge from liberal arts and nursing as basis for professional nursing practice. Students recognize the leadership role of the professional nurse in assessing, planning, implementing and evaluation nursing care in various health care settings. Students will have the opportunity to share experiences and to discuss trends and issues which influence change in professional nursing practice. Prerequisites: NSGP 3805, 3066, 3826, 3145, 3125, 4893, 4870, 4637, 4637L, 4827, 4827L Co-requisites: 4836L Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

NSGP 4836L Professional Nursing Role Practicum	4.0 Quarter Credit Hrs
This course provides the opportunity for students to synthesize knowledge from liberal arts and nursing as basis for professional nursing practice. Students will demonstrate synthesis of knowledge through the implementation of a change project utilizing the nursing process in a selected clinical setting. Prerequisites: NSGP 3805, 3066, 3826, 3145, 3125, 4893, 4870, 4637, 4637L, 4827, 4827L Co-requisites: NSGP 4836 Lecture Hrs. 000 Lab Hrs. 120 Other Hrs. 000	
NSGP 4870 Nursing Informatics:	4.0 Quarter Credit Hrs
Provide introduction to informatics in relation to healthcare and analyzes various applications of information systems. Key concepts covered include theoretical models, computers in healthcare, information processing, data management, data acquisition and consumer informatics. Prerequisite: RN Licensure Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
NSGP 4893 Nurses As Educators:	4.0 Quarter Credit Hrs
This course introduces the student to the theory and principles of nursing education in preparation for the teaching role in healthcare institutions. Emphasis is placed on adult learning theory, role transition of the clinical educator, practical skills, legal and ethical issues, and current trends in nursing education. Prerequisite: RN Licensure Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
NUR 1023: Fundamentals of Nursing	3.0 Quarter Credit Hrs
Course Description: This course is designed to introduce the student to the art and science of nursing. The focus will be on the development of a beginning understanding of the nursing process and the development of fundamental nursing skills essential to the provision of professional nursing care. Prerequisite: Admission to the Nursing program and completion of BSC 1085, PSY 2012, MAT 1033 and SLS 1105. Lec Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NUR 1023L: Fundamentals of Nursing Clinical	3.0 Quarter Credit Hrs
The clinical portion of the course integrates the theory in both on-campus labs and practice in various health care agencies. Prerequisites: BSC 1085, PSY 2012, MAT 1033 and SLS 1105. Co-requisites: NUR 1023, BSC 1086, ENC 1101 and HUN 1001. Lec Hrs. 0.0 Lab Hrs. 32.0 Other Hrs. 58.0	
NUR 1140: Nursing Pharmacology	3.0 Quarter Credit Hrs
This course is designed to provide nursing students with a knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problem, modifiers of the predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application of the nursing process in drug therapy. Prerequisites: NSGP 1022C, MCB 2000, MCB 1000L, HUN 1001, and PSY 2012. Co-requisites: NUR 1210, NUR 1210L and MEA 1006. Lec Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NUR 1210: Care of the Adult Client I	4.0 Quarter Credit Hrs
This course addresses the standards of practice for adults requiring less complex nursing care and focuses on the use of the nursing process in assisting clients to adapt to their ever-changing health needs. Prerequisites: NSGP 1022C, MCB 2000, MCB 1000L, HUN 1001, and PSY 2012. Co-requisites: NUR 1140, NUR 1210L and MEA 1006. Lec Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NUR 1210L: Care of the Adult Client I Clinical	4.0 Quarter Credit Hrs
The clinical portion of the course integrates the theory in a variety of settings with consultation and availability of multiple health care resources. Prerequisites: NSGP 1022C, MCB 2000, MCB 1000L, HUN 1001, and PSY 2012. Co-requisites: NUR 1140, NUR 1210 and MEA 1006. Lec Hrs. 0.0 Lab Hrs. 120.0 Other Hrs. 0.0	
NUR 1440: Maternal and Child Nursing	4.0 Quarter Credit Hrs
This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development, and the family are integrated. Prerequisites: NUR 1140, 1210, 1210L, MCB 2000. Co-requisites: NUR 1440L, SYG 2000, DEP 2000. Lec Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NUR 1440L: Maternal and Child Nursing Clinical	4.0 Quarter Credit Hrs
The clinical portion of the course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools, and in simulated experiences in the nursing computer and skills lab. Prerequisites: NUR 1140, 1210, 1210L, MCB 2000. Co-requisites: NUR 1440, ENC 1102, DEP 2000. Lec Hrs. 0.0 Lab Hrs. 120.0 Other Hrs. 0.0	
NUR 2212 Care of the Adult Client II	4.0 Quarter Credit Hrs
This course builds on the course content of NUR 1210 and focuses on the nursing care of adults with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Prerequisites: NUR 2513, NUR 2513L, NUR 2611, NUR 2611L, SYG 2000 and DEP 2000. Co-requisites: NUR 2212L and CGS 2167C. Lecture Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NUR 2212L Care of the Adult Client II Clinical	3
The clinical portion of the course integrates the theory in caring for the adult client in multiple clinical sites. Prerequisites: NUR 2513, 2611, NUR 2513L, NUR 2611, NUR 2611L and, SYG 2000. Lec and DEP 2000. Co-requisite: NUR 2212, and CGS 2167C. Lecture Hrs. 0.0 Lab Hrs. 120.0 Other Hrs. 0.0	
NUR 2244 Advanced Nursing Care	4.0 Quarter Credit Hrs
This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with and clinical practice. Prerequisites: NUR 2212, NUR 2212L and CGS 2167C. Co-requisites: NUR 2244L, 2881, 2881L and 2960. Lecture Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NUR 2244L Advanced Nursing Care Clinical	4.0 Quarter Credit Hrs
The clinical portion of the course integrates the theory in by focusing on providing complex care of clients in multiple clinical sites. Prerequisites: NUR 2212, NUR 2212L and CGS 2167C. Co-requisites: NUR 2244, 2881, 2881L and 2960. Lecture Hrs. 0.0 Lab Hrs. 120.0 Other Hrs. 0.0	
NUR 2513: Mental Health Nursing	3.0 Quarter Credit Hrs
This course is a study of the dynamic relationship between adjustment mechanisms, stress, and their effect on the personality with a focus on the role of the nursing in mental health and illness throughout the life span. Prerequisites: NUR 1440, NUR 1440L, SYG 2000 and DEP 2000. Co-requisites: NUR 2513L, NUR 2611, NUR 2611L and ENC 1102. Lecture Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NUR 2513L: Mental Health Nursing Clinical	3.0 Quarter Credit Hrs
The clinical portion of the course integrates the theory in various community mental health agencies. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Prerequisites: NUR 1440, NUR 1440L SYG 2000 and DEP 2000. Co-requisites: NUR 2513, NUR 2611, NUR 2611L and ENC 1102. Lecture Hrs. 0.0 Lab Hrs. 90.0 Other Hrs. 0.0	

NUR 2611: Contemporary Nursing in Community Settings	3.0 Quarter Credit Hrs
This course focuses on the nursing role in the community. Emphasis is on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention. NUR 1440, NUR 1440L, SYG 2000 and DEP 2000. Co-requisites: NUR 2513, NUR 2513L, NUR 2611L and ENC 1102. Lec Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NUR 2611L: Contemporary Nursing in Community Clinical	3.0 Quarter Credit Hrs
This clinical portion of the course integrates the theory in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan. Prerequisites: DEPP 2053, NSG 1030, NUR 1440, NUR 1440L, SYG 2000 and 1035, DEP 2000. Co-requisites: NUR 1440, NUR 1440L, SYG 2000 and DEP 2000. Co-requisites: NUR 2513, NUR 2513L, NUR 2611 and ENC 1102. Lecture Hrs. 0.0 Lab Hrs. 890.0 Other Hrs. 820.0	
NUR 2881 Nursing Leadership and Management	3.0 Quarter Credit Hrs
This course is designed to develop beginning leadership skills for the associate degree nursing students that are necessary to manage clients and health care workers. Prerequisites: NUR 2212, NUR 2212L and CGS 2167C. Co-requisites: NUR 2244, 2244L, 2881L and 2960. Lecture Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0	
NUR 2881L Nursing Leadership and Management Clinical	3.0 Quarter Credit Hrs
The clinical portion of the course integrates the theoretical aspects of nursing leadership and management in a variety of settings. Prerequisites: NUR 2212, NUR 2212L, and CGS 2167C. Co-requisites: NUR 2244, 2244L, 2881 and 2960. Lecture Hrs. 0.0 Lab Hrs. 90.0 Other Hrs. 0.0	
NUR 2960 NCLEX Review	2.0 Quarter Credit Hrs
This course provides a systematic review of nursing material that will prepare the student for the NCLEX-RN. Prerequisites: NUR 2212, NUR 2212L, and CGS 2167C. Co-requisites: NUR 2244, 2244L, 2881, 2881L and 2960. Lecture Hrs. 20.0 Lab Hrs. 0.0 Other Hrs. 0.0	
OST 1141L Keyboarding	2.0 Quarter Credit Hrs
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite None. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
OST 1147C Speed-Building Skills	2.0 Quarter Credit Hrs
This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, random letter, symbol, and number drills. Focus of the course will be on practices such as punctuation, numbers, symbol, keypad, and word family practice. Prerequisite None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
OST 1401C Office Operations	2.0 Quarter Credit Hrs
This course provides students with the essential knowledge and skills to be successful in today's office workplace. Students will learn to be productive team members, process information using different technologies including the Internet, and communicate effectively to both customers and other members of the organization. Topics also to be covered include using the telephone properly, preparing travel arrangements, and assisting in meeting preparation. These skills will be presented from the perspective of increasing office productivity. Prerequisite None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
OST 1791C Electronic Communication	2.0 Quarter Credit Hrs
This course provides a complete overview of electronic communication. There is an emphasis on navigation and integration of e-mail software utilizing Microsoft Outlook. Students will become familiarized with electronic documentation, while learning important skills such as opening and Edit E-mail, sending attachments, Create contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, Create and updating tasks, integrating calendars with other office components, and printing E-mail sent documents. Prerequisite None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
OST 2335 Business Communications	4.0 Quarter Credit Hrs
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1102 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
OST 2711C Introduction to Word Processing	2.0 Quarter Credit Hrs
This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Prerequisite None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
OST 2712C Intermediate Word Processing	4.0 Quarter Credit Hrs
This intermediate course in word processing focuses on enhancing the student's ability to manipulate paragraphs and documents through the use of tabs, margins, spacing, borders, and shadings. Emphasis is placed on creating more informative and organized documents through the use of charts, graphs, tables, headers and footers. Advanced file management skills are discussed as well. Prerequisite: OST 2711C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
OST 2724C Advanced Word Processing	4.0 Quarter Credit Hrs
This course provides students with the remaining tools required to perform advanced business word processing. Upon successful completion of the course the student should be familiar with all the Microsoft Word commands and functions. There is a focus on mail merge, while more efficient and professional documents are obtained through the use of templates, wizards, and graphics. The creation and modification of such tools is discussed intensively. Prerequisite: OST 2712C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
OST 2813C Introduction to Desktop Publishing	2.0 Quarter Credit Hrs
This course provides an introduction to desktop publishing. There is an emphasis on terminology, and the creation and editing of simple desktop publishing files. Students will design effective publications by creating, importing, and manipulating graphics. Students will also learn to use desktop publishing software tools. Prerequisite: CGS 2167C. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
OST 2821C Desktop Publishing Skills	4.0 Quarter Credit Hrs
This course provides a complete overview of desktop publishing. The emphasis is on modifying and customizing documents through linking and embedding text, working with visual elements, adding color, importing text and graphics, as well as creating and managing libraries. Students will also learn to use desktop publishing software templates, and learn how to refine the printing process and work with scanned images. Prerequisite: OST 2822. Lec. Hrs. 10 Lab Hrs. 20 Other Hrs. 000	

PGY 2890C Digital Image Manipulation	4.0 Quarter Credit Hrs
An introduction to the image and color editing capabilities through applications on the Macintosh computer. Emphasis is placed on scanning photographs, artwork and text with discussion on basic photographic systems and techniques. Prerequisite: CGS 1031C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PHI 3601 Ethics	4.0 Quarter Credit Hrs
Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PHIP 2100 Critical Thinking	4.0 Quarter Credit Hrs
This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification and knowledge; inductive/deductive reasoning; and common errors in informal reasoning. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PHIP 3131 Logic	4.0 Quarter Credit Hrs
A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 1003 Introduction to Paralegal	4.0 Quarter Credit Hrs
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0000	
PLA 1105 Legal Research and Writing I	4.0 Quarter Credit Hrs
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 1700 Legal Ethics and Social Responsibility	4.0 Quarter Credit Hrs
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2106 Legal Research and Writing II	4.0 Quarter Credit Hrs
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 2201 Civil Litigation I	4.0 Quarter Credit Hrs
This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2203 Civil Procedure	4.0 Quarter Credit Hrs
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lec Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2224 Civil Litigation II	4.0 Quarter Credit Hrs
This course follows PLA 2201, providing the student with a more in-depth exploration of the discovery process, including depositions, requests for admissions, request for medical examination, review and selection of expert witnesses, and discovery motions, such as motion to compel. Thus leading into pre-trial preparation, including pre-trial conference, pre-trial motion, jury investigation, trial notebook and exhibit preparation, ending with alternatives to trial, such as settlement, and alternative dispute resolution, and appeal procedures. Prerequisite: PLA 2201. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2273 Torts	4.0 Quarter Credit Hrs
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2363 Criminal Procedure and the Constitution	4.0 Quarter Credit Hrs
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2423 Contract Law	4.0 Quarter Credit Hrs
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2433 Business Organizations	4.0 Quarter Credit Hrs
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA 2460 Bankruptcy	4.0 Quarter Credit Hrs
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2483 Introduction to Administrative Law	4.0 Quarter Credit Hrs
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2600 Wills, Trusts, and Probate	4.0 Quarter Credit Hrs
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills; and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2610 Real Estate Law	4.0 Quarter Credit Hrs
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2631 Environmental Law	4.0 Quarter Credit Hrs
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2763 Law Office Management	4.0 Quarter Credit Hrs
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2800 Family Law	4.0 Quarter Credit Hrs
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2930 Contemporary Issues and Law	4.0 Quarter Credit Hrs
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 3115 Legal Research and Writing III	4.0 Quarter Credit Hrs
A study of legal writing techniques and formats is presented in this course. Students practice drafting complex legal memoranda and briefs. Emphasis is placed on developing the student's ability to research federal and state law both manually and using online legal resources. Prerequisite: PLA 2106. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 3570 International Law	4.0 Quarter Credit Hrs
This course examines the following: International agreements; status of states and individuals; recognition; jurisdiction; international claims; expropriation; human rights' sovereign immunity; war and peace; law of the sea; presidential congressional power. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 4116 Legal Research and Writing IV	4.0 Quarter Credit Hrs
This course provides a comprehensive review of the entire legal researching process. The further development of legal researching and writing skills is fostered with special emphasis on preparing appellate briefs for either the state or federal court system. Prerequisite: PLA 3115. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 4263 Rules of Evidence	4.0 Quarter Credit Hrs
Introduces students to the rules of evidence as they pertain to both civil and criminal proceedings. Students are introduced to procedures for gathering evidence within the realm of legally admissible evidence rules. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 4274 Advanced Tort Law	4.0 Quarter Credit Hrs
A continuation of PLA 2273. This is an advanced course in the complexities of tort law in the area of product liability, professional malpractice law, negligence, invasion of privacy, and business torts. Prerequisite: PLA 2273. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 4470 Employment Law	4.0 Quarter Credits Hrs
State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 4473 Worker's Compensation and Employment Benefit Law	4.0 Quarter Credit Hrs
This course will identify the concepts of workman's compensation and benefit law for the paralegal. The student will compare and contrast concepts including master-servant, principal-agent, and independent contractor relationships. Statutory and regulatory matters will be discussed including Workman's Compensation, Occupational Safety and Health Act, functions of the Occupational Safety and Health Review commission and ERISA. Students will develop and understanding of work related injuries and legal consequences. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 4523 Law and Medicine	4.0 Quarter Credit Hrs
This course addresses the ethical and legal issues in medical law for the paralegal professional. Students will address the issues of malpractice and "standard of care." Students will also develop understanding of legal standards of medical issues such as records, including patient charts, the use of records in courts and the rules regarding mandated reporting of maltreatment. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLAP 3210 Elder Law	4.0 Quarter Credit Hrs
Students will be introduced to topics in the law affecting older persons. Such topics as financial and estate planning, health care, personal planning, and protection, and consumer protection are covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLAP 4400 Paralegal Senior Capstone Experience	4.0 Quarter Credit Hrs
This course is designed to equip students for transition from matriculation to legal employment. Focus is placed on the completion and assembly of court and client documents that will be the basis of a portfolio representing the principle components of a Paralegal's scope of work. Documents are prepared in the various areas of law practice including federal and state civil litigation, discovery, appellate, family law, criminal law, contracts, probate, and business associations. Prerequisite: student must be in final two quarters of the program. Lec Hrs: 40 Lab Hrs: 0 Other: 0.	
PLAP 4450 Paralegal Externship	4.0 Quarter Credit Hrs
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a law office or other suitable location in which Paralegals are typically employed. Prerequisite None. Lec. Hrs: 00. Lab Hrs: 00. Other Hrs: 120 Hrs.	
PLAP 4483 Administrative Law	4.0 Quarter Credit Hrs
Workers' Compensation and Social Security are examined in this course. The law regarding governmental agencies and their enforcement authority, with emphasis in the special problems of state administrative law, is discussed. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
POS 2041 American National Government	4.0 Quarter Credit Hrs
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
POT 4064 Contemporary Political Theories	4.0 Quarter Credit Hrs
An examination of the various theoretical approaches to governing a modern state. Some of the forms covered are Fascism, Nazism, Communism, Socialism and Representative Democracy. Special attention will be focused on the changes brought to the democratic process by the Cold War and by the new role of the media. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PSMP 2535 Introduction to Proprietary Education	4.0 Quarter Credit Hrs
This course introduces the student to the area of proprietary education, and lays the foundation for a greater understanding of how each of the areas within this type of education work together for the success of the student. In this class, the student will learn about the history of proprietary education, differences between this type of education and traditional post secondary schools, and the impact of the internet on education in general. Prerequisite None. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 3105 Higher Education Regulatory Environment	4.0 Quarter Credit Hrs
This course focuses on the higher education regulatory environment and issues relating to it. Regulatory issues will be covered, and these include programmatic accreditation, readiness/compliance factors, self-studies, accreditation visits, and other factors as well. Prerequisite None. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 3200 Student Services and Retention in Proprietary Education	4.0 Quarter Credit Hrs
This course focuses on the Student Services and retention issues within a proprietary education environment. Course content is focused on retention strategies for students, student services such as advising and handling complaints, value added services, and prevention of student problems with focus on student success. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 3300 Admissions and Public Relations for Proprietary Education	4.0 Quarter Credit Hrs
This course focuses on the Admissions department and its role within a college. Attention is paid toward the importance of the relationship of the college to the community, as well as effective interaction with the local and national media. Salesmanship is also reviewed as well as admissions management issues as they relate to ethical standards within the discipline. Prerequisite None. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 3400 Career Services in Proprietary Education	4.0 Quarter Credit Hrs
This course focuses on building relationships with the business community and successful student placement within these businesses. Additional attention is given to teaching mentoring skills to assist students in this process, job search techniques - both traditional and internet based, participation in job fairs in the local community, and other types of student support activities. Prerequisite None. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 3510 Proprietary Education Financial Management	4.0 Quarter Credit Hrs
This course focuses on financial operations and management within a proprietary school. This includes basic administration issues, campus budgetary concerns, student financing, AR management and program cost and pricing (tuition). Additional attention is paid toward financial assistance programs including private funding sources available to proprietary schools and students. Any fees and costs above and beyond tuition are also reviewed to include their impact on students in the short and long-term. Prerequisite None. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 3600 Academic Affairs and Faculty Development	4.0 Quarter Credit Hrs
This course focuses on core areas of academic affairs and faculty development in the college environment. Areas of concentration include faculty hiring and development, understanding the role of the Registrar's office, and student retention management. Additional attention is given to curriculum development and administration, regulatory compliance, and effective reporting. This course concludes with a review and application of academic oversight and the impact of Program Advisory Committees on academic quality. Prerequisite None. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 4100 Finance and Investments in Proprietary Education	4.0 Quarter Credit Hrs
This course focuses on finance and investment issues within the proprietary school environment. The role and history of for-profit education is reviewed as well as the historic view of investment within the proprietary education community. In addition, the financial needs and goals of a proprietary school are explored, as well as management issues relating to maintaining positive relations with both community members, and regulatory bodies. Prerequisite None. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 4200 Proprietary Education Management and Leadership	4.0 Quarter Credit Hrs
This course focuses on successful management issues as they relate to a proprietary school environment. Students will study the various aspects of the supervisor's job in the proprietary education environment, including work-planning, organizing, leadership, goal setting, decision-making, and effective communication. Supervising the functional departments in a proprietary school, including academic affairs, admissions, career services, and finance is also covered. Prerequisite None. Lec Hrs: 40. Lab Hrs: 0.	

PSMP 4325 Project – Admissions and Public Relations	4.0 Quarter Credit Hrs
This course focuses on the Admissions and Public Relations functions in a Proprietary School environment. In this project course, students utilize real world scenarios to develop a comprehensive approach to solving operational challenges in this functional area. Through critical analysis, students learn to apply effective techniques and best practices for the successful administration and management of these activities. Prerequisite: PSMP 3300. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 4425 Project – Academic Affairs and Placement	4.0 Quarter Credit Hrs
This course focuses on the effective management of Academic Affairs and Placement in a proprietary school environment. In this project course, students utilize real world scenarios to develop a comprehensive approach to solving operational challenges commonly related to these departments. In addition, students learn to apply various techniques and best practices for the successful administration and management of these activities. Prerequisites: PSMP 3400 and PSMP 3600. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 4470 Business Policy and Strategy in Proprietary Education	4.0 Quarter Credit Hrs
This course focuses on the policy and strategy of maintaining an effective proprietary school campus in today's business environment. Issues covered include defining and delivering quality, value and satisfaction to the student, faculty, and administration, creating mission statements, promoting and fostering an ethical business environment, developing both short and long term strategic business plans, and understanding the political context and dimensions of decision-making within a school/campus. Prerequisite None. Lec Hrs: 40. Lab Hrs: 0.	
PSMP 4525 Project – Finance, Strategy, and Org. Leadership	4.0 Quarter Credit Hrs
This course focuses on finance, strategy, and organizational leadership in a proprietary school environment. Focus is given to learning components and best practices that are critical to the successful management of each of these activities, including the integration of related legal and regulatory considerations. Final project integrates what's been learned in these areas so that students can apply this knowledge to the solution of a real world problem in the proprietary school environment. Prerequisite: PSM 4100 and PSMP 4470. Lec Hrs: 40. Lab Hrs: 0.	
PSY 2012 General Psychology	4.0 Quarter Credit Hrs
This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PTN 1702 Administration of Medication and the History of Pharmacy	4.0 Quarter Credit Hrs
This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PTN 1703 Pharmaceutical Calculations	4.0 Quarter Credit Hrs
In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Prerequisite: PTN 1704. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PTN 1704 Professional Aspects of Pharmacy Technology	4.0 Quarter Credit Hrs
This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations Prerequisite: PTN 1702. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PTN 1740 Externship	5.0 Quarter Credit Hrs
This 160-hour course 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" experience and training in the pharmacy setting and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisite: Completion of didactic program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 160	
PTN 1780C Administrative and Practical Aspects of Pharmacy Technology	4.0 Quarter Credit Hrs
This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, 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. Prerequisite: PTN 1702. Lec. Hrs. 030 Lab Hrs.020 Other Hrs. 000	
PTNP 1200 Home Infusion Pharmacy	2.0 Quarter Credit Hrs
This course will include a study of intravenous delivery of therapy in the home setting, as well as other therapies to include arterial, intraosseous, epidural, and intrathecal. It will focus on patients and their clinical needs, physician treatment plans, and the input of a variety of healthcare providers. The foundation of infusion therapy will be discussed, including anatomy, physiology, and infection control. Treatment modalities will include parenteral fluids, pharmacologic agents, nutritional solutions, and antineoplastic agents. Legal and ethical aspects of infusion practice will also be reviewed. Prerequisite: PTNP 2020, PTNP 2030. Lec Hrs: 020 Lab Hrs: 000 Other Hrs: 000	
PTNP 1300 Communication Skills in Pharmacy	4.0 Quarter Credit Hrs
This course is designed to provide the student with the foundation to define interpersonal communication and its various components. Students will better understand the complex process involved in effective communication. This course will provide a strong focus on the practical application of communication skills in pharmacy practice. Prerequisite None. Lec Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
PTNP 2020 Pharmacology I	4.0 Quarter Credit Hrs
This course will include a study of the introduction to pharmacology, biological factors affecting the action of drugs, the various medications prescribed for treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include math review and dosage calculations, geriatric pharmacology, drug effects on the nervous system, skeletal muscle relaxants, local anesthetics, antipsychotics, antiepileptics, antiparkinson agents, narcotic analgesics and anti-inflammatory drugs. Prerequisite: BSC 1086, HSC 1524, BSC 1085, PTN 1703. Lec Hrs: 040 Lab Hrs: 000 Other Hrs: 000	

PTNP 2030 Pharmacology II	4.0 Quarter Credit Hrs
This course is designed to provide the student with an overall understanding and orientation of the variety of drugs and their effects on different systems, indications, adverse effects, and contraindications. This will include a study of antianginal drugs, pharmacology of vascular and renal systems, diuretics, antihypertensive drugs, anticoagulants, vitamins, minerals, hypolipidemic drugs, bile acid sequestrants, drugs that affect the respiratory system, therapy of gastrointestinal disorders, introduction to the endocrine system, antimicroorganism agents, and immunopharmacology. Prerequisite: BSC 1086, HSC 1524, BSC 1085, PTN 1703, PTNP 2020. Lec Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
PTNP 2200 Pharmacy Technology Lab	2.0 Quarter Credit Hrs
This course is designed to provide students with practical hands-on experiences in the pharmacy lab. Designed for students to practice and acquire various skills learned in the pharmacy technician program, under the direct supervision of the pharmacy instructor. Students will be checked off of skills as they are mastered, including but not limited to receiving, interpreting and filling of prescriptions/medication orders for the inpatient and outpatient practice setting, I.V. Admixture of large volume and I.V. Piggyback, and syringe doses, using the laminar flow hood, inventory control systems, and patient information/profile systems. Skill competencies assigned by the instructor must be completed to pass the course. Prerequisite: BSC 1085, BSC 1086, HSC 1524, PTN 1780C, PTN 1703. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
QMB 5305 Statistics for Managers	4.0 Quarter Credit Hrs
A comprehensive introduction to statistical business methods in decision making. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
QMB 5355 Quantitative Methods	4.0 Quarter Credit Hrs
Statistical theory and problems relating to business and industry in supporting administrative decision making. Prerequisite: QMB 5305 or equivalent. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
QMBP 3314 Quantitative Methods	4.0 Quarter Credit Hrs
Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisite: STA 2014 or MAT 1033 or approval of Academic Advisor or Academic Dean. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
RESP 3912 Research Methods	4.0 Quarter Credit Hrs
An in-depth study of research methods designed to aid students in performing applied research in their major field of study in preparation for a research practicum. Research methodology and application as well as utilization of library systems and media are discussed in detail. Prerequisite: STA 2014 – may be taken concurrently with this course. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
RTEP 1101: Introduction to Radiologic Technology	4.0 Quarter Credit Units
This course is designed to provide students with an overall understanding and orientation to the field of radiologic technology. The discovery and uses of medical radiation; careers in radiology, function of health care units utilizing radiologic technology, medical ethics for radiologic technologists, sources of radiation, review of simple mathematics required for developing radiographic techniques, principles of protection and career development will all be presented and explored. 40 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / No Prerequisite: MAT 1033	
RTEP 1102: Radiologic Physics & Equipment	5.0 Quarter Credit Units
Understanding radiologic science and physics as it applies to the study of radiography, fluoroscopy and radiotherapy. The principles and function of X-ray circuits, interaction of ionizing radiation and radiation protection are presented. Equipment utilized in the field of radiology is identified by modality and examined. 30 Lec Hrs / 40 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1101	
RTEP 1103: Radiographic Anatomy & Positioning	5.0 Quarter Credit Units
Students learn the anatomy and positioning as it relates to radiography: extremities, thorax, vertebral column, pelvic & shoulder girdles, thoracic viscera, abdomen, gastrointestinal, biliary and genitourinary tracts. Hands-on positioning labs are included in this course. 30 Lec Hrs / 40 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1102	
RTEP 1104: Radiation Protection & Safety	5.0 Quarter Credit Units
Examination of the radiosensitivity of tissues and organs, the cell theory of human biology, parts and functions of the human cell, mitosis, meiosis and molecular composition of the human body. Laboratory experiments are included in this course. 40 Lec Hrs / 20 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1103	
RTEP 1105: Patient Care & Management Fundamentals	5.0 Quarter Credit Units
Skills that are imperative to quality patient care are studied: safety, transfer, positioning, infectious control, patient assessment, diagnostic ECG, professional organizations, administrative/management duties and responsibilities, scope of ASRT practice standards, and career development. Hands-on labs are included in this course. 40 Lec Hrs / 20 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1104	
RTEP1106: Clinical Practice I	3.0 Quarter Credit Units
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. 0 Lec Hrs / 0 Lab Hrs / 90 Clinical Hrs / Prerequisite: RTEP 1105	
RTEP 1107: Radiographic Pathology	3.0 Quarter Credit Units
Students learn the basic principles of pathology and the radiographic appearance of diseases and injuries that are likely to be associated with imaging. 30 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1106	
RTEP 1108: Advanced Imaging Procedures	4.5 Quarter Credit Units
Students learn the basic elements of digital radiography, principles of computed tomography, magnetic resonance imaging, pediatric imaging, and Picture Archive and Communication Systems (PACS). Students learn cardiac, digestive tract, and vascular anatomy pertaining to contrast studies. These are covered in a relevant manner, keeping in mind to cover only those aspects which are necessary in performing contrast studies in the work environment. Types of contrast are defined and dangers and contraindications of contrast studies are provided. A discussion of anaphylactic shock and its treatment is reviewed. Hands-on labs included. 40 Lec Hrs / 10 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1107	
RTEP1109: Clinical Practice II	3.0 Quarter Credit Units
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. 0 Lec Hrs / 0 Lab Hrs / 90 Clinical Hrs / Prerequisite: RTEP 1108	

RTEP1110: Clinical Practice III	14.0 Quarter Credit Units
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. 0 Lec Hrs / 0 Lab Hrs / 420 Clinical Hrs / Prerequisite: RTEP 1109	
RTEP 1111: Film Critique I	3.0 Quarter Credit Units
Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions. 30 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1110	
RTEP1112: Clinical Practice IV	14.0 Quarter Credit Units
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. 0 Lec Hrs / 0 Lab Hrs / 420 Clinical Hrs / Prerequisite: RTEP 1111	
RTEP 1113: Film Critique II	3.0 Quarter Credit Units
Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions. 30 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1112	
RTEP1114: Clinical Practice V	14.0 Quarter Credit Units
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. 0 Lec Hrs / 0 Lab Hrs / 420 Clinical Hrs / Prerequisite: RTEP 1113	
RTEP 1115: Film Critique III	3.0 Quarter Credit Units
Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions. 30 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1114	
RTEP1116: Clinical Practice VI	14.0 Quarter Credit Units
Practical instruction is acquired during clinical rotation in the radiology department of a hospital. During this rotation students will experience supervised hands-on practical and observational experience. Students will have the opportunity to rotate through all the modalities within the radiology department, including the operating and emergency room. 0 Lec Hrs / 0 Lab Hrs / 420 Clinical Hrs / Prerequisite: RTEP 1115	
RTEP 1117: Film Critique IV	3.0 Quarter Credit Units
Students learn the characteristics of a diagnostic film, and how to distinguish the difference between an acceptable and unacceptable image. The students will study the four elements of radiographic quality: radiographic density, radiographic contrast, radiographic definition and radiographic distortion. Students are responsible for providing demonstration films for critique sessions. 30 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1116	
RTEP1118: Radiology Certification Review	1.0 Quarter Credit Units
Students gain an understanding of the requirements for the certification examination given by the American Registry of Radiologic Technologist, and the subject breakdown of questions on the exam. A complete program review is offered to prepare students for the certification examination. 10 Lec Hrs / 0 Lab Hrs / 0 Clinical Hrs / Prerequisite: RTEP 1117	
SBM 2000 Small Business Management	4.0 Quarter Credit Hrs
This 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. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SCC 1102 Business & Ethics for Security Specialists	4.0 Quarter Credit Hrs
This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SLS 1105 Strategies for Success	4.0 Quarter Credit Hrs
This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SLS 1321 Career Skills and Portfolio Development	2.0 Quarter Credit Hrs
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
SLS 1392 Workplace Relationships	2.0 Quarter Credit Hrs
This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
SLS 1505 Basic Critical Thinking	2.0 Quarter Credit Hrs
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	

SLSP 1103 Strategy & Critical Thinking	2.0 Quarter Credit Hours
This course is designed to equip students for transitions in their education and life. The course includes an introduction to the college and its resources, study skills, personal resource management skills, and critical thinking concepts. Students will be actively involved in learning and integrating practical applications to promote success. They will examine effective ways to think more critically and will apply these tools in course assignments. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
SLSP 1110 Strategies for Nursing Success	2.0 Quarter Credit Hours
This course is designed to equip students for transitions in their nursing education and life. The course includes an introduction to the University and its resources, study skills, test-taking skills, and critical thinking, medical terminology, communication and written skills and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisites: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
SLSP 3130 Principles and Applications of Adult Learning	4.0 Quarter Credit Hrs
This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SOP 4005 Social Psychology	4.0 Quarter Credit Hrs
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2012. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SPC 2016 Oral Communications	4.0 Quarter Credit Hrs
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SPC 360 Advanced Speech	4.0 Quarter Credit Hrs
A professional communication course emphasizing application and criticism appropriate for examining and changing communicative interaction in professional situations. Prerequisites: ENC 1102 and SPC 2016. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SPC 4451 Conference Techniques	4.0 Quarter Credit Hrs
Designed to teach students how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SPCP 2300 Fundamentals of Interpersonal Communication	4.0 Quarter Credit Hrs
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. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
STA 2014 Statistics	4.0 Quarter Credit Hrs
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAT 1033. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
STS 1001 Principles and Practices of Surgical Technology	4.0 Quarter Credit Hrs
This course is designed to provide students with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
STS 2007 Surgical Pharmacology	4.0 Quarter Credit Hrs
This course is designed to provide students with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: MAT 1033. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
STS 2171C Surgical Technology I	4.0 Quarter Credit Hrs
This course is designed to provide students with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
STS 2172C Surgical Technology II	4.0 Quarter Credit Hrs
This course is designed to provide students with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisite: STS 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
STS 2173C Surgical Procedures I	6.0 Quarter Credit Hrs
This course is designed to provide students with the overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: BSC 1085, BSC 1086 and HSC 1524. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000	
STS 2174C Surgical Procedures II	6.0 Quarter Credit Hrs
This course is designed to provide students with an overall understanding of the theory and hands-on applications involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STS 2173C. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000	
STS 2175C Clinical Rotation I	5.0 Quarter Credit Hrs
This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. (Student must complete STS 2171C, STS 2173C, and MCB 2000 prior to taking this course). Prerequisite: STS 2171C, STS 2173C, MCB 2000. Lec. Hrs. 000 Lab Hrs. 150 Other Hrs. 000	
STS 2176C Clinical Rotation II	11.0 Quarter Credit Hrs
This course is a continuation of the skills practiced in STS 2175C with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and outpatient surgery department. Prerequisites: STS 2175C. Lec. Hrs. 000 Lab Hrs. 350 Other Hrs. 000	

SYG 2000 Principles of Sociology	4.0 Quarter Credit Hrs
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SYGP 2550 Addictions	4.0 Quarter Credit Hrs
An analysis of addictive behaviors concerning all relevant bio-psychosocial elements. This course will examine the commonalities of the abuse of alcohol, tobacco, food and drugs, and the therapeutic process instigated by community clinicians and their commitment to change. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SYP 2742 Death and Dying	4.0 Quarter Credit Hrs
This course examines the issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics and other individual options. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SYPP 3530 Crime and Delinquency	4.0 Quarter Credit Hrs
A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 2000 Tax Accounting	4.0 Quarter Credit Hrs
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
TAX 4001 Federal Taxation I	4.0 Quarter Credit Hrs
A thorough study of federal income tax law and its application to individuals, partnerships, and corporations. Taxable income and deductible expenditures are given special emphasis. Sample returns and problems are used in the development of skills needed to prepare tax returns, particularly individual tax returns. Prerequisite: APA 2161. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 4011 Federal Taxation II	4.0 Quarter Credit Hrs
A thorough study of federal income tax law and its application to corporations and other business entities. Special topics include property transactions, alternative minimum tax, accounting periods and methods, and international aspects of taxation. Prerequisite: TAX 4001. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 6065 Tax Research and Planning	4.0 Quarter Credit Hrs
A study of the legislative, administrative, and judicial sources of federal tax law. Emphasis on the use of tax research tools in locating, interpreting, and communicating tax law and on the complementary relationship between legal research and quantitative decision making. Prerequisite: TAX 4011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
WOH 2022 World History	4.0 Quarter Credit Hrs
This course provides an understanding of the major historical events, which have contributed to the development of today's civilization. Course content will also include a study of the philosophical, religious, and political traditions of Western civilization. Prerequisite None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

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 San Bernardino, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (main campus)
 Seattle, WA (main campus)
 Skokie, IL (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
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 Grand Rapids, MI (main campus)

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Everest University
 Tampa (Brandon), FL (branch of Everest University Tampa, FL)
 Jacksonville, FL (branch of Everest University, Clearwater (Largo), FL)
 Lakeland, FL (branch of Everest University, Clearwater (Largo), FL)
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 Laramie, WY (main campus)
 Long Beach, CA (main campus)
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 Hayward, CA (main campus)
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EVEREST UNIVERSITY

6 Hutton Centre Drive - Suite 400 - Santa Ana, California 92707

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Everest University – South Orlando	Orlando, FL
Everest University – Tampa	Tampa, FL
Everest University – Brandon	Tampa, FL
Everest University – Lakeland	Lakeland, FL
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Everest University – Orange Park	Orange Park, FL

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APPENDIX A: ADMINISTRATION AND FACULTY

ADMINISTRATION

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Millie Reed	Director of Career Services
Dolly Brown	Director of Student Services
Courtenay Lopez	Director of Student Finance
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Thomas Moore-Pizon	Associate Dean
Marianne Bock	Associate Dean
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Madeline Lock	Library Director

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Donna Wilhelm	Director of Student Accounts
Eva Hardrick	Director of Student Services
Amy Crawford	Re-entry Coordinator
Audra Craig-Walker	Online Coordinator
Karen Acevedo	Registrar
Jeff Fream	Librarian

LAKELAND

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Allen Goff	Director of Admissions
Jameka Ellison	Academic Dean
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Patricia Sabol	Director of Student Services
Melissa Charlemagne	Director of Student Finance
Open	Director of Student Accounts
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Candice Pasqual	Library Resource Center Director

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Terrie Baker	Associate Academic Dean
Open	Associate Academic Dean
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Bryan Capps	Director of Student Accounts
Stacey Jacquot	Director of Student Services

Patricia O'Neal	Senior Registrar
Semeroz, Gloria	Librarian

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John Fox	Student Finance Manager
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Helaine Blum	Associate Academic Dean
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Indira St. Omer	Senior Registrar

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Kenneth Anderson	Director of Admissions
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Amy Krasinski	Manager of Student Finance
Donald Broughton	Director of Admissions
Tina Schonz	Manager of Admissions
Richard Lokey	Director of Student Accounts
Bruce McCain	Director of Career Services
Yolanda Williams	Director of Student Services
Carlette Marshall	Student Services Coordinator
William James Connolly	Student Services Coordinator
Steve Rothenbuehler	Online Coordinator
Marrie Grady	Re-entry Coordinator
Sheyla Welch	Re-entry Coordinator
Deborah Mitchell	Senior Registrar
Judith Cole	Librarian

FACULTY

(Asterisk denotes program director)

BRANDON

Name	Discipline	Degree
Agrawal, Jagdish	Computer Information Science	PhD, Purdue University MS, Hath University of Windsor
Chinnery-Boynes, Shirlyn*	Surgical Technology	BS, Florida A&M University
Helms, Richard	Business Administration	MBA, University of New Haven BS, University of Central Florida
Higgenbotham, Ray	Criminal Justice, adjunct	MS, Rollins College BS, Florida State University
Parks, Thomas*	Paralegal Studies/Criminal Justice	JD, West Virginia University BS, Marshall University
Penrod, Philip*	Pharmacy Technology	BS, South Illinois University AS, Community College of the Air Force AS, Community College of the Air Force
Pingel, James*	Paralegal	JD, University of Detroit BS, Michigan State University
Roberts, Bobby	Criminal Justice, adjunct	MS, Troy State University BS Troy State University
Maureen Peterkin	Campus Nursing Director	M.S.N/M.B.A. University of Phoenix B.S.N. Southern College of S.D.A. A.D.N Seminole Community College
Adams, Janice	Nursing	M.P.A. Troy State University B.S.N. Old Dominion University
Brown, Nicole	Nursing	B.S.N. Bellarmine University
Guevara, Claudette	Nursing	B.S.N. St. Petersburg College A.D.N. Hillsborough Community College
Henry, Monique	Nursing	M.S.N. University of Phoenix
Adams, Janice	Nursing	M.P.A. Troy State University B.S.N. Old Dominion University
Mention, Darlene	Nursing	M.S.N. University of South Florida B.S.N. Florida State University
Henry, Monique	Nursing	M.S.N. University of Phoenix
O'Gradney, Jessica	Nursing	M.S.N. University of Tampa
Panjwani, Yasmin	Nursing	B.S.N. University of South Florida
Porrata-Colon, Carmen	Nursing	M.S.N. University of Puerto Rico B.S.N. Inter American University of Puerto Rico
Sperling, Linda	Nursing	M.S.N. University of Phoenix
Stehman, Tracey	Nursing	M.S.N. University of Phoenix
Torres, Alexandra	Nursing	M.S.N. University of Tampa M.B.A. University of Tampa
Abernathy, Tracy Lee	Medical Assisting	AA Ivy Tech College of Nursing
Adorno, Nidia I	Medical Assisting	Diploma Florida College of Business Medical Assisting
Aruda, Nancianne	Massage Therapy	Diploma Massage Institute of New England
Baker, Masable Larumbla	Paralegal	J.D. University of San Diego School of Law; BA Bethune Cookman Political Science
Belzung, Alta Helen	Medical Insurance Billing and Coding	MS American Inter Continental University Medical; BA American Intercontinental University Health Care; AA Florida Metropolitan University Medical Assisting
Bleiberg, Alexander K	Business	MBA University of Phoenix Global Management; BA Florida International University International Relations
Bohannon, William H	Medical Assisting	Diploma Concord Career Institute Medical Assisting
Brett, James F	General Education	MA University of South Florida Counseling; BA University of South Florida Psychology; AA Suffolk Community College General Studies

Brown, Brenda Sue	Medical Assisting	BS Remington College Business Management; AS Andover College Medical Assisting
Chambers, Stacie-Ann Simone	Pharmacy Technician	BA University of Phoenix Business Admin
Coffey, Marilyn Davis	Business	MS John Hopkins University Marketing; BS James Madison University French
Concepcion, Melissa Ann	Medical Assisting	Diploma Everest University Medical Assisting; Diploma Technical Education Center of Osceola Certified Nursing Assistant
Dalomba, Melissa	Medical Assisting	AS New England Institute of Technology Medical Assistant
Dirose, Richard	Computer Information Science	MA University of Phoenix Computer Information Science; BA Florida Metropolitan University Computer Information Science
Dixon, Beth	Radiologic Technologist	B.A. Barry University Professional Studies Health Services Administration
Durrant, Ellisa Gail	Medical Insurance Billing and Coding	MBA Salem International University Business; BS Everest University Health Care Administration
Fackelman, Saralee Hope	General Education	MS Springfield College Psychology; BA University of South Florida Religious Studies
Fielding, James Clay	Computer Information Science	MS University of Phoenix Computer Information Science; BA Samford University History Business
Forguson, Traci Brice	*Medical Assisting (Linear)	Diploma Remington College Medical Assisting
Hacker, Michelle W	Business	PHD University of Sarasota Human Resources; MBA Florida Metropolitan University Accounting; BS Florida Metropolitan University Accounting
Haller, Alan Farris	Computer Information Science	MA Barry University Computer Information Science; BA University of Florida Industrial Engineering
Holt, Lisa Danielle	Medical Assisting	AA Everest University Medical Assisting
Irvine, Robert Landon	Medical Assisting	BA Lindenwood College Biology
Jehs, James Scott	*Business, Computer Information Science and Accounting	MS Troy University Business Admin.
Johnson, Pamela I	Medical Assisting	AA FMU Medical Assisting
Kaman, Patricia Elizabeth	General Education	MA State University of New York Mathematics; BA State University of New York Mathematics and Philosophy
LaBoy, Marlana Dee	Medical Assisting	Diploma Everest University Medical Assisting
Lalande, Patricia Butcher	Medical Assisting	Diploma La Guardia College EMT
Latham, Barbara	Medical Assisting (Linear)	BSN Florida Atlantic University Nursing; AA Broward Community College Nursing; AA Community College of the Air Force
Leadbeter, James L	Computer Information Science	MA Sanford University Math; MBA Florida Metropolitan University; MS University of Phoenix; BS George Peabody College Math
Lewis, Pat A.	Radiologic Technology	M.Ed University of South Florida Education Career and Technical Education
Lyles-Cook, Denise	Paralegal	J.D. Stetson University College of Law; BA University of South Florida Journalism

Maddocks, James Alan	General Education	MA San Francisco St University Education Counseling; BA College of Wooster Philosophy
Maduagwu, Okoroafor	Medical Assisting (Linear)	MD Moscow Medical Academy General Medicine
McCool, Jennifer Lea	Computer Information Science	MS University of Phoenix Computer Information Science; BS Southern Illinois University Information Technology Systems
Middaugh Jr, Richard Wayne	Massage Therapy	Diploma Sun Coast Massage Institute
Mirk, Robin Patrick	Criminal Justice	J.D. Emory University Law; MA Georgia State University Geography; BS Kutztown State College Education
Navasartian, Araks	Business	MA University of South Florida Accountancy; BS University of South Florida Accountancy
Owoyemi, Akintade Samuel	Medical Assisting (Linear)	MD Obefemi Awolowo University Medicine
Pinnington, Dawn	Surgical Technologist	AA Florida Metropolitan University Surgical Technologist
Ramos, Donna Marie	Medical Assisting	AA Florida Metropolitan University Medical Assisting
Robb, Mona Lisa	Medical Assisting	AA Keiser University Science
Seda, Juan A	Business	MBA University of Phoenix Management; BA Inter-American University of Puerto Rico Education
Shaller, Eric M	General Education	MS Nova Southeastern University Mental Health; BA University of South Florida Psychology
Simmons, Calvin	Criminal Justice	MA University of South Florida Criminology; BA University of South Florida Business Math
Simmons, Evie M	General Education	MA University of South Florida Communication; BA University of South Florida Communication
Steffes Jr, Henry Joseph	Massage Therapy	Diploma Sarasota School of Natural Arts Massage Therapy
Sweeney, Robert Joseph	Criminal Justice	MA University of South Florida Criminal Justice; BA University of South Florida Criminology; AA Ulster County Community College Business
Thomas, Gregory Lane	General Education	MS Florida State University Biology Science; BS University of Florida Botany
Tokley, James E	General Education	M.Ed Temple University English; BA Delaware State University English;
Turner, Joseph D	Criminal Justice	J.D. University of Florida Law School; BA Suffolk University History
West, Lena Karen	*Massage Therapy	BS St. Leo University Criminology; Diploma Humanities Center of Massage Therapy
Wilson, Michael Leonard	Business	MS Troy University Management; BA University of South Florida Speech Communications; BA University of South Florida Africana Studies
Weston, Jessica	Business	MBA Saint Leo University Human Resources; BS University of Phoenix Business
Baldwin, Kristen	General Education	MA Excelsior College Liberal Studies; BA University of South Florida Sociology
Stone, Marsha	Radiological Technology	M.Ed. University of Houston Health and Physical Education; BS Florida State University Social Studies Education

Staniewicz (Daly), Patricia	Business	MBA Portland State University Business; BA Washington State University Business
Moore, Carol	General Education	JD Stetson University Law; MA University of South Florida English; MS University of South Florida Library;
Ferrante, Tammy	Computer Information Science	MBA American Inter Continental University Business; MS American Inter Continental University Computer Information Systems; BA American Inter Continental University Digital Design
Valarezo, Ashley	Massage	AA - Hillsborough Community College, Diploma Suncoast School of Natural Health

JACKSONVILLE

Program Directors	Discipline	Degree	
Raymond Chasse	Massage Therapy		LMT; FMTL; CNMT, LMT-Florida
Mark Forquer	Medical Assisting	A.S B.S M.S	Pike Peak Community College Southern Illinois University Webster University
Lenore Huskey	Pharmacy	A.A.	CPHT-Certified Pharmacy Technician, AA Arts, , Florida Community College of Jacksonville
Renee Lightner	Business Administration/Computer Science	A.S B.S M.S	Broward Community College Nova Southeastern University Nova Southeastern University Nova Southeastern (Ph.D Candidate)
Pamela Tate	Dental		CDA; EFDA; OMSAA, Dental Assisting Nat. Board; Oral Maxillofacial Anes. Assoc.
Yvonne Fischer	General Education	B.A M.S	University of North Dakota University of North Dakota Ph.D Candidate- Nova Southeastern University
Instructors			
James Artley	Business	B.S MBA DBA	University North Florida University of North Florida Nova Southeastern
Quana Yarnell Blake	MIBC	A.S	Certified MIBC Specialist; NCIS, NCCT
Kenneth Allen Bondurant	Massage Therapy		LMT; FMTL, LMT-Florida
Carolyn Edwards	Medical Assisting		CMA, NCCTINC, TEST PROCTOR HHA; BLS; CPR-F/A, NCCT; Red Cross; American Heart Association-Tucson College
Jeffrey P Fream	Librarian	A.S M.L.S	Wayne State University University of Michigan
Percy D Gorham	Medical Assisting		CPHT; CCMA; CMLA; CET; CPT, NHA; PTCB
Tameiko Allen Grant	Criminal Justice/Paralegal	B.S M.P.A J.D.	Savannah State University University of North Florida Vermont Law School
Anthony Hadd	Dental		Advanced Career Training-Jacksonville
Anita Kimberly Henderson	MIBC	B.A MBA	Jacksonville University Webster University
Susan Howard	Dental		RDA California
John Thomas Hug	Criminal Justice/Paralegal	B.S J.D.	Manhattan College Brooklyn Law School
Natasha Turner Jackson	MIBC		Certified MBC Specialist; NHA, NCCT, National Healthcare Association
Veronica Jones	Medical Assisting		CPR; NCCT; CMA, FCMD; NCCT Everest University
James Lane	Dental Assisting	DDS	University of Tennessee
Melissa Jean Legg	Massage Therapy		CPR; FLA BOARD; NCBTMB; CERT. REIKI CERT., LMT-Florida;
Donald L Midgett	Business	B.S MBA	University of Mississippi Lambuth College
Brian McElyea	Business	B.S MBA A.B.D	Widener University Nova University Walden University
Vicki Renese Moffett	Pharmacy	A.S	A.S. CPHT; CAN; Certified BLS Instructor, Amer. Heart Assoc; Everest Inst. Henry Ford CC; LSTI
Jose Munoz	General Education	B.A M.A Ph.D	Holy Angel University Holy Angel University Holy Angel University
Kim Smith Norris	MIBC	A.A.B	University of Phoenix NCICS, NCCT
Robert Hamilton Orr	Business	B.S M.B.A	Atlanta University Bethune Cookman College
Tanya Owen	Criminal Justice	B.A M.S.	University of North Florida University of North Florida
Edwin Perez-Guma	Business	B.S M.B.A	University of Puerto Rico SUNY
Cynthia Roberts	Medical Assisting		Certified Medical Assistant

Heidi Seaberg	Medical Assisting	A.A A.S RN	Florida Community College
Adrienne Smith	Nursing/Medical Assisting	A.A A.S.	Florida Community College Keiser College
Stephen Strum	Business	B.S MBA	University of Phoenix Nova Southeastern University
Baneet Stewart	Pharmacy	A.S	Everest University CPHT, NHA; PTCB
Mary Worek	Medical Assisting	A.S. RN	Florida Community College
Vladimir Plasa	General Education	M.S M.A	Walden University
Myrna Leonard	Massage Therapy	B.S.	LMT-Florida
Janice Wright	Medical Assisting	B.S. M.S.	Roger Williams College Univ. of Florida
Jo-Reid Nichols	Medical Assisting		Certified M.A.; DMCA, Concorde Career Inst. Florida Assoc. of Family Practitioners
Sodang Sou	Pharmacy	B.S B.H.S.	University of North Florida University of North Florida C.PhT
Erik Fernandez	MIBC	A.A	Nova University CPT
Michelle Fulkman	MIBC	A.A.	Florida Community College M.A.; EKG; CPC,
Susan Howard	Dental		Certified RDA; EDA; CPR, Mt. San Antonio Jr. College Loma Linda Univ.
Michael Todd	Medical Assisting	B.S.	Certified Medical Assistant; Certified Paramedic
Stephen Keels	Business	B.A M.A Ph.D	University of Georgia University of Georgia Capella University CPA
George Ramos	Criminal Justice	A.S B.S M.S	Miami Dade Community College Nova University Florida International University
Beth Brown	General Education	B.A M.S.	Virginia Commonwealth University Virginia Commonwealth University
Stephen Farley	Criminal Justice	B.S M.A	Webster University Florida State University
Charles Powers	Business	B.S M.B.A	University of North Florida University of North Florida

LAKELAND

Name	Discipline	Degree	Institution
Berkowitz, Michael	Legal	JD BS	Syracuse University, NY Syracuse University, NY
Cobb, April	Business	MBA BA	University of Phoenix, AZ University of South Florida
Copeland, Marsha	General Education	MS BS	Florida State University Old Dominion University, VA
Costakis, Darlene	General Education	MA BA	Rollins College, FL University of Arizona
Craig, Tiffany	Legal	JD AA	Texas Southern University Florida State University
Davies, Joan	General Education	MA BA	University of Colorado Metropolitan State College
Dunlap, Dallas	Economics	MA BA	University of South Florida Wittenberg, University, OH
Ellison, Jameka	Legal	JD BA	University of Florida University of Florida
Escudero, Jose	Computer	MS BS	University of Phoenix, AZ University of Phoenix, AZ
Forbell, Michael	Criminal Justice	MBA BS	John Jay College, City University of New York John Jay College, City University of New York
Gabbard, Jeri	Massage Therapy	Certificate	Ridge Technical Center, FL
Glover, Alanna	Medical Assisting	Diploma Certificate	Practical Nursing, Travis Votech, FL Medical Assisting, Florida Career Institute
Green, Fran	Business	MBA BS	Argosy University, FL Argosy University, FL
Herring, Jeannie	Pharmacy Tech.	Certificate	Pharmacy Technician Certification Board
Hester, Debra	Medical Administrative Assisting	Certificate	Traviss Technical Center, FL
Hilliard, Melissa	Medical Assisting	AAS	Polk Community College, FL
Hoopingarner, Bruce	Medical Assisting	Certificate	Florida Career Institute, FL
Humphries, Kevin	Legal	JD BS	Stetson Law School, FL Park University, MO
Hunt, Victoria	General Education	MS BS	Nova Southeastern University, FL Webster University, IL
Kent, Kristen	Medical Assisting	AS	Florida Metropolitan University
King, Barbara	Massage Therapy	Certificate	Ridge Technical Center, FL
Leinonen, Christine	Legal	JD BS	University of Detroit University of Detroit
Maddocks, James	General Education	MS BA	San Francisco State University, CA College of Wooster, OH
Mahlan, Elaina	Medical Assisting	AS	Polk Community College, FL
Martel, Jean	Massage Therapy	Certificate	Ridge Technical Center, FL
Martinez, Mia	Medical Assisting	Diploma	Traviss Technical Center, FL
McCalip, Trinetta	General Education	MSW BA BSW AA	University of South Florida University of South Florida University of South Florida Hillsborough Community College, FL
McManus, William	Legal	JD BS	Florida Coastal School of Law Western Carolina University, NC
Miller, Tanya	Medical Assisting	Certificate	Sanford-Brown Institute
Miller-Fus, Janet	Medical Assisting	Certificate	The Sawyer School, NY
Milligan, Arielle	Business	MBA BA	University of Phoenix, AZ University of South Florida
Montgomery, Rita	Medical Assisting	Certificate	Florida College of Medical & Dental Careers
Murphy, Mary	Criminal Justice	MS BS AA	Rollings College, FL University of Central Florida Polk Community College, FL
Patel, Bhamini	Medical Billing and Coding	AS Certificate	Leicester University, UK American Academy of Professional Coders
Patterson, Robert	Computer	MS BS	American Intercontinental University, TX Florida Metropolitan University
Persaud, Neer	Accounting	MBA BS	Florida Southern College Florida Southern College
Pinner, Ray	Accounting	MBA BA	Nova Southeastern University, FL Tulane University, LA
Reyes, Wanda	Massage Therapy	Certificate	Traviss Technical Center, FL
Rice, Barbara	Massage Therapy	BA Certificate	SUNY Oswego, NY Sarasota School of Massage Therapy

Roberts, Jennie	Medical Assisting	AS	Arkansas Technical University, AR
Russell, Jon	Criminal Justice	MS BS	St. Thomas University, FL St. Thomas University, FL
Savage, Lorenzo	Business/Marketing	MBA MA BS	University of Florida University of Florida University of Florida
Sheftick, Bonnie	Massage Therapy	Certificate	Ridge Technical Center, FL
Shimp, William	Business	MBA BS	Florida State University Florida State University
Sowell, Jada	Medical Assisting	AS	Florida Metropolitan University
Thomas, Gregory	General Education	MS BS	Florida State University University of Florida
Thomason, John	Criminal Justice	MS BS AS	St. Leo University, FL St. Leo University, FL St. Leo University, FL
Watts, Rita	Pharmacy Tech.	Certification	Pharmacy Technician Certification Board
Williams, Alonzo	General Education	PhD M.Ed BS	Walden University, FL Florida A&M University Florida A&M University
Woody-Loud, Sherrie	General Education	MS BS	Florida A&M University Florida A&M University

LARGO

Name:	Discipline:	Degree:	
Belcher, Mirlene	Dental Assisting	Certificate	Dental Assistant Training Schools Ft. Lauderdale, Florida
Berube, Michelle	Accounting	M.Acct.	University of South Florida
		B.S.	University of South Florida
		B.A.	University of South Florida
Butz, Floyd IV	Dental Assisting	AA	Polk Community College
		Expanded Functions Certificate	St. Petersburg College
		AS	St. Petersburg College
		BAS	St. Petersburg College
Cozzolino, Chris	Criminal Justice	M.A.	Indiana University
		B.A.	Indiana University
Cuppari, Cher	Accounting	M.S.	Nova University
		B.A.	Nova University
Diaz, Milagro	Dental Assisting	Expanded Functions Certificate	Concorde Career Institute
Duckworth, Ron	Computer Information Science	M.S.	University of Phoenix
		B.S.	University of Phoenix
		B.A.	St. Leo University
Fuchs, Stephan	Criminal Justice	M.A.	John Jay College of Criminal Justice
		B.A.	Fordham University
Gonyer, Tracey	Dental Assisting	Expanded Functions Certificate	Pasco Hernando Community College
Hull, John	Accounting	M.S.	University of New Haven
		B.S.	University of Bridgeport
Hutchinson, Nancy	Paralegal	J.D.	University of Denver
		B.A.	University of South Florida
Johnson III, Henry	General Education	Ed.D.	Florida Atlantic University
		Ed.S.	Florida Atlantic University
		M.Ed.	Florida Atlantic University
		B.A.	Florida Atlantic University
Jones, Claudia	Dental Assisting	Expanded Functions Certificate	Concorde Career Institute
		A.S.	Everest University
Kennedy, Linda	Medical Assisting	M.B.A.	University of Argosy
		M.B.A.	Florida Metropolitan University
		B.S.	Florida Metropolitan University
			Certified Medical Assistant
Lashbrook, Michael	General Education	M.A.	University of South Florida
		B.S.	University of South Florida
Ream, Donna	Paralegal	J.D.	Stetson University School of Law
		B.A.	George Mason University
Smith, Greg	Massage Therapy	L.M.T.	EduTech Centers
Sych, Tetyana	General Education	M.S.	Kharkiv's University of Radioelectronics
		B.S.	Kharkiv's University of Radioelectronics

MELBOURNE

Name	Discipline	Degree	
Autrey, Sherry	Medical Assisting Diploma	B.S. A.S.	University of Phoenix Keiser College
Garavaglia, Karen	Accounting, Business, Graduate School of Business, Health Care Administration	B.S. M.B.A.	University of Maryland University of Phoenix
McKinney, William	Computer Information Science	Ph.D. B.S.	University of Illinois Florida Institute of Technology
Eugene, Natale	Paralegal	J.D. B.A.	New York Law School St. John University
Scrivener, Helen	Criminal Justice, Paralegal	M.S. B.A.	University of Miami University of Connecticut
Wallen, Stephen	Film/Video	M.F.A. M.A.	University of Southern California California State University, Long Beach

NORTH ORLANDO

Allied Health Instructors		
Andrews, Fatima	Medical Assisting	Diploma, Central Florida College
Bryce, Naddine	Medical Assisting	Diploma, Mandl School, N.Y.
Ferro, Maria Teresa	Medical Assisting	M.D., Universitaria de Santander, Colombia M.A., Valencia Community College Certificate, Bryman School
Godinez, Gladys	Medical Assisting	Medical Assistant Certification, National School of Technology
Kerr, Lois	Medical Billing & Coding	M.A., B.A., Webster University B.B.A., Orlando College
Pates, Curtis	Medical Assisting	EMT Certificate, Valencia Community College
Ramsey, Lori	Medical Assisting	Diploma, Washington Hospital School of Nursing
Smith, Rovone	Pharmacy Technician	M.A., Webster University B.S., University of Central Florida
Tullo, Alicia	Medical Billing & Coding	B.S.N., Far Eastern University, Philippines A.A., San Pedro College
Watson, Linda	Medical Billing & Coding	Diploma, Central Florida College
Youssef, Nagi	Medical Assisting	M.D., Alexandria Medical School (Egypt) M.D., E.L.F.M.G., Philadelphia
Criminal Justice/Paralegal Instructors		
Anderson, Victoria	Paralegal	J.D., Barry University B.A., University of Central Florida, A.A., Seminole Community College, A.S., Florida Metropolitan University
Barker, Lauri	Paralegal	J.D., Barry University School of Law, B.S., Florida Metropolitan University
Cain, Clarence*	Criminal Justice	M.S.C.J., B.S., Rollins College, A.A., Seminole Community College
DiConsiglio, Robert	Paralegal/Criminal Justice	J.D., New York School of Law, M.A., B.A., Seton Hall University
Driscoll, Barbara	Criminal Justice	M.S., B.S., St. Leo University
Kowalski, Susan	Criminal Justice	M.P.A., M.S., B.A., University of Central Florida
McPeck, Mitzi	Paralegal	J.D., Valparaiso School of Law, B.A., Aquinas College
Riegler, Thomas	Criminal Justice/Paralegal	J.D., Thomas M. Cooley School of Law, B.A., Grand Valley University
Masters in Business Administration Instructors		
Bono, Joseph	Graduate Studies	Ph.D, M.Ed, Georgia State University BA, Queens College, CUNY
Nagoda, Robert	Graduate Studies	Phd, University of Arizona
Computer Information Science/ Web Engineering Instructors		
Danesh, Shahab	Computer Information Science	MBA, Florida Institute of Technology BS, University of Southwestern Louisiana
McAlpin, Michael	Computer Information Science	MS, Fairleigh Dickinson University BS, New York Institute of Technology
Ryan, Linda	Computer Information Science	MS, Florida Institute of Technology BA, Centenary College
Accounting Instructors		
Ebohon, Daniel	Accounting	MSC, Nova Southeastern University BSC, Florida Southern College
Nagoda, Robert	Graduate Studies	Phd, University of Arizona
Film and Video Instructors		
Gunter, Matthew*	Film and Video	BA, University of Central Florida
Business Administration Instructors		
Alderman, Gary	Business Administration	MS, Webster University BS, University of Central Florida
Grant, Nigel	Business Administration	M.A., Syracuse University B.S., University of the West Indies
Malekzadeh, Dar	Business Administration	MS, Rollins College BS, Indiana University
Richardson-Larson, Neva*	Business Administration	MS, Florida Institute of Technology BS, Florida Southern College IAAPA Executive Management Course, Cornell University
Intensive English Instructors		
Berman, Sandra	Intensive English	BS, Hofstra University
Shelbrook, Mariza	Intensive English	M.S. Ed., Shenandoah University B.A., Warner Southern College
Massage Therapy Instructors		
Boyd, Brian	Massage Therapy	M.S., University of Southern Florida. B.S.B.M., University of Central Florida, L.M.T., Reese Institute

Cintron, Jennifer	Massage Therapy	Diploma, Florida College of Natural Health
Davis, Amy	Massage Therapy	LMT, Florida College of Natural Health, B.S., Warner Southern College, A.S., Tallahassee Community College
DiShaw, William	Massage Therapy	Diploma, Florida College of Natural Health
Glenn, Megan	Massage Therapy	B.S., York College of PA, Certificate, Florida School of Massage
O'Hara, Janise	Massage Therapy	M.T. Certificate, Florida College of Natural Health
Pierce, Melissa	Massage Therapy	Licensed Massage Therapist
Rodriguez, Mario*	Massage Therapy	A.S., Florida College of Natural Health
General Education Instructors		
DiConsiglio, Mark	General Education	M.S.Ed, M.S., B.S., Florida State University
Hawk, Troy	General Education	M.S., Nova Southeastern University, B.S., Philadelphia University
Hill, Deborah	General Education	M.S., Troy State University
Hoopes, Lisa	General Education	Ph.D., M.S., Texas A&M University, B.S., Michigan State University
Lane, Deborah	General Education	M.S., St. Thomas University, B.A., University of Florida
McCrum, Don	General Education	M.A., Stetson University, B.A., University of Central Florida
Peterson, Diane	General Education	Psy.D., Adler School of Professional Psychology, M.A., College of William and Mary, B.S., Texas A & M University
Presutti, Sheri	General Education	M.A., Webster University
Reed, Cassandra*	General Education	M.S., Troy State University, B.S., Bethune-Cookman College
SanCartier, Jenny	General Education	M.A., Webster University, B.A., University of Central Florida, A.S., Polk Community College
Tillotson, Nicole	General Education	M.S., B.S., Florida State University

ORANGE PARK

Program Directors		
Burke, Donald	Medical Assisting	AA, St Johns River Community College Registered Medical Assistant
Carrol, Samuel	Business and Applied Management	ABD, Nova Southeastern University – Organizational Leadership MPA, University of North Florida - Public Administration BBA, University of North Florida – Business
Gladchuk, Teresa	Medical Assisting	AS, Brevard Community College -Nursing
Gordon, Miko	Medical Administrative Assisting Diploma	AS, Fayetteville Technical College—Business Administration – Marketing and Retailing AS, Fayetteville Technical College – Business Administration – Public Administration AS, Fayetteville Technical College – General Education Medical Assisting Certificate, National Education Center
Kephart, Kenneth	RHVAC/Electrician	EPA 608 Certification License, State of Georgia - Conditioned Air Non-Restricted
Lawrence, Amy	Medical Insurance Billing and Coding	MBA, University of Phoenix – Human Resources Management BSBM, University of Phoenix
Mount, Arnold	Criminal Investigations	JD, Barry University School of Law -Law BS, Valdosta State University - Vocational Education
Nix, Damarie	Criminal Justice	JD, University of Florida- Law BS, University of North Florida- Health Administration AA, Florida Community College of Jacksonville- General Studies
Criminal Justice-Instructors		
Brady, Thomas	Criminal Justice	MFS, George Washington University BS, Northeastern University
Cornett, Mark	Criminal Justice and Criminal Investigations	MS, Nova Southeastern University BS, University of North Florida
Loeffler, Kathe	Criminal Justice and Criminal Investigations	JD, Wake Forest University School of Law MA, University of North Florida BA, Boston University
May, Wayne	Criminal Justice, Criminal Investigations	MS, Troy State University BS, Southwestern Illinois College
Mount, Arnold	Criminal Justice and Criminal Investigations	JD, Barry University School of Law BSED, Valdosta State University AS, City University
Nix, Damarie	Criminal Justice and Criminal Investigations	JD, University of Florida- Law BS, University of North Florida- Health Administration AA, Florida Community College of Jacksonville- General Studies
Smith, Adriana	Criminal Justice and Criminal Investigations	MS, University of Phoenix BS, Florida Metropolitan University
General Education Instructors		
Beck, John	General Education	MS, University of Tennessee, Knoxville BS, University of Tennessee, Chattanooga
Calvino, Antonio	General Education	MS, University of Phoenix BS, University of Phoenix
Eckersberg, William	General Education	MA, Duquesne University BA, West Liberty State College
Kern, Sean	General Education	MS, University of Phoenix BS, University of South Florida
Mabee, William	General Education	MA, University of Akron BA, West Virginia University
Moore, Alison	General Education	MS, Francis Marion University BA, University of North Carolina, Chapel Hill
Noonan, Tiffany	General Education	Ph.D., University of Southern Mississippi MFA, Florida Atlantic University BA, Louisiana State University
Okafor, Emmanuel	General Education	Ph.D., Jacksonville State University MS, Jacksonville State University BS, Jacksonville State University
Perrine, Gene	General Education	MS, Florida State University BS, College of Charleston

Sjoberg, Deena	General Education	MS, University of Liverpool BS, University of North Florida
Williams, Donna	General Education	MA, University of North Florida BA, University of North Florida
Medical Assisting Instructors		
Andiorio, Anthony	Medical Assisting –Diploma	Diploma, Jones College - Medical Assisting National Certified Medical Assistant Basic Machine Operator
Burke, Donald	Medical Assisting-Diploma	AA, St Johns River Community College Registered Medical Assistant
Butler, Amy	Medical Assisting-Diploma	BHS, Florida Atlantic University AS, Palm Beach Community College - Radiology Registered Medical Assistant Basic Machine Operator
Dickenson, Mary	Medical Assisting - AS	AA, University of Florida - Nursing AS, Santa Fe Community College - Nursing
Egleston, Stephanie	Medical Assisting –Diploma	MS, University of Phoenix – Administration of Justice & Security BS, University of Phoenix – Criminal Justice Administration AS, University of Phoenix – General Studies Registered Medical Assistant
Gladchuk, Teresa	Medical Assisting - AS	AS, Brevard Community College - Nursing
Luckich, Jackeline	Medical Assisting-Diploma	AS, Everest University – Medical Assisting AS, Everest University – Medical Insurance Billing & Coding National Certified Medical Assistant
Manson, Adrienne	Medical Assisting – Diploma	Diploma, Sanford Brown Institute – Medical Assisting Registered Medical Assistant
Martinez, Dorcas	Medical Assisting-Diploma	Diploma, Tucson College – Medical Assisting Diploma, Tucson College – Medical Insurance Billing & Coding National Certified Medical Assistant
Stebler, Judith	Medical Assisting – AS	MS, Central Michigan University BSN, Columbia Union College AS, George Washington University – Medical Laboratory Technique
Wilmont, Penny	Medical Assisting-Diploma	Diploma, Ultra Sound Diagnostics - Medical Assisting Registered Medical Assistant
Woolfolk, Carolyn	Medical Assisting -Diploma	AAS, High Tech Institute – Medical Assisting Registered Medical Assistant
Medical Insurance Billing and Coding Instructors		
Buckingham, Paula	MIBC	BS, Southern Connecticut State University
Dickenson, Mary	MIBC	AA, University of Florida - Nursing AS, Santa Fe Community College - Nursing
Lawrence, Amy	MIBC	MBA, University of Phoenix – Human Resources Management BSBM, University of Phoenix
Lee, Katrina	MIBC	MHA, University of North Florida BS, University of North Florida AA, Florida Community College at Jacksonville AS, Florida Community College at Jacksonville
McDaniels, Michael	MIBC	DC, Logan College of Chiropractic BS, Murray State University
Nelson, Gail	MIBC	AA, Columbia Southern University
Noblejas, Sharol	MIBC	MBA, Orlando College BS, University of Central Florida
Welch, Charles	MIBC	MBA, Millsaps College
Business Instructors		
Carrol, Samuel	Business	ABD, Nova Southeastern University – Organizational Leadership MPA, University of North Florida - Public Administration BBA, University of North Florida – Business
Currie, Antoinette	Business	MA, Webster University BA, Averett University
Hardrick, Eva	Business	MBA, U.S. International University BA, Stillman College

Okewusi, Kayode	Business	MS, St. Thomas University BS, Florida Memorial College
Medical Administrative Assisting Instructors		
Gordon, Miko	MDA-Diploma	AS, Fayetteville Technical College—Business Administration – Marketing and Retailing AS, Fayetteville Technical College – Business Administration – Public Administration AS, Fayetteville Technical College – General Education Medical Assisting Certificate, National Education Center
Price, Paula	MDA-Diploma	AB, Northeastern Technical College - Business
Thomas, Valerie	MDA-Diploma	AS, Everest University – Medical Assisting
RHVAC Instructors		
Clark, David	RHVAC-Diploma	State of Florida Certified Air Conditioning Contractor EPA 608 Certified Northeast Florida Builders Association HVAC Apprenticeship
Greene, Wayne	RHVAC-Diploma	Duval County HVAC Masters License EPA 608 Certified
Johnson, Walter	RHVAC-Diploma	BS, Jones College – Business EPA 608 Certified
Kephart, Ken	RHVAC-Diploma	EPA 608 Certification License, State of Georgia - Conditioned Air Non-Restricted
Kuebler, James	RHVAC-Diploma	EPA 608 Certified
Parks, Dwight	RHVAC-Diploma	State Certified Building Contractor State Certified Air Conditioning Contractor EPA 608 Certified
Romano, Carl	RHVAC-Diploma	State Certified Air Conditioning Contractor
Walker, Danny	RHVAC-Diploma	EPA 608 Certified R410a Certified
Electrician Instructors		
Christian, David	Electrician-Diploma	Clay County Electrical Masters License Duval County Electrical Journeyman License
Gibbs, Brandon	Electrician-Diploma	Northeast Florida Builders Association Apprenticeship
Koeling, John	Electrician-Diploma	AAS, Florida State College at Jacksonville – Electrical Technology Duval County Electrical Contractor Duval County Master Electrician St John’s County Master Electrician Clay County Master Electrician Columbia County Electrical Contractor State of Florida Electrical Contractor
Lake, Dean	Electrician-Diploma	BS, University of Phoenix – Business Administration Department of Navy Electrician Apprenticeship
Shook, Tim	Electrician-Diploma	Broward County Electrical Masters License Clay County Electrical Masters License Duval County Electrical Contractor St John’s County Electrical Masters License
Van Fossen, Greg	Electrician-Diploma	Northeast Florida Builders Association Electrical Apprenticeship
Wheeler, John	Electrician-Diploma	AA, Florida State College at Jacksonville
Pharmacy Technician Instructors		
Garvey, Brian	Pharmacy Technician – Diploma	AA, Florida State College – Jacksonville – General Studies Registered Pharmacy Technician Pharmacy Technician Certification Board

POMPANO BEACH

Name	Discipline	Degree	
Arteaga, Miguel	Massage Therapy	L.M.T	Certification, Licensed Massage Therapist, Florida
Askew-Chatfield, LaTanya	Medical Billing & Coding	B.S.	University of Phoenix
Bass, Veronica	Patient Care Technician	A.S. RN	Broward Community College Registered Nurse - Florida
Bharadwa, Daphnie	Patient Care Technician	M.S. B.S. RN	University of Phoenix University of Puerto Rico Registered Nurse - Florida
Brown, Norma	Medical Billing & Coding	B.S.	University of Alabama
Castaneda, Emilio*	Medical Assisting	M.D.	Universidad Central Del Este Certification, Medical Assistant
Chamblain, Sheila	Patient Care	B.S. A.S. RN	Florida International University Miami Dade College Registered Nurse - Florida
Davis, Michael*	Criminal Justice	M.S. B.S.	Everest University Everest University
Eisenberg, Allan	Paralegal	J.D. L.Q.C.	State University of New York State University of New York
Exavier, Madonne	Medical Assisting	Diploma	Certified Medical Assistant
Ferguson, Anna- Marie	Pharmacy Technician	C.P.H.T	Certification, Pharmacy Technician, Georgia
Gangoo, Ann- Marie	Medical Billing & Coding	B.B.A	American Intercontinental University
Ghasimi, Ahmad	Massage Therapy	L.M.T.	Certification, Licensed Massage Therapist, Florida
Golding, Alston*	Business Administration	D.B.A M.B.A B.A.	Nova Southeastern University Nova Southeastern University University of Technology
Mary Goodman	Intensive English	M.A. B.S.	Espiritu Santo University American University
Grantham, Jeremiah	Massage Therapy	L.M.T	Certification, Licensed Massage Therapist, Florida
Haynes, Lydiah*	Paralegal	J.D. B.S.	Miami University School of Law Nova Southeastern University
Kaiser, Judith	Medical Assisting	Diploma	Keiser University
Little, Kerry*	General Education	M.S. B.S.	Palm Beach Atlantic University Palm Beach Atlantic University
Mondesire, Anthony*	Computer Information System	M.S. B.I.T. A.S.	American Intercontinental University American Intercontinental University City College
Osuna, Maria*	Medical Billing & Coding	B.S.	University of Phoenix Certification, Medical Office Assistant Certification, Insurance & Coding Specialist Approved, NCCT Proctor
Oyer, David	Business	M.B.A B.S.	Nova Southeastern University Berry College
Peoples, Sonja*	Pharmacy Technician	C.P.H.T	Certification, Pharmacy Technician, Florida
Perez, Jose	Criminal Justice	Psy.D. M.S. B.S.	Carlos Albizu University Carlos Albizu University Carlos Albizu University
Pierre-Toussaint, Natacha	Medical Billing & Coding	M.S. B.S.	South University Lynn University Certification, Medical Assistant Certification, Insurance & Coding Specialist
Ramnath, Rishi	General Education	M.S. B.S.	Florida Atlantic University Florida Atlantic University
Rowe, Marina	General Education	Ph.D. B.S.	St. Petersburg State University St. Petersburg State University
Santibanez, Eugenio	Pharmacy Technician	C.P.H.T.	Certification, Pharmacy Technician, Florida
Sanders, Sean*	Massage Therapy	L.M.T.	Certification, Licensed Massage Therapist, Florida
Schmit, Bernard	Business	M.B.A B.S.	University of Miami Pepperdine University
Siegel, Jeffery	Accounting	M.A. B.B.A C.P.A.	Nova Southeastern University University of Miami Certified Public Accountant
Simon, Dennis*	Homeland Security/Crime Scene Investigation/Criminal Justice	J.D. B.A.	Detroit College of Law Michigan State University
Somnarain, Emry	Medical Assisting	M.D.	St. Mary's School of Medicine

		B.S.	McMaster University
Tenelus, Wideline	Medical Assisting	A.S. A.S.	City College Florida Career College
Valdes, Fernando*	Medical Assisting Medical Billing & Coding	M.D.	University of Seville
Vinson, Keith*	Business	M.B.A	University of Miami
Vinson, Melissa	General Education	Ph.D. M.S. B.S.	American Academy of Clinical Sexologists Nova Southeastern University University of Florida
Wilfong, Laurie	Patient Care Technician	B.S. RN Diploma	University of Central Florida Registered Nurse - Florida Valencia Community College

SOUTH ORLANDO

Name	Discipline	Degree	
Adams, Cleverick	General Education	PhD	Troy State University
		MS	Troy State University
		BA	University of Minnesota
Aldred, Susan	Medical Administrative Assistant	AS	Everest University
Allen, Evelyn	General Education; Business	MA	Webster University
		BBA	Orlando College
Batie, James	Business	MA	Troy State University
		BA	Columbia College
Boodhoo, Ramdeo	General Education	PhD	Barry University
		MA	Southern Nazarene University
		BA	Mid-America Nazarene University
Bracknell, Steve	Criminal Justice	MA	University of Central Florida
		BA	Columbia College
Braun, Andy	Business	MA	Barry University
		MBA	Orlando College
		BS	Orlando College
Bridges, Kathleen	Computer Information Sciences	MS	University of Central Florida
		BS	University of Central Florida
Brooks, Lynn Renee	Massage Therapy	AS	Reese Institute
Buck, Bonnie	Graduate Programs	PhD	Nova Southeastern University
		EdS	Rollins College
		MA	University of Central Florida
Burch, Melanie	Medical Assisting	AS	Everest University
Cain, Jenny*	General Education	MA	Webster University
		BA	University of Central Florida
Camacho, Evelinda	Medical Assisting; Medical Insurance Billing and Coding	MSN	University of Phoenix
		BSN	Florida Southern College
Cartwright, Ashley	Medical Administrative Assistant	AS	Everest University
Castillo, Maria L	Pharmacy Technician	BS	Webster University
Cedano, Mary Kathleen	Accounting	MBA	University of Phoenix
		BS	Florida Metropolitan University
Corbett, Lisa Lynne	Medical Assisting	AS	Everest University
Cottrell, Darren	Criminal Investigations	MA	University of Central Florida
		BS	Embry-Riddle Aeronautical University
		BS	University of South Florida
Dahlke, Karissa Nicole	Pharmacy Technician	BS	University of South Florida
Davies, Joan	General Education	MA	University of Colorado
		BS	Metropolitan State College
		BS	University of Central Florida
Davis, Robert G	Massage Therapy	AS	University of Central Florida
Dediot Campina, Jose	Criminal Justice	MA	University of Central Florida
		BA	Columbia College
		BS	University of Central Florida
Denning, Jana	Massage Therapy	BS	University of Central Florida
DeWitt, R. Peter*	Graduate Programs	PhD	State University of New York
		MS	San Diego State University
		BA	Pennsylvania State University
Dickey, Jr., John	Allied Health	MHA	Webster University
Dicks, Timothy	General Education	MA	Iowa State University
		BA	Northern Iowa University
Druz, Ginette	Criminal Investigations	MA	University of Central Florida
		BS	University of Central Florida
Dunn, Deborah	Medical Assisting	JD	Florida A&M - College of Law
		MA	Nova Southeastern University
Evans, Richard	Medical Assisting; Medical Insurance Billing and Coding	DO	Chicago College of Osteopathic Medicine
		BA	University of Central Florida
		BA	Southern Illinois University
Felipe, Ileana*	Business; Accounting; Computer Information Sciences	MA	Carlos Albizu University
		BS	Miami Institute of Psychology

Gajadhar, David Rameshwar	Medical Assisting; Medical Insurance Billing and Coding	MD	University of Saskatchewan College of Medicine
		BA	University of Evansville
Gaskin, Sharon W	Pharmacy Technician	BS	Edward Waters College
Griffin, George O	General Education	MA	Auburn University
		BA	University of West Florida
Hamuicka Jr, Michael Steven	Business	MBA	Pittsburgh University
		BA	Pittsburgh University
Hart Jr., Robert L	Criminal Justice	MS	Saint Leo University
		BA	Saint Leo University
Hill, Deborah L	General Education	MA	Troy State University
		BA	Columbia College
Hillery, Kimberly Anne	Medical Assisting	AS	Everest University
Hilliard, Alan	Graduate Programs	EdD	Rutgers University
		MA	State University College
		BA	Heidelberg College
Howlett, Paulette Marie	Business	MA	Webster University
		BA	Southampton Institute
Ithier-Nayak, Brenda	Massage Therapy	MS	Florida College of Integrated Medicine
		BS	Florida College of Integrated Medicine
Jacobs, Twanda J	Medical Assisting	AS	Everest University
Johnson, Kenyon T	Computer Information Sciences	MS	St. Mary's University
		BA	St. Mary's University
Kane, Aisling Marguerite	General Education	PhD	Trinity College
		MS	University of London
		BS	Trinity College
Kent, Brandi	Business	MS	Florida State University
		BA	Florida State University
		BS	Florida State University
Kent, Jean	Massage Therapy	AS	Central FL School of Massage Therapy
Lewis, Courtney	General Education	MS	University of Central Florida
		BS	University of Central Florida
Mangos, Jan	Graduate Programs	DBA	Nova Southeastern University
		MS	Roosevelt University
		BA	Northern Illinois University
Martin, Daniel J	Massage Therapy	BS	North Florida University
Martinez-Soto, Jorge	General Education	MS	Nova Southeastern University
		BS	Inter-American University, Puerto Rico
McNamara III, James	Criminal Investigations; Criminal Justice	MS	Rollins College
		MPA	University of Central Florida
		BS	University of Central Florida
Meade, James	Criminal Justice	MS	Webster University
		BA	Columbia College
Meeks II, Gregory	Criminal Justice	JD	University of Miami
		BA	Florida A&M University
Merriwether, Keith	Paralegal	JD	New York University
		BBA	Bernard M. Baruch College
Meyer, Michael*	Medical Insurance Billing and Coding; Healthcare Administration	DO	Texas College of Osteopathic Medicine
		BA	University of Central Florida
Miller, M. Brad	Allied Health	MD	Spartan Health Science University
		PhD	Barry University
		MS	Florida College
		BS	Florida College
Morris, Candice*	Massage Therapy	AS	Indiana University
		LMT	Florida College of Natural Health
Murdock II, Ronald	Criminal Investigations	MS	George Washington University
		BA	West Virginia University
Nagoda, Robert	Graduate Programs; Business	PhD	University of Arizona
		MBA	University of Arizona
		BS	University of Arizona
Nogrady, Matthew	Massage Therapy	AS	Florida College of Natural Health
Oesch, Nancy*	Criminal Justice; Homeland Security	MS	Michigan State University
		BS	Michigan State University

Otero, Jacklyn	Medical Assisting	AS	Everest University
Payne, Todd Scott	Criminal Justice	MS	University of Central Florida
		BS	Florida State University
Pearson, Troy	Criminal Justice	MS	University of Central Florida
		BS	University of Central Florida
Perez, Ivonne D	Medical Assisting	RMA	Everest University
Peterson, Diane	General Education	PhD	Alder School of Psychology
		MA	William & Mary
		BS	University of Texas A&M International
Phillips, Michael	Business	MBA	Baldwin-Wallace College
		BA	University of Akron
Phipps, Anthony Q	Computer Information Sciences	MA	Webster University
		BS	Nova Southeastern University
Pittari, Anthony	Business	MBA	Fairleigh Dickerson
		BA	Fairleigh Dickerson
Poitingner, Coleen	Allied Health	BA	Keiser University
Powell, William R	General Education; Criminal Justice	MS	University of Oklahoma
		BS	Park University
Prince, David A	Criminal Justice	MS	University of Central Florida
		BS	Columbia College
Quigley, Laura	Paralegal; Accounting	JD	Marshall-Wythe School of Law
		MLT	Georgetown University
Ratcliff, Susan	General Education	MA	Webster University
		BS	University of Central Florida
Redditt, Jennifer	Business	MA	American Graduate School of Intern'l Mngmnt
		BA	Monterrey Institute of International Studies
		BA	American University School of Intern'l Srvc
Rivera-Rosa, Jose M	Medical Assisting	AS	Everest University
Roach, Diane	Medical Assisting	AS	Everest University
Roach, Susan	Massage Therapy	AS	Florida College of Natural Health
Rodriguez, Vanessa	Criminal Investigations	MS	University of Central Florida
		BS	University of Central Florida
Rovensky, Joanne	Criminal Investigations	BA	Wisconsin University
	Medical Insurance Billing and Coding; Healthcare Administration	MHA	Washington University
Rueter, Steven W		BBA	University of Iowa
Santiago, Olga*	Medical Assisting	AS	Everest University
Schaben, Deborah	General Education	MA	Webster University
		BA	University of Nebraska
Schuster, Amanda	Pharmacy Technician	BS	West Florida University
Scott Jr., Ernest	Criminal Justice	PhD	University of Central Florida
		MBA	Stetson University
		BA	Stetson University
Singh, Melissa	Medical Assisting	AS	Everest University
Siverson, Scott*	Paralegal; Criminal Investigations	JD	Pace University
		BS	Pennsylvania State University
Smikle, Winsome	Business	MA	University of Phoenix
		BA	Rollins College
	Computer Information Sciences	MBA/TM	University of Phoenix
		BS	Southern Illinois University
Speener, Ronald	General Education	MA	Wisconsin University
		BA	St. Francis College
Stefanek, Marlena*	Medical Assisting	AS	Everest University
Tindall-Parrish, Tammie	Pharmacy Technician	MBA	Salem University
		BA	American Intercontinental University
Tirado, Monica Zoe	Medical Assisting	AS	Everest University
Truitt, Richard	Paralegal	JD	Stetson University
		BS	Florida Metropolitan University
Trusselle, Patricia Ann	Medical Assisting	AS	Blue Hills Technical Institute
	Medical Insurance Billing and Coding; Healthcare Administration	MBA	University of Phoenix
Wade, Stacy		BA	University of Kentucky

Weiger, Pam	General Education	MA	George Mason University
		BA	Texas Tech
Weiss, John	Business	MBA	University of Connecticut
		BA	Siena College
Williams, Philip	Criminal Justice	JD	Nova Southeastern University
		BA	University of Central Florida
* Denotes Program Director			

TAMPA

Program Directors			
Name	Discipline	Degree	
Bartlett, Warren	Computer Information Science	MS MBA BA AA	University of Montana - Computer Science University of Montana - Business University of South Florida - Mathematics St. Petersburg Junior College
Boudreau, David	Electrician	Master Electrician	State of New Hampshire, Lic. # 10296 M
Dindial-Thompson, Heidi	Criminal Justice	MS BA BA AA	Florida Atlantic University - Criminal Justice Florida Atlantic University - Criminal Justice Florida Atlantic University - Political Science Broward Community College - Liberal Arts
Gordy, Karen	Medical Assisting Degree Medical Assisting Diploma	AS	Everest University - Medical Assisting
Hewes, Kenneth	Massage Therapy	Diploma AS	Bhakti Academe - Massage Everest University – Business
Lear, James	Pharmacy Technician	AA	South Florida Community College – Biology
Myers, Lisa	Medical Administrative Assistant		Registered Medical Assistant Certified Nursing Assistant
Occhipinti, Sharon	General Education	MA BA AA	University of South Florida - Communication University of South Florida - Communication Hillsborough Community College
Schreiber, Helayne	Medical Insurance Billing and Coding Health Care Administration	MS BA	Nova Southeastern University - Health Service Administration Rollins College - Psychology
Silva, Nancy	Paralegal Criminal Investigations	JD BA	University of Illinois College of Law - Law University of Illinois - English
Thomas, Tracy	Accounting – Associate’s Degree Business programs – Associate’s Degree	MBA BS	Loyola University - Business Administration University of New Orleans - Management
Torres, Oscar	Residential Heating, Ventilation and Air Conditioning		State of Florida Certified Air Cnd Cntr CAC057114. ESCO Universal refrigerant Certificate State of Florida Standard Plans Examiner Certificate State of Florida Standard Inspector #BN4372
Wehner, Richard Patrick	Accounting – Bachelor’s Degree Business programs – Associate’s Degree	MPA BA	University of South Florida - Public Administration University of Wisconsin-Milwaukee - International Studies
Faculty			
Name	Discipline	Degree	
Akram, Latifah	General Education	M.Ed BS	Antioch University - Education & Counseling Nova Southeastern University - Psychology
Brooks, Sandra	Massage Therapy	MPH BS Diploma	University of South Florida - Public Health West Chester University of Pennsylvania - Health and Physical Education Natural Healing Arts - Massage
Chamberlin, Phillip	General Education	MA BA	University of South Florida - English University of South Florida - English
Conrad, Ruby	Intensive English	MBA BA AA	Florida Metropolitan University University of Calgary, Canada St. John’s College, Belize
Davies, Patricia	Intensive English	BA	University of South Florida – English
Diemer, Madeline	General Education	MA BA AA	University of South Florida - Gerontology University of South Florida - Psychology St. Petersburg Junior College
Drago, Victoria	Massage Therapy	Diploma	Massage Therapy, Suncoast School of Massage Therapy
Feldstein, Samuel	Electrician	B.Tech	City College of New York – Electromechanical
Frederick, Tracy	Medical Assisting	Diploma	Sanford-Brown Institute - Medical Assistant
Gillespie, Douglas	Medical Assisting		United States Army, Certified EMT Certified EKG Technician, National Healthcareer Association
Hartman, Dale	Massage Therapy	JD MA BA Diploma	Florida State University - Law University of North Carolina at Chapel Hill- Sociology (Education) Bridgewater College - Sociology Sarasota School of Natural Healing Arts - Massage (Natural Health Care Practitioner)

Henderson, Robert	Electrician		
Herard, Martha	Medical Assisting	Diploma	Franklin Career Institute - Medical Office Assistant
Hernandez, Jesus	Residential Heating, Ventilation and Air Conditioning		RSES Refrigerant Usage Certification Type-I and Type-II
Houston, Heather	Massage Therapy	Diploma	Erwin Technical Center - Massage Therapy
Johns, Latricia	Medical Assisting	Diploma	CareerCom School of Business - Medical Assistant
Johnson, Rernitral	Medical Assisting	Diploma	Learey Technical Center - Emergency Medical Technician
Jordan, George	Residential Heating, Ventilation and Air Conditioning		Refrigeration Service Engineering Society Certification Type-I and Type-II and Universal RV Refrigeration Reconditioning Certificate R-410A Safety Certificate
Kaalund, Gregory	Medical Assisting		Community College of the Air Force courses
Komula, Mark	Computer Information Science	MS BA	Capella University - Information Technology Andrews University - Pre-Seminary
LaBar, Denise	Medical Assisting	AS	Everest University - Medical Assisting
Lallerstedt, Judith	Intensive English Coordinator	BA BA	Georgia State University – Spanish Georgia State University – Journalism
Lawrence, Roosevelt	Electrician		
Lewis, Carolyn	Medical Administrative Assistant	AS	Northwestern Connecticut College - Medical Assisting
Mann, Michelle	Criminal Justice	MS BS	Florida International University - Criminal Justice Bethune Cookman University - Criminal Justice
Marcos, Enid	Medical Assisting	BS AAS	Excelsior College - Liberal Arts Bronx Community College - Medical Lab Technician
Martin, Lawrence	Residential Heating, Ventilation and Air Conditioning	BA AAS Certificate	St. Leo University - Business Administration Community College of the Air Force - Heating, Air-conditioning, and Refrigeration HVAC Universal Technician
Mason, Jennifer	Intensive English Coordinator	MA BA	Southern Illinois University - TESOL Murray State University – Public Relations and German
Monroe, Grant	Electrician	BS AA Certificate	University of Tampa - Finance Hillsborough Community College - Liberal Arts State of Florida - Certified Electrical Contractor Air Conditioning Contractors of America Refrigerant Type I, II technician
Myklebust, Einar	Residential Heating, Ventilation and Air Conditioning	Certificate	ESCO Universal technician
Namiuchi, Teppei	Massage Therapy	Diploma	Sun Coast Center for Natural Health – Massage
Nickens, William Bruce	Residential Heating, Ventilation and Air Conditioning		Refrigeration Service Engineers Society Universal refrigerant Certification
O'Dwyer, Pamela	Medical Assisting	Diploma	Eastern College - Medical Assistant
Pettigrew, Niall	Residential Heating, Ventilation and Air Conditioning	BS AAS Certificate	Purdue University - Mechanical Engineering Technology Purdue University - Mechanical Engineering Technology Air Conditioning & Refrigeration Institute - Technician Type Universal
Ross, Minnie	Business	MA BA AA	University of Phoenix - Organizational Management University of South Florida - Criminal Justice Hillsborough Community College
Ruiz, William	Residential Heating, Ventilation and Air Conditioning		HVAC Technical Certification, Type I, II Technician
Schuman, Gregory	Electrician		
Shaffer, Tami	Medical Assisting	AS	Everest University - Medical Assisting
Sitaro, Dwight Douglas	Massage Therapy		Diploma, Garden State Holistic Center for Health Care – Massage
Tarsin, Robert	Electrician		
Thompson, Jena	Medical Administrative Assistant		Experienced medical administrative assistant
Whittle, C. Edward	Criminal Justice / Paralegal	JD BA	South Texas College of Law - Law University of South Florida - Criminal Justice
Wilson, Harley James	Residential Heating, Ventilation and Air Conditioning	Certificate	Refrigeration Service Engineers Society Type-I and Type-II
Wright, Kerwin	Massage Therapy	Diploma	Massage Therapy - Boca Raton Institute

Yarnal, William	Residential Heating, Ventilation and Air Conditioning	Certificate Certificate	Universal Refrigerant NATE technician OSHA certificate for Construction Safety & Health
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ONLINE LEARNING

Jon Persavich	Provost
Anne Hayburn	Director of Online Instruction
Kimberly Hoyt	Manager, Online Technologies
Nancy Vokins	Division Director, Academic Support
Meagan Jones	Manager, Academic Programs
Anne Porter	Associate Dean, Business
Win Garcia	Associate Dean, Computer Science
Joy Tiongson	Associate Dean, Justice Studies
Pat Ray	Associate Dean, Medical

Online Faculty

Last Name	First Name	Programs	Degree	College
Laurie	Abbott	Life Skills	MA	University of Colorado
			BA	University of Colorado
Mikal	Abdul-Mateen	Life Skills	Ed.D.	California State University
			MA	Chapman College
			MS	Chapman College
			BA	Chapman College
Jessica	Abernathy	English	M.A.	Auburn University
			B.S.	Auburn University
Parvin	Abolverdi	Medical Insurance Billing & Coding	BS	University of Central Florida
Hisham	Aboudaya	Computers	MA	Webster University
			BA	Barry University
			MA	Webster University
Gail	Abraham	Medical Assisting	MS	Saint Thomas University
			BS	Barry University
Wendy	Achilles	Accounting	MSA	East Carolina University
			BSA	East Carolina University
			PhD	Virginia Commonwealth University
George	Ackerman	Criminal Justice	JD	Nova Southeastern University
			MS	Nova Southeastern University
			MBA	Nova Southeastern University
			MS	Lynn University
Katherine	Adams	Life Skills	MS	Winona State University
			BA	Saint Olaf College
Mary	Adams	Accounting	MA	Nova Southeastern University
			BS	Nova Southeastern University
Dana	Adler	Paralegal	JD	Nova Southeastern University
			BS	Carlos Albizu University
			BA	Florida Atlantic University - TR
Steven	Adler	Paralegal	JD	Nova Southeastern University
			BA	Florida Atlantic University
Daniel	Adolf	Homeland Security	MS	Jacksonville State University
			BS	University of Maryland
Christy	Ake	Psychology	MS	California State University, Fullerton
			BA	California State University, Fullerton
Taghreed	Al-Marzooq	Computers	PhD	University of Houston
			MS	The University of Texas at Austin
			BA	The University of Texas at Austin
Clayton	Albiston	Business	MBA	University of Phoenix
			BA	American University Washington D.C.
Lori	Aleknavicius	Psychology	PsyD	Argosy University- Orange County Campus
			BS	Michigan State University
Aaron	Allen	Life Skills	M.Ed.	Northern Arizona University
			BA	University of Advancing Technology
Bonita	Altus	Medical Insurance Billing & Coding	MS	University of Oregon
			BS	Cal State University Los Angeles
Elise	Alva	Life Skills	MEd	Northern Arizona University
			BGS	Northern Arizona University
Srinidhi	Anantharamiah	Math	PhD	Utah State University
			MA	New Mexico State University
			BS	Rutgers University
Karen	Anderson	Psychology	PhD	University of California, Irvine
			MA	University of California, Irvine
			MS	University of California, Los Angeles
			AB	University of California, Irvine
Dale	Ar dovini Brooker	Criminal Justice	PhD	Sam Houston University
			MA	Western Michigan University
			BS	State University of New York
Kalena	Armstrong-Henry	Accounting	MA	Nova Southeastern University

			M Ed	Wayne State University
			BA	The University of Michigan
Siti	Arshad-Snyder	Computers	MS	Creighton University
			BS	Creighton University
Chandra	Arthur	Business	MBA	Eastern University
			BA	Keuka College
William	Ashcraft	Government	MA	Vermont College of Norwich University
			BS	Excelsior College
Antonia	Asterino	Paralegal	JD	Capital University Law School
			MS	West Virginia University
			BA	West Virginia University
Terrance	Atkins	Computers	MS	University of Maryland
			BBA	Temple University
Charles	Ayodele	Marketing	MBA	University of Oregon
			BS	University of Oregon
Danielle	Babb	Computers	PhD	Capella University
			MBA	University of Redlands
			BS	UC Riverside
Tammy	Bagdasarian	Life Skills	MHR	University of Oklahoma
			BS	Excelsior College
Peter	Bagley	Computers	MS	University of Maryland
			BS	University of Maryland
Cheryl	Bagshaw	Computers	MSE	University of Central Florida
			BS	University of Central Florida
Denise	Bailey	Life Skills	BS	Alabama A&M University
			M.Ed	Troy University
Aaron	Bakalar	Business	MS	California State University, Northridge
			BA	University of California, Los Angeles
Paula	Baker	Criminal Justice	PhD	Indiana University of Pennsylvania
			MS	University of Cincinnati
			BS	University of Cincinnati
			MA	Drexel University
			BS	Widener University
William	Baker	Business	MBA	Drexel University
			BS	Widener University
Keith	Ban	Finance	MBA	Washington University
			BA	Colgate University
Anil	Baral	Science	PhD	Arkansas State University
			MS	Asian Institute of Technology
			MS	Tribhuvan University
			BS	Tribhuvan University
Larry	Barraza	Computers	MBA	California State University
			BS	California State Polytechnic University
Deborah	Barrett	Criminal Justice	MS	University of North Florida
			BS	Western Carolina University
Kimberley	Bascle	Life Skills	MA	University of Florida
			BS	University of Miami
Jill	Batistick	Business	MBA	American Graduate School of International Management
			BA	Arizona State University
Graham	Bauerle	Accounting	MBA	University of Pennsylvania
			BA	University of Pennsylvania
Lynette	Beemer	Wyotech	MBA	University of Wyoming
			BS	University of Wyoming
Hayden	Behnke	Business	MIM	University of Denver
			BA	Vanderbilt
Philip	Behnke	Marketing	MBA	University of Denver
			BBA	University of Iowa
Carlie	Bell	Medical Assisting	MD	Southwest College of Naturopathic Medicine
			BA	The Ohio State University
Alphonso	Bellamy	Sociology	PhD	Purdue University
			MS	Purdue University
			BA	Case Western University
Doreen	Benjamin	Sociology	PsyD	Illinois School of Professional Psychology
			MA	Illinois School of Professional Psychology
			BS	Illinois State University
Charles	Benson	Finance	MBA	Dallas Baptist University
			BA	University of Louisville
Mara	Bentley	Psychology	MA	Pepperdine University
			BS	Cal State University Long Beach
			MA	Pepperdine University
Nicholas	Bergan	Economics	MS	Florida State University
			BA	Saint Louis University
Lauren	Bergey	Science	MS	East Carolina University
			BS	Millersville University
			PhD	Rutgers
Lance	Bernard	Government	PhD	University of Nevada
			MA	San Jose State University

			BA	University of California, Santa Cruz
Troy	Best	Computers	MS	Oregon Graduate Institute School of Science & Engineering
Matthew	Bester	Paralegal	JD	The Catholic University of America/Columbus School of Law
			BA	Syracuse University
Beverly	Bever-McMurphy	Criminal Justice	MS	California State University
			BS	East Texas State University
Fred	Bittner	Criminal Justice	MS	Troy University
			BS	Myers University
Elaine	Bontempi	Life Skills	PhD	University of Oklahoma
			MEd	University of Oklahoma
			BA	University of Oklahoma
Kelly	Boone	Criminal Justice	MS	Nova Southeastern University
			MPA	Troy University
			BA	Saint Leo University
Natalie Marie	Borgan	Criminal Investigations	MS	University of New Haven
			BS	Arizona State University
Mark	Borland	Psychology	MA	Fielding Graduate University
			BA	Edinboro University of Pennsylvania
James	Boswell	Paralegal	JD	University of Georgia
			BA	College of William and Mary
Stacey	Bottone	Medical Insurance Billing & Coding	MBA	Salve Regina University
			BS	Charter Oak State College
James	Bowling	Math	PhD	University of Virginia
			MA	Wake Forest University
			BS	Oglethorpe University
Courtney	Boyd	Psychology	MA	Forest Institute of Professional Psychology
			BA	Central Methodist College
			D Psy	Forest Institute of Professional Psychology
Kimberly	Boyd	Life Skills	MA	College of William and Mary
			BA	College of William and Mary
Lessie	Branch	Government	MA	The New School
			MBA	University of Phoenix
			BA	Fordham University
Robert	Branch	Computers	PhD	Capella University
			MS	Western International University
			BS	Eastern Washington University
Romica	Brashear	Computers	MS	George Washington University
			BS	Morgan State University
Andy	Braun	Business	MS	Orlando College - North
			MS	Barry University
			BS	Orlando College
Erika	Bridglal	Life Skills	MEd	Florida A & M University
			BS	Florida A & M University
			MBA	Keller Graduate School of Management
Joseph	Brom	Life Skills	MA	Duguesne University
			BS	Townson University
			MBA	Waynesburg College
William Joel	Brooks	English	M.A.	Belmont University
			M.A.	University of Tennessee, Knoxville
			B.A.	University of Tennessee, Knoxville
Megan	Broschak	Life Skills	MA	Azusa Pacific University
			BS	California State University
Marcel	Brouwers	English	Ph.D.	Western Michigan University
			MFA	Western Michigan University
			BA	University of Illinois at Urbana-Champaign
Tawny	Brown-Warren	Life Skills	MA	Lincoln University
			BA	Lincoln University
Christopher	Brown	Paralegal	JD	Thomas M. Cooley Law School
			MA	University of Phoenix
			BA	Michigan State University
Dawn	Brown	Criminal Justice	MCJ	Boston University
			BA	Southern Illinois University
Jade	Brown	Criminal Justice	MS	National University
			BS	San Diego State University
Kimberly	Brown	Accounting	MPA	Clemson University
			BSBA	University of Alabama
Anne Marie	Buck	Psychology	MS	Drexel University
			BA	West Chester
Daniel	Buikema	Life Skills	MEd	University of Phoenix
			BA	Valparaiso University
Kara	Bullock	Life Skills	MA	National University
			BS	California State University, Fullerton
Rose	Bunch	English	MFA	University of Montana,
			BA	Arkansas Tech University
			BA	University of Virginia

Patrick	Bungard	Marketing	MBA	California State University, San Bernardino
			BA	California State University, San Bernardino
Sheila	Burgess	Medical Insurance Billing & Coding	BS	Weber State University
Nydia	Burgos-Ruwe	Business	MA	Webster University
			BA	University of Central Florida
Jennifer	Burks	Psychology	MA	Pepperdine University
			MA	Pepperdine University
			BA	University of California Los Angeles
James	Burnham	Life Skills	EdD	La Sierra University
			MA	La Sierra University
			BS	Pacific Union College
Connie	Burroughs	Paralegal	JD	Saint Louis University
			BA	University of Missouri
Catherine	Burton	Criminal Justice	PhD	Louisiana State University
			MCJ	University of South Carolina
			BA	University of South Carolina
Schvon	Bussey	Medical Assisting	MSN	Albany State University
			BS	Albany State University
Gwen	Buxbaum	Business	MBA	University of California, Los Angeles
			BS	Syracuse University
Lynn	Byk	Psychology	PhD	New York University
			MS	Queens College
			BA	Queens College
Nicole	Cain	Criminal Investigations	MS	Saint Leo University
			BA	University of South Florida
Kelli	Callahan	Criminal Investigations	MFS	National University
			BS	Boise State University
			BA	Boise State University
Enzo	Caminotti	Business	MBA	University of Phoenix
			BS	Richard Stockton College of New Jersey
Donald	Campbell	Criminal Justice	PhD	Lynn University
			MS	Florida International University
			BS	North Carolina Wesleyan College
Harold	Campbell	Criminal Justice	PhD	Claremont Graduate University
			MA	Claremont Graduate University
			MA	Chapman University
			BA	Golden Gate University
Lisa	Campbell	Medical Insurance Billing & Coding	MHA	Governors State University
			BA	Robert Morris University
Christopher	Caracci	Business	MBA	Rollins College
			BS	Saint Meinrad College
Autumn	Cardott	Life Skills	MA	University of Phoenix
			BA	University of Wyoming
Evelyn	Carlson	Economics	MA	University Illinois at Chicago
			BS	Northern Illinois University
Gary	Carlson	Accounting	MBA	Rosary College
			MS	Rosary College
			BS	Charleston Southern College
Janet	Carney-Clark	Life Skills	MA	Antioch University
			BS	State University of New York
Daniel	Cartamil	Science	MS	California State University, Long Beach
			BS	State University of New York
			Ph.D	UC San Diego
James	Carter	Computers	MBA	Rivier College
			BS	Rivier College
Dawn	Castro	Life Skills	MA	Azusa Pacific University
			BA	California State University, San Bernardino
Anna	Cates	English	PhD	Indiana State University
			MA	Indiana State University
			BA	Asbury College
Tammy	Cayuela	Life Skills	MA	Chapman University
			BA	California State University Fullerton
Elaina	Chance	Life Skills	MA	Georgia Southern University
			BS	Georgia Southern University
Keith	Chandler	Criminal Justice	MA	Western Illinois University
			BS	Michigan State University
May	Chang	English	MA	University of Wisconsin
			BA	University of Wisconsin
James	Cheeks	Computers	MTM	Keller Graduate School
			MBA	Keller Graduate School
			BS	DeVry Institute
Abel	Chen	Paralegal	JD	Whittier School of Law
			BA	California State University, Northridge
Mark	Cherry	English	BA	University of Tennessee
			MFA	University of Arkansas
Billy	Chestnut	Homeland Security	MA	American Military University

			BA	Charter Oak State College
Elaine	Childs	English	M.A.	Stephen F. Austin State University
			B.A.	Texas Tech University
Darian	Chin	Economics	MA	California State University, Los Angeles
			BA	University of Southern California
Lois	Chipman-Sullivan	Medical Assisting	MBA	University of Sarasota
			BA	Case Western Reserve University
Anissa	Christian	Life Skills	MEd	University of Charleston
			BS	Morris College
Joseph	Ciccione	Criminal Justice	EdD	Nova Southeastern University
			MS	Jersey City State College
			BS	Jersey City State College
Traci	Ciepiela	Criminal Justice	MS	Columbia College
			BA	State University of New York College at Buffalo
Richard	Cimino	Business	MBA	University of California, Irvine
			BS	San Diego State University
Cynthia	Clark	Business	MBA	Webster University
			BA	Warner Southern College
Elizabeth	Clark	Paralegal	JD	Stetson University
			BA	University of South Florida
			MS	Palm Beach Atlantic University
Karen	Clark	Paralegal	JD	Temple University
			BA	Allegheny College
Carroll	Clay	Computers	MS	Capella University
			BS	Colorado Technical University
Robert	Clay	English	MFA	University of Arkansas
			MA	University of Southern Mississippi
			BA	University of Southern Mississippi
			PhD	Western Michigan University
Tammi	Clearfield	Criminal Investigations	JD	University of Miami
			MS	Florida International University
			BA	Florida Atlantic University
Urban	Cleaves	Government	JD	John Marshall Law School
			MA	State University of New York
			BA	Whittier-College
Michael	Cochrane	Science	MS	Western Washington University
			BA	Western Washington University
Michele	Cohen	American Literature	MA	Ohio State University
			BA	Ohio State University
Reuven	Cohen	Medical Assisting	DO	Chicago College of Osteopathic Medicine
			MIS	Nova Southeastern University
			BA	University of Michigan
Fred	Collie	Criminal Justice	MPA	University of Texas at Arlington
			MA	Naval Postgraduate School
			BS	University of Texas at Tyler
Helen	Collins	Business	MBA	University of Phoenix
			MA	University of Phoenix
			BS	University of Central Florida
Margo	Collins	English	PhD	University of North Texas
			BA	University of New Orleans
Stuart	Collins	Government	MA	Villanova University
			M Ed	University of Florida
			BA	University of Florida
Cameron	Conaway	English	MFA	University of Arizona
			BA	Pennsylvania State University
			BA	Pennsylvania State University
Tracy	Conaway	Business	MBA	Argosy University
			BPS	University of Denver
Martin	Connor	Paralegal	JD	University of North Dakota
			BA	University of Arizona
James	Conroy	Criminal Investigations	MS	University of Wisconsin
			BS	St. John's University
Gayle	Contonis	Life Skills	MS	National University
			BA	California State University
			AA	Mt. San Antonio College
Renee	Contreras	Criminal Justice	MS	Illinois Institute of Technology
			MCJ	Boston University
			BS	Mountain State University
Catherine	Cook	Sociology	PhD	The Union Institute
			MBA	Ft. Lauderdale College
			BA	Florida State University
Frederick	Cope	English	MA	University of Alabama
			BA	University of Alabama
Amanda	Copeland	Criminal Justice	MA	Indiana University
			BS	University of Nebraska-Omaha
			PhD	Indiana University
Joshua	Coplen	Finance	MBA	California State University, Chico
			BS	California State University, Chico

Mark	Coppelli	English	MA	Washington State University
			BA	State University of New York
Erwin	Cornelius	Government	MA	University of Wisconsin
			MA	Middlebury College
			BA	University of Illinois
Omar	Corrales	Psychology	MA	National University
			BABS	National University
Mark	Correia	Criminal Justice	PhD	Washington State University
			MA	Washington State University
			BA	University of Alaska
William	Courtaway	Computers	MBA	California State University
			BS	California State University
Jennie	Courter	Life Skills	MA	Georgian Court College
			BA	Kean College
Tiffany	Cox	Paralegal	JD	University of Utah College of Law
			BA	University of Arizona
Chris	Cozzolino	Criminal Justice	MA	Indiana University of Pennsylvania
			BA	Indiana University of Pennsylvania
Ericka	Craddock	Life Skills	M.Ed	Jones International University
			BA	University of Illinois
William	Craig	Computers	MBA	Florida Institute of Technology
			BS	Memphis State University
Angela	Cranon-Charles	Government	MA	California State University, Long Beach
			AB	San Diego State University
David	Creech	Business	MBA	University of Colorado
			BS	University of Maryland
Gerard	Cronin	Medical Assisting	DC	Life University
			BS	Excelsior College
Laurel	Crump	Library Science	MLS	University of Arizona
			BA	University of Oregon
Josephine	Cuevas	Business	MBA	Keller School of Management Online
			BS	DeVry University
			AA	Mount San Antonio College
Diane	Cunningham	Economics	PhD	University of California, Irvine
			MA	University of California, Irvine
			MA	California State University, Fullerton
			MFA	University of California, Los Angeles
Jeffrey	Cunningham	Paralegal	JD	Thomas M. Cooley Law School
			BA	Edinboro University of Pennsylvania
Richard	Currie	Computers	M.S.	Pepperdine University
			M.A.	University of Redlands
			B.A.	Cal State Fullerton
Ryan	Currie	Paralegal	JD	University of Georgia School of Law
			BA	Emory University
Janis	Curry	Criminal Justice	MS	Florida State University
			BA	Piedmont College
			PhD	Breyer University
Michael	Curtis	Computers	MS	Nova Southeastern University
			BS	Nova Southeastern University
Harry	D'Olive Jr	Paralegal	JD	Faulkner University
			BA	University of South Alabama
Stacy	Dacheux	English	MFA	Naropa University
			BA	University of Alabama
Donald	Daly	Business	MBA	University of Illinois at Urbana-Champaign
			AB	The University of Michigan-Flint
Don	Dame	Computers	MS	West Coast University
			BS	West Coast University
Casey	Daniels	English	M.A.	University of Central Oklahoma
			B.A.	University of Central Oklahoma
Glenn	Daniels	Accounting	MBA	University of Texas, Dallas
			MS	University of Texas, Dallas
			BS	Washington University
Gladys	Davis	Life Skills	MS	Springfield College
			BA	University of Wisconsin
Mark	Davis	Paralegal	JD	University of Denver College of Law
			AB	Ohio University
Melanie L.	Davis	Math	MS	Texas Southern University
			BS	University of Houston Clear Lake City
Zummuna	Davis	Psychology	MS	Capella University
			BA	Chicago State University
Danielle	Day	Criminal Investigations	MS	Nova Southeastern University
			BA	University of Florida
Peter	De Luca	Computers	MBA	Keller Graduate School of Management
			BA	Columbia University of New York
Jacqueline	De Santis	Paralegal	JD	North Carolina Central University
			BA	Pfeiffer University
Edgar	De Sola	Medical Assisting	MD	Central University -School of Medicine*

			MPH	University of South Florida
Alana	DeGarmo	Paralegal	JD	University of La Verne
			BA	California State University, Northridge
Alejandro	Del Carmen	Criminal Justice	PhD	Florida State University
			MS	Florida State University
			BS	Florida International University
Frenzella	DeLancey	English	PhD	Temple University
			MS	Temple University
			BA	Temple University
Linda	Dell'Osso	Math	PhD	Claremont Graduate University
			MS	California State Polytechnic University
			BS	California State Polytechnic University
Robert	Denny	Criminal Investigations	MFS	National University
			BA	St. Leo University
Justin	DePlato	Government	M.A.	University at Buffalo, SUNY
			B.A.	St. John Fisher College
Ellen	Derwin	Psychology	MA	University California Irvine
			BS	Denison University
			PhD	Fielding Graduate University
Mitra	Desouza	Life Skills	MEd	University of Maryland
			BA	University of California, Irvine
Douglas	Devaney	Criminal Justice	PhD	Walden University
			MS	University of Tennessee
			BS	East Tennessee State University
Erica	DeWitt	Business	MBA	University of Phoenix
			BS	Florida Metropolitan University
David	Di Bari	Criminal Justice	MCJ	University of Colorado, Colorado Springs
			BA	University of Colorado, CO Springs
Carroll	Diaz Jr	Math	PhD	Louisiana State University
			MS	Louisiana State University
			MS	University of New Orleans
			BS	University of New Orleans
Rosanna	Diaz	Sociology	MBA	DePaul University
			BSBA	Roosevelt University
			DEd	National-Louis University
Sally	Diessner	English	MA	California State University
			BIS	University of Minnesota
Michael	Dittman	English	MA	Slippery Rock University
			BA	College of Wooster
Valerie	Dobson	Medical Insurance Billing & Coding	MHS	Western Carolina University
			BS	Western Carolina University
Mary	Dolan	Psychology	PhD	Claremont University
			MA	California State University, San Bernardino
			BA	California State University
James	Dollens	Computers	PhD	Nova Southeastern University
			MS	University of Maryland
			BS	Wayne State University
Noel	Domingo	Medical Assisting	MBA	Southern CA University for Professional Studies
			MSN	University of California, Los Angeles
April	Dominguez	English	MA	California State University Fullerton
			BA	California State University Fullerton
Robert	Doneski	Psychology	PsyD	Forest Institute of Professional Psychology
			MA	Forest Institute of Professional Psychology
			MS	University of Central Missouri
			BS	Drury University
Henry	Dorr	Business	PhD	University of Nebraska at Lincoln
			MA	Pacific Lutheran University
			BS	University of Nebraska at Lincoln
Carla	Dorzweiler	Business	MBA	University of Phoenix
			BA	California State University
Robert	Dougherty Jr	Criminal Justice	MS	Saint Joseph's University
			BA	Temple University
Kristina	Dubois	Psychology	MA	Regis University
			BA	University of Northern Colorado
Nicole	Dukes	Life Skills	MA	New York University
			BA	California State University, Long Beach
David	Dunaetz	Life Skills	MA	Claremont Graduate University
			Th.M.	Fuller Seminary
			M.Div.	Denver Seminary
			MS	University of Southern California
			BS	Harvey Mudd College
Deborah	Dupree	Sociology	MA	Clark Atlanta University
			BA	Virginia State University
Donald	Durbin	Criminal Justice	MS	Chicago State University
			AAS	McHenry County College
Grant	Duwe	Criminal Justice	PhD	The Florida State University
			MS	The Florida State University

			BA	University of Kansas
Melvin	Echols Jr	Sociology	MA	California State University, Fullerton
			BA	California State University, Fullerton
			BA	California State University, Fullerton
Urszula	Echols	Life Skills	MSW	University of Southern California
			BA	University of CA, Los Angeles
Andrew	Edelman	Criminal Justice	EdD	Nova Southeastern University
			MPA	University of Southern California
			MBA	University of Phoenix
			MBA	University of Phoenix
Lori	Eduartez	Medical Assisting	AS	Santa Fe Community College
Juliet	Elder	Life Skills	MEd	Cambridge College
			BA	California State University – Los Angeles
William	Elfo	Paralegal	JD	Nova Southeastern University
			MS	Nova Southeastern University
			BS	Nova Southeastern University
Kristine	Empie	Criminal Justice	PhD	Indiana University of Pennsylvania
			MBA	Southern New Hampshire University
			BS	Northeastern University
Donna	English	Life Skills	MA	California State University, Dominguez Hills
			BS	University of Phoenix
Phebe	Erwin	Life Skills	MA	Dallas Baptist University
			BA	Texas Woman's University
Brooke	Estabrook-Fishinghawk	Computers	MS	Emporia State University
			MS	University of North Texas
			MS	University of Illinois
			BA	University of California, Los Angeles
Blair	Ettinger	Criminal Justice	MS	Nova Southeastern University
			BS	Nova Southeastern University
			AAS	Miami Dade Community College
Andrea	Ettingoff	Life Skills	PhD	University of Pennsylvania
			MSEd	University of Pennsylvania
			BA	The College of Wooster
Denise	Evans	English	MFA	Sarah Lawrence College
			BA	University of California, Davis
Desiree	Evans	Life Skills	MA	Seton Hall University
			BA	Bard College
John	Fall	Psychology	PhD	University of California
			MA	California State University, Hayward
			BA	University of California, Berkeley
Rachel	Fall	Psychology	MS	California State University, East Bay (Hayward)
			BS	University of California, Berkeley
Kathryn	Fankhanel	Medical Assisting	BS	Loma Linda University
			MD	Loma Linda University
Jaime	Farrow	Science	MLS	Maryland University
			BS	North Carolina State University
Holly	Faust	Paralegal	JD	Barry University School of Law
			MBA	DeVry University
			BA	Boston University
Wanda	Feaster	Medical Insurance Billing & Coding	MBA	Keller Graduate School of Management
			BS	Florida A&M University
Jeffrey	Feldman	Psychology	PhD	The University of Michigan
			MA	The University of Michigan
			AB	University of California
Ileana	Felipe	Life Skills	MA	Carlos Albizu University
			BS	Miami Institute
Joseph	Ferlin	Life Skills	BA	John Carroll University
			MEd	Kent State University
Tristan	Fernandez	Life Skills	MS	Capella University
			BA	Vanguard University
Sheila	Figueroa	English	MA	University of Texas-Pan America
			BA	University of Arkansas
Susan	Finch	English	MFA	Indiana University Bloomington
			BA	Emory University
Sara	Fine	Life Skills	MS	Barry University
			MS	Brooklyn College
			BA	The City College of New York
Ian	Finley	Homeland Security	MA	Naval War College
			MBA	Averett University
			BS	United States Coast Guard Academy
James	Fischer	Computers	PhD	Northcentral University
			MBA	Northcentral University
			MA	American Military University
			MA	American Military University
Karalea	Fisher	Computers	MS	Aspen University
			BS	Eastern Oregon University

			AA	Central Oregon Community College
Maryl	Fisher	Accounting	PhD	Capella University
			MS	American University
			BS	University of Maryland
Robert	Fisher	Business	MBA	University of Southern California
			MS	University of Southern California
			BS	Rensselaer Polytechnic Inst.
Daimen	Fleming	Criminal Justice	MS	Capella University
			BS	Springfield College
Sheryl	Fleming	Finance	MBA	Southeastern University
			MSW	Howard University
			BA	St. Mary's College of Notre Dame
Seth	Fogel	Criminal Justice	MS	California State University of Long Beach
			BS	University of California Berkeley
Tivica	Fortune	Life Skills	MS	Jacksonville State University
			BA	University of Alabama
Benjamin	Foster	English	MA	Southern Illinois University
			BA	Southeast Missouri State University
Theodore	Framan	Marketing	MBA	University of Texas
			BS	University of Southern California
Dina	Francisco	Life Skills	MA	University of Memphis
			MSW	University of Illinois
			BS	University of Illinois
Joel	Frazier	Finance	MBA	Devry University- Keller Graduate School of Management
			BA	California State University, San Bernardino
Eric	Freeman	Marketing	MBA	University of Portland
			BS	Portland State University
Christopher	Frick	American Literature	PhD	University of South Carolina
			MA	New Mexico State University
			BA	The Colorado College
Anita	Fulkerson	Life Skills	MA	Western Kentucky University
			BS	Brescia University
Annette	Gannaway	Sociology	MA	Lincoln University
			BS	Lincoln University
William	Ganza	Sociology	MS	Illinois State University
			BS	Illinois State University
Jean	Gardner	Criminal Justice	MS	St. Leo University
			BS	Georgia Southern
Carrie	Garman	Life Skills	MA	University of Northern Colorado
			BA	Arizona State University
Jennifer	Garmon	Science	MS	University of Oregon
			BA	University of California, Santa Barbara
John	Garmon	Business	PhD	US International University (Alliant International University)
			MBA	University of Redlands
			BA	University of Redlands
Michael	Garriga	English	MA	University of Louisville
			BA	University of Mississippi
			PhD	Florida State
Junior	Gentles	Computers	MISM	Keller Graduate School of Management
			BS	Hope International University
Hamid	Ghalambor	Business	MBA	University of Phoenix
			BS	Utah State University
Madhuchanda	Ghose	Marketing	PhD	Georgia Institute of Technology
			MS	State University of New York at Stony Brook
David	Gianna	Computers	MBA	Marist College
			MS	Marist College
			BS	Rochester Institute of Technology
Colin	Gibson	Life Skills	EdD	Argosy University - Orange County Campus
			MA	Roosevelt University
			BS	Bradley University
YeVetta	Gibson	Computers	MS	Regis University
			BA	University of Illinois at Chicago
Chaya	Gil	Paralegal	JD	Northern Illinois University
Patricia	Gillespie	Medical Insurance Billing & Coding	BS	Weber State University
			AA	Central Oregon Community College
Kimberly	Gillis	Criminal Investigations	MS	University of New Haven
			BS	University of Alabama
Rikkisha	Gilmore-Byrd	Life Skills	BS	Clark Atlanta University
			MS	Capella University
			Cert	Capella University
Erica	Gilmore	American Literature	MA	Tennessee State University
			BA	Howard University
Julie	Girten	Business	MBA	Keller Graduate School of Management
			BS	DeVry University
Roberta	Glenn	Paralegal	JD	University of San Francisco
			A.B.	University of California, Berkeley

Keosha	Glover	Life Skills	MS	Argosy University
			BS	Fayetteville State University
James	Goar	English	MFA	Naropa University, Boulder Colorado
			BA	University of Arizona, Tucson
Stuart	Gold	Computers	PhD	North Central University
			MBA	Loyola University
			BA	Northeastern University
David	Goldberg	Government	MA	Villanova University
			BA	Elizabethtown College
Jean	Goodall	Business	MA	Webster University
			BA	University of Colorado, Boulder
Loren	Goodman	American Literature	PhD	University of Buffalo
			MA	University of Buffalo
			MFA	University of Arizona, Tucson
			BA	Columbia University
Jayne	Goodner	Medical Assisting	MS	University of Phoenix
			BS	University of Phoenix
Kimberly	Goodwin	Psychology	EdS	James Madison University
			MA	James Madison University
			BS	Virginia Polytechnic Institute
Jennifer	Gordon	English	MA	Mississippi State University
			BA	Mississippi State University
Michael	Goyden	Computers	MS	Naval Postgraduate School
			MA	University of Northern Colorado
			BS	U.S. Air Force Academy
Juanita	Graham	Medical Assisting	MS	University of Mississippi Medical Center
			BS	University of Mississippi Medical Center
LaQuita	Gray-Baker	Business	DPA	University of LaVerne
			MS	University of LaVerne
			BA	CSU Dominguez Hills
Dahli	Gray	Business	DBA	George Washington University
			MBA	Portland State University
			BS	Eastern Oregon State College
LaTaunia	Green	Business	BS	University of Illinois at Chicago
			MBA	DeVry University
Phyllis	Green	Paralegal	JD	Western State University College of Law
			MA	Chapman University
			BA	University of Pennsylvania
Julie	Greenberg	Medical Assisting	MD	Technion - Israel Institute of
			MA	Touro College
			BS	Duke University
Amy	Greene	English	MFA	Columbia University
			BA	University of Notre Dame
Alfred	Greenfield Jr	Accounting	PhD	Virginia Commonwealth University
			BS	Virginia Commonwealth University
Rodney	Greer	Computers	MBA	City University
			BA	Humboldt State University
Pamela	Gressier	Paralegal	JD	Western State University
			MA	University of California, Irvine
			BA	University of California, Irvine
Nathan	Griff	Psychology	EdS	Northern Illinois University
			MA	Adams State University
			BA	Baruch College
Tamara	Grossens	Life Skills	MSW	Grand Valley State University
			BS	Grand Valley State University
Baylis	Gruber	Finance	MBA	Florida State University
			BS	Florida State University
Melanie	Guerra	Business	MBA	Keller Graduate School of Management
			BS	DeVry University
Fatma	Gulam	Medical Insurance Billing & Coding	BS	University of Cincinnati
			AA	Sinclair Community College
Kim	Gundlach	Paralegal	JD	Loyola Law School
			BA	Pennsylvania State University
Shelly	Gussis	English	MA	Roosevelt University
			BS	Bradley University
Calvin	Habig	Life Skills	D.Min	Fuller Theological Seminary
			M.Div	Emmanuel School of Religion
			BS	Manhattan Bible College
Treva	Hadley	Psychology	MSCE	University of West Alabama
			BS	Mercer University
Amy	Hakim	Psychology	PhD	Florida International University
			MS	Florida International University
			BA	Florida International University
Myron	Hales	Wyotech	BS	University of Wyoming
Mary	Hall	Medical Assisting	MHA	Montana State University
			BA	California State University, Stanislaus
John	Halstead	Finance	MS	Boston College

			BS	University of Connecticut
			Ph.D.	University of Connecticut
Shirley	Hamblet	Criminal Justice	MA	University of Texas at Arlington
			BS	University of North Texas
Scott	Hammond	Computers	MBA	Saint Leo University
			BS	Saint Leo University
			BA	Saint Leo University
Michael	Hanna	Criminal Justice	JD	Creighton University
			MS	Central Missouri State University
			BA	University of San Francisco
Elizabeth	Hansen	Science	PhD	University of Missouri
			MS	University of Missouri
			BS	Southern Illinois University
Bernadette	Hardeman	Life Skills	MA	Florida Agricultural and Mechanical University
			BA	University of North Florida
Kathleen	Hargiss	Computers	PhD	University of South Florida
			MA	Northwestern University
			MBA	University of Miami
			BS	University of Illinois
Jeffrey	Harper	Criminal Investigations	MS	Central Michigan University
			BS	Trenton State College
Virginia	Harper	Math	MEd	Steven F Austin University
			BS	East Texas State University
Sue	Harrell	English	MS	Shenandoah University
			BA	Mars Hill College
Aaron	Harris	Life Skills	BA	Indiana University
			M.Ed.	Indiana University
Cynthia	Harrison	Life Skills	MAT	Belhaven College
			BA	University of Maryland University College
Amy	Hartman	English	MFA	Brooklyn College at the City University of New York
			BA	Smith College Northampton, MA
Marc	Hatten	Government	MA	University of Montana
			BA	University of Montana
Brandy	Havens	Accounting	MBA	High Point University
			BS	High Point University
Anne Marie	Hayes	Paralegal	JD	Case Western Reserve University
			BS	Guilford College
Krystle	Hays	Psychology	MA	Pepperdine University
			BA	Pepperdine University
Alan	Hazen	Criminal Investigations	MS	Eastern Kentucky University
			BS	Eastern Kentucky University
Glenn	Heinrichs	Computers	MS	DePaul University
			BS	DeVry University
Stephanie	Heit	English	MFA	Naropa University
			BA	Naropa University
Steven	Henderson	Paralegal	JD	Florida State University
			BS	Brigham Young University
Sally	Henry	Life Skills	MEd	Northern Arizona University
			BS	Arizona State University
Diego	Hernandez	Sociology	MS	Nova Southeastern University
			BA	Southeastern College of The Assemblies of God
			MA	Argosy University
			PhD	Argosy University
Reiko	Hicks	Paralegal	JD	Western State University
			B.S.	California State Polytechnic University, Pomona
Detra	Hickson	Medical Insurance Billing & Coding	BS	Florida A & M University
Caron	Hill	Medical Assisting	BS	Abilene Christian University
			MA	Chapman University
John	Hill	Criminal Justice	Edd	Nova Southeastern University
			MA	New Jersey City University
			MS	New Jersey City University
Mary Jane	Hill	Life Skills	MA	California State University San Bernardino
			BA	University of California San Diego
Diane	Hirsch	Life Skills	MEd	University of Pittsburgh
			BA	Kent State University
Raymond	Ho	Tax	MBA	Golden Gate University
			BS	San Francisco State University
			DBA	Nova Southeastern University
Renita	Hobbs	Life Skills	MA	North Carolina Central University
			BA	North Carolina Central University
Marcie	Hodge	Psychology	MA	Holy Names University
			BA	California State University
Laura	Hoffer	English	PhD	University of Tennessee, Knoxville
			MFA	Pennsylvania State University
			BA	College of Charleston/University of Charleston, S.C.
Vallie	Holloway	Medical Assisting	Ph.D.	Florida A & M University
			B.S.	Florida A & M University

Michael	Holt	English	MA	Old Dominion University
			BA	Saint Leo College
Cassandra	Hopkins	Life Skills	Ed.D.	NOVA Southeastern University
			M.Ed.	University of West Georgia
			BS	Auburn University
Takayuki	Hori	Tax	MBA	Oklahoma City University
			LLM	University of San Diego
			LLB	Meiji University
Barry	Horodner	Math	MS	Lehman College
			BA	Lehman College
Jamaladdin	Hosseini	Government	PhD	University of Arizona
			MA	University of Arizona
			BA	University of Tehran
Kurt	Hull	Business	MBA	Providence College
			BS	Providence College
Patrick	Hultgren	English	M.A.	State University of New York at Binghamton
			B.A.	University at Buffalo, State University of New York
Matthew	Humaciu	Math	MS	California State University, Los Angeles
			BA	Whittier College
Dayna	Hunt	Life Skills	MA	Dominican University
			BS	California Polytechnic State University
Clifton	Hurd	Marketing	MBA	Keller Graduate School of Management
			BA	Lindenwood University
Viki	Hurst	Life Skills	MA	University of San Diego
			BA	California State University, Northridge
			BA	California State University, Northridge
Al	Hurt	Science	MS	California State University
			BA	California State University
			BS	California State University
Jason	Huskey	Paralegal	JD	Western State University
			BS	California State University, Long Beach
			AA	Fullerton College
			MPA	California State University-San Bernardino
Pamela	Hutson	Paralegal	JD	Southern Methodist University
			BA	University of Texas at Dallas
Gabrielle	Idlet	English	MFA	University of Arkansas
			BA	Antioch University
L Steven	Iglesias	English	MFA	School of the Art Institute of Chicago
			MA	California State University, Northridge
			BA	Cal Poly San Luis Obispo
			BA	California State University, Northridge
Hamid	Jaafari	Math	PhD	North Carolina State University
			MS	Iowa State University
			MS	California State University
James	Jabbour	Criminal Investigations	MS	University of New Haven
			BS	University of the State of New York
Delores	Jackson	Life Skills	MA	Midwestern State University
			MS	Golden Gate University
			BA	Methodist College
Julie	Jackson	Math	MAM	Auburn University
			BS	Xavier University
Jake	Jacobs	Life Skills	MA	University of Phoenix
			BS	University of Phoenix
Stephanie	Abramoske-James	Criminal Investigations	MFS	George Washington University
			BS	University of Maryland
Kris	Jamsa	Computers	PhD	Arizona State University
			MEd	Aspen University
			MBA	San Diego State University
			MS	University of Nevada
			BA	United States Air Force Academy
Boguslaw	Jedruszczak	Computers	MS	University of Phoenix
			BS	University of California, Irvine
Melvin	Jenkins	Life Skills	MA	Lincoln University
			BS	Lincoln University
Patrick	Jennings	Paralegal	JD	Howard University
			MA	Central Michigan University
			BS	Western Michigan University
Bradley	Johnson	Accounting	MS	DeVry University, Keller Graduate School of Management
			BS	University of Rhode Island
			MBA	Devry University, Keller Graduate School
Jessica	Johnson	Medical Assisting	B.S.	University of Central Florida
			A.S.	Daytona Beach Community College
Johnny	Johnson	Finance	MBA	Florida A&M University
			BS	Florida A&M University
Robin	Johnson	Life Skills	M.S.	Florida A&M University
			B.S.	Florida A&M University
			B.S.	Florida A&M University
Deborah	Jones Arnold	Life Skills	MS	Capella University

			BA	Bethune Cookman College
Meagan	Jones	English	MA	California State University
			BA	California State University
Scott	Joubert	Criminal Justice	M CJ	Boston University
			BA	Worcester State College
Doranne	Jung	Business	MS	Boston University
			BA	Mills College
Pirooz	Kalayeh	English	MFA	Naropa University, Boulder Colorado
			BA	University of Delaware, Newark
Pamela	Karasy	Medical Assisting	DO	Nova Southeastern University
			BA	Florida Atlantic University
			AA	Broward Community College
Fannie	Kaveny	Homeland Security	MS	Saint Louis University
			BS	East Carolina University
Melinda Beth	Keefauver	English	M.A.	Western Carolina University
			B. A.	Furman University
Cherita	Kempson	Life Skills	BS	University of West Georgia
			MA	University of West Georgia
Peter	Kennedy	Science	BA	University of Virginia
			MS	West Coast University
Alan	Kesten	Life Skills	PhD	University of Texas
			BS	University of Texas
Linda	Ketchersid	Medical Assisting	MSN	University of Phoenix
			BSN	University of Phoenix
			AA	Long Beach City College
Mohammadali	Khatibloo	Criminal Justice	MA	Chapman University
			BA	Chapman University
Kevin	Kimbrough	Homeland Security	MBA	Pfeiffer University
			BA	Catawba College
Lisa	Kincaid	Psychology	PhD	Walden University
			MS	Walden University
			BA	Purdue University
Jane	Knapp	Science	PhD	University of Rhode Island
			MS	Worcester Polytechnic Institute
			BS	Framingham State College
Lisa	Knecht	Math	MA	University of South Dakota
			BS	University of South Dakota
Annette	Kohls	English	MFA	California State University, Long Beach
			BA	Chapman University
Michael	Kopanic	Government	PhD	University of Pittsburgh
			MA	University of Norte Dame
			BA	Youngstown State University
Brett	Kordas	Life Skills	MS	Northwestern University
			BA	University of Notre Dame
Bernard	Kovach	Business	PhD	Nova Southeastern University
			MBA	California State University, Dominguez Hills
			MA	University of Minnesota, Minneapolis
			BA	University of Minnesota, Duluth
Amber	Krasny	Medical Insurance Billing & Coding	MBA	Walden University
			BS	Walden University
John	Kuivila	Criminal Justice	MS	Tiffin University
			BA	Myers University
Rosemary	Kwa	English	PhD	University of California, Irvine
			MA	University of California, Irvine
			BA	Tufts University
Debora	Ladner	Science	MS	University of South Alabama
			BS	William Carey University
			PhD	Jackson State University
Edwina	Lake	Life Skills	MA	University of Phoenix
			BS	University of Phoenix
Lori	Lamer	Paralegal	JD	Ohio Northern University
			BS	Kent State University
Deborah	Lane	Psychology	MS	St. Thomas University
			BA	University of Florida
Marcia	Larkin	Paralegal	JD	University of Dayton
			BA	University of South Florida
Renee	Lashua	Criminal Justice	MS	California State University
			BS	California State University
David	Lauren	Paralegal	JD	Franklin Pierce Law Center
			BA	New England College
			MEd	Keene State College
Debra	LaVergne	Life Skills	MEd	Northern Arizona University
			BS	University of Phoenix
Kenneth	Lavery	Accounting	MS	Grand Valley State University
			BA	Purdue University
Penelope	Laws	Life Skills	EdD	Argosy University
			MA	Clark Atlanta University

			BS	Clayton State University
Alex	Lazo	Computers	MS	California State University, Fullerton
			BA	California State University, Fullerton
			PhD	Capella
Linda	Leatherbury	Tax	PhD	Union Institute & University
			MS	Widener University
			BS	Drexel University
Freddy	Lee	Marketing	PhD	University of British Columbia
			BS	University of Texas at Austin
Lyndsey	Lefebvre	English	MA	California State University Fullerton
			BA	California State University Fullerton
Monica	LeMoine	English	MA	University of Wisconsin
			BA	Virginia Polytechnic Institute
William	Lemon	English	MA	California State University, San Marcos
			BA	California State University, San Marcos
John	Leon	Computers	MS	Cal State Fullerton
			BS	Cal State Fullerton
Rodney	Leonard	Criminal Justice	MS	Troy University
			BA	Edinboro University of Pennsylvania
LaWanda	Lester	Accounting	MAC	Saint Thomas University
			BA	Florida International University
Melinda	Levy-Storms	Paralegal	BA	California State University
			JD	University of the Pacific
Jaime	Lewandowski	Higher Education Management	MS	Purdue University
			BS	University of Illinois
Carlton	Lewis	Criminal Justice	MS	East Carolina University
			BA	North Carolina Wesleyan College
Jacquelyne	Lewis	Accounting	MBA	Campbell University
			BS	North Carolina Wesleyan College
Michael	Lewis	Criminal Investigations	MSCJ	Tiffin University
			BA	Myers University
Robert	Lindquist	Business	MBA	Northern Illinois University
			BS	Northern Illinois University
Thomas	Lisack	American Literature	MA	University of Notre Dame
			BS	Winona State University
			BA	Saint Mary's University of Minnesota
			PhD	University of Phoenix
Rolando	Lizano	Computers	MS	Nova Southwestern University
			BBA	Memphis State University
Marshall	Lloyd	Paralegal	JD	Oklahoma City University School of Law
			MSCJ	Southwest Texas State University
			MA	Texas A&M University – Corpus Christi
			MAT	Southwest Texas State University
			BA	Texas A&M University
			BS	Texas A&M University
Hamilton	Locklear	Criminal Justice	MS	Georgia State University
			BS	Georgia State University
Kurt	Lofland	Paralegal	JD	Western State University
			BA	California State University, Long Beach
Chassitty	Loving	Medical Assisting	MBA	Jones International University
			DPM	Ohio College of Podiatric Medicine
			BS	Valdosta State College
Rae	Lovvorn	English	BS	Northern Michigan University
			MA	Northern Michigan University
			MLIS	University of South Carolina
Elizabeth	Lowry	English	MFA	New York University
			MS	New School for Social Research
			BA	University of Pennsylvania
			MA	California State University
Eryn	Lukic	Medical Insurance Billing & Coding	MBA	Cardinal Stritch University
			BS	University of Wisconsin
Jeanne	Lunsford-Solis	Paralegal	JD	Oklahoma City University, College of Law
			MBA	University of Texas
			BS	West Virginia University
Marc	Lyncheski	Business	MBA	University of Phoenix
			MA	Marquette University
			BS	Allegheny College
Stephanie	Lyncheski	Business	DM	University of Phoenix
			M Ed	Northern Arizona University
			MA	Marquette University
Elliott	Lynn	Computers	MBA	University of Phoenix
			BS	DeVry University
			AAS	DeVry University
			PhD	Capella
Vivian	Lynn	Computers	MS	Kean University
			BS	Kean University
David	Lyon-Buchanan	American Literature	PhD	University of Minnesota

			MA	Wayne State University
			BA	Wayne State University
Brenda	Lyons	English	D.Phil	Balliol College, University of Oxford
			MA	University of Massachusetts, Amherst
			BA	University of Massachusetts, Boston
James	MacDonald	Science	PhD	Rutgers University
			BS	Columbia University
			BA	Columbia University
Ana	Machuca	Accounting	MBA	Webster University
			BS	Florida Southern College
			PhD	Northcentral University
			MS	Keller Graduate School of Managements
Mary	MacKintosh	English	MFA	Chapman University
			MA	Chapman University
			MLS	University of Washington
			BA	University of Washington
Kathryn	MacLellan	Accounting	MS	University of Central Florida
			BA	University of Central Florida
Jason	MacLeod	English	M.A.	Iowa State University
			B.F.A.	University of Maine at Farmington
			B.A.	Grinnell College
Mary	Maguire	Life Skills	PhD	Portland State University
			MSW	Portland State University
			MA	Lindenwood University
			BS	William Woods University
Jennifer	Maloon	Paralegal	JD	The Ohio State University
			BA	Marietta College
Anita	Mamoran	Psychology	MS	Troy University, Florida Region Campus
			BS	Troy University
Stephen	Manah	Accounting	PhD	University of Birmingham, UK
			MA	Lancaster University
			BS	Fourah Bay College
Scott	Mandel	Paralegal	JD	Hofstra University
			BA	Hofstra University
Patricia	Manderville	Math	MA	University of Florida
			BA	University of Florida
Shari	Manley	Government	MA	University of Northern Iowa
			BA	University of Northern Iowa
			MA	University of Northern Iowa
Pat	Mann	Life Skills	Psy. D.	Argosy University
			M.A.	National University
			B.S.	Arizona State University
Virginia	Mapes	Business	MS	Lesley University
			MS	Boston College
			BS	Boston College
Christopher	Marco	Criminal Justice	MS	Saint Joseph's University
			BA	Temple University
David	Marquez	Computers	MS	Hawaii Pacific University
			BS	Hawaii Pacific University
William	Mason	Economics	MBA	New York University
			BBA	St. John's University
Shana	Massimino	Paralegal	JD	University of San Diego
			B.A.	University of California, Los Angeles
Summer	Matheson	Life Skills	MA	Argosy University
			BA	Illinois Institute of Technology
Neil	Mathur	Business	Ph.D.	Union Institute & University
			M.Ed.	Cambridge College
			B.A.	Carleton University
John	Matthews	Criminal Investigations	MPA	University of Southern California
			BA	University of Southern California
Steven	Mauser	Criminal Investigations	MS	California State University, Sacramento
			BA	Union Institute
Susan	May	Life Skills	MEd	Northern Arizona University
			BA	Arizona State University
Michael	Mazarky	Homeland Security	MS	University of Phoenix
			BS	North Georgia College and State University
Jack	McCaffery III	Accounting	JD	Barry University School of Law
			LLM	Saint Thomas University School of Law
			BA	National-Louis University
Patrick	McCarty	Criminal Investigations	MA	California State Dominguez Hills
			BA	University of California
John	McCauley	Homeland Security	MSCJ	Tiffin University
			BA	Myers University
Bruce	McClain	Tax	JD	Case Western Reserve University
			LLM	New York University School of Law
			BA	Hillsdale College
Chantuay	McCoy	Life Skills	MEd	Wayne State University
			BS	Eastern Michigan University

Molly	McDaniel	Criminal Justice	MS	Michigan State University
			MA	Webster University
			BS	University of Detroit Mercy
Carla	McGill	American Literature	PhD	University California Riverside
			MA	University of California, Riverside
			BA	CA State College San Bernardino
Lynn	McGrath	Math	PhD	University of Rhode Island
			BS	State University of New York at Stony Brook
			MS	University of Rhode Island
William	McGuirk	Business	MBA	Hofstra University
			BA	State University of New York
Judith	Mcintosh	Life Skills	MS	California State University, Northridge
			BA	California State University, Northridge
Shirley	McLaughlin	Marketing	DBA	Nova Southeastern University
			MS	Rollins College
			BA	University of North Carolina
John	McRae	Paralegal	JD	Michigan State University
			MBA	Oakland University
			MA	Oakland University
			BS	Western Michigan University
Robert	Meadows	Criminal Justice	PhD	Claremont Graduate School
			MS	Pepperdine University
			BS	Northern Arizona University
			DEd	Pepperdine University
Robyn	Medlock	Life Skills	MEd	Florida Agricultural and Mechanical University
			BA	Florida Agricultural and Mechanical University
Alexander	Mejia	Medical Insurance Billing & Coding	M.D.	Pontifical Catholic University of Ecuador
Angela	Melton	Life Skills	Ed.S.	University of West Georgia
			M.Ed.	University of West Georgia
			BS	University of Mary Hardin Baylor
Sandra Kay	Merriam	Life Skills	EdD	Pepperdine University
			MA	Azusa Pacific University
			BS	Azusa Pacific University
Madeline	Meyer	Medical Insurance Billing & Coding	MBA	Nova Southeastern
			MS	Nova Southeastern
Michael	Meyer	Medical Insurance Billing & Coding	DO	Texas College of Osteopathic Medicine
			BS	University of Central Florida
John	Michelli	Criminal Investigations	MA	Indiana University of Pennsylvania
			BS	Duquesne University
Christina	Migge	Life Skills	MEd	National University
			BS	Northern Arizona University
Andrea	Mignott	Medical Insurance Billing & Coding	MBA	American InterContinental University
			BS	Macon State College
Nancy	Milazzo	Computers	MPM	Keller Graduate School
			MBA	Keller Graduate School
			BS	DeVry University
Thomas	Milazzo	Computers	MISM	Keller Graduate School of Management
			MPM	Keller Graduate School of Management
			BS	Devry
			MBA	Devry
Andrea	Millazzo	Marketing	MBA	Baker College
			BA	Metropolitan State College of Denver
James	Miller	Finance	DBA	Nova Southeastern University
			MBA	Widener College
			BBA	Ursinus College
Kerry	Miller	Computers	MBA	Baker College
			BBA	Davenport University
Marietta	Miller	Life Skills	MS	Walden University
			BA	University of Central Florida
Stuart	Miller	Computers	EdS	Nova Southeastern University
			MS	Nova Southeastern University
			BA	University of Tampa
Jessica	Millis	English	MA	Ball State University
			BA	Alma College
Ryan	Mills	Business	MBA	University of California at Irvine
			BS	California Polytechnic State University
Beth	Milne	Life Skills	MA	Ball State University
			BA	Indiana State University
Michele	Minetti	Life Skills	MS	University of Nevada
			BS	University of Nevada
Tamekia	Mitchell	Medical Insurance Billing & Coding	MPA	Troy University
			BS	University of Alabama
Catrina	Mitchum	English	MA	Old Dominion University

			BA	Rowan University
Sandra	Mohabir-McKinley	Marketing	Mphil.	University of Strathclyde
			BA	University of Strathclyde
Alicia	Moisa-Duran	Life Skills	MS	California State University, Fullerton
			BA	University of California, Irvine
David	Monda	Government	MA	Alliant International University
			BA	Alliant International University
Frances Lynn	Moore	Business	PhD	University of Texas
			MBA	Baker College
			BS	University of Phoenix
Ashley	Moser	American Literature	MA	University of Tennessee
			BA	University of Tennessee
			BA	University of Tennessee
Karen	Moses	Medical Insurance Billing & Coding	BA	University of Louisiana
			MS	Central Michigan University
			MBA	University of Louisiana
Ronald	Moss	Computers	PhD	Utah State University
			MBA	University of Utah
			BA	University of Utah
Timothy	Mozia	Government	PhD	University of Denver
			MS	University of Benin, Nigeria
			BS	University of Benin, Nigeria
Damjana	Mraovic	English	MA	University of Tennessee
			BA	University of Belgrade- Serbia
Jennifer	Mroczko	Computers	MS	George Washington University
			BS	University of Albany
Dawn	Muhammad	Psychology	PhD	Capella University
			MS	Roosevelt University
			MA	DePaul University
			BA	University of Illinois at Chicago
Kenneth	Mullen	Criminal Justice	PhD	State University of New York
			MS	California State University
			BS	California State University
Meredith	Muller	Paralegal	JD	Stetson University College of Law
			BA	Berry College
Mohammad	Muqri	Computers	MS	University of Tennessee
Michael	Murphy	Criminal Justice	MS	Troy State University
			BS	Troy State University
David	Musick	Criminal Justice	PhD	University of California, Riverside
			MA	University of California, Riverside
			BA	California State University, San Bernardino
Elisabeth	Musil	Computers	MIT	American Intercontinental University
			MA	Antioch University
			BA	Antioch University
Rachel	Nagel	Life Skills	Ph.D	Nova Southeastern University
			MBA	Argosy University
			BS	University of South Florida
			BS	University of South Florida
Craig	Nathanson	Computers	MA	The Fielding Grad. Institute
			MS	Garden Gale University
			BA	University of San Francisco
Sandy	Nedd	Life Skills	MS	Springfield College
			BS	Cookman College
Dena	Nelson	Life Skills	MA	Chapman University
			BA	Concordia University
Kristin	Nelson	Criminal Investigations	MA	Argosy University
			BS	James Madison University
Karen	Nesbeth	Computers	MA	Webster University
			BA	Warner Southern College
Charles Scott	Nesbitt	English	MA	University of Central Florida
			BA	Auburn University
Mary	Netzler	Accounting	MS	University of Florida
			BS	University of Florida
Mahesh	Neupane	Computers	MS	California State University San Bernardino
Amy	Ng	Criminal Justice	MSCJ	Tiffin University
			BS	Ohio University
My-Linh	Nguyen	Psychology	PhD	Walden University
			MA	University of San Diego
			BA	San Diego State University
Lisa	Nikolidakis	English	MA	Rutgers University
			BA	Rutgers University
Sheila	Norton	Life Skills	MA	Florida Agriculture and Mechanical University
			BS	Florida Agriculture and Mechanical University
Lori	Notowitz	Medical Assisting	MJ	Loyola University
			BSN	State University of New York
Raymond	November	Paralegal	LL.B.	Case Western Reserve University
			LL.M.	Case Western Reserve University

			BBA	Case Western Reserve University
Suzanne	Novotnak	Life Skills	MA	University of Oklahoma
			BS	Oklahoma Wesleyan University
Robert	O'Bryant	Business	MBA	University of Redlands
			BS	Southern Illinois University
Nanci	O'Neil	Computers	MA	Webster University
			BS	University of Central Florida
Kimberly	O'Reilly	Life Skills	DrHE	AT Still University
			MSW	Indiana University
			BA	INDIANA UNIVERSITY-PURDUE UNIVERSITY
Mina	Oak	Psychology	PhD	Pacific Graduate School of Psychology
			MS	Pacific Graduate School of Psychology
			BA	University of California, Santa Cruz
James	Oakley	Marketing	MBA	Memphis State University
			BS	University of Tennessee
Sherry	Ogg	Science	PhD	University of Maryland
			MS	California State University
			BS	Delaware Valley College
David	Ojo	Criminal Justice	MS	Indiana State University
			MBA	National University
			BS	Anmadu Bello University
			PhD	Union Institute and University
Larry	Olsen	Medical Assisting	DrPH	University of California
			MPH	University of California
			MAT	Lewis and Clark College
			BS	Lewis and Clark College
Jamie	Onion	Criminal Justice	MSCJ	Tiffin University
			BA	Waynesburg College
John	Oprandy	Science	PostDoc	Yale University School of Medicine
			PhD	University of Rhode Island
			BS	Boston College
Catherine	Orazi	Paralegal	JD	City University of New York
			BA	State University of New York
Norma	Oregon-Santarelli	Life Skills	MS	California State University, Sacramento
			BA	California State University, Sacramento
Randell	Orner	Computers	MS	Touro University International
			BS	Charter Oak State College
Monica	Ortega	Life Skills	MA	Webster University
			BA	University of Tampa
Stephen	Oyer-Owens	Life Skills	PhD	University of Texas at Dallas
			MA	University of Chicago
			BA	Loyola University
Jennifer	Pakula	Economics	BA	California State University
			MA	California State University
Ralph	Palumbo	Tax	DBA	Argosy University
			MBA	Fairleigh Dickinson University
			BS	Montclair State University
Vera	Parham	Government	MA	University of San Diego
			BA	University of Washington
			PhD	University of California Riverside
Chvonne	Parker	English	BA	Christopher Newport University
			MA	Old Dominion University
David	Parker	Medical Assisting	MHS	Johns Hopkins University
			BS	Edinboro University
			BS	University of Maryland
Lorraine	Parker	Medical Assisting	DC	New York Chiropractic College
			MS	University of Bridgeport
			BS	The University State of New York
Denise	Parkin	English	M.A.	Chico State College, now California State University, Chico
			B.A.	Chico State College, California State University, Chico
Manishkumar	Patel	Computers	MBA	Mercer University
			BTE	Georgia Institute of Technology
Sangita	Patel	Business	MBA	San Jose State University
			BA	University of California, Berkeley
Carolyn	Paul	Sociology	Ph.D.	University of Southern California
			M.A.	University of Southern California
			B.A.	University of California at Los Angeles
Stephen	Paynter	Business	MA	Central Michigan University
			BS	Fort Hayes State University
January	Pearson	English	MA	California State University, Fullerton
			BA	Concordia University
Natalie	Peeterse	English	M.F.A.	The University of Montana
			B.A.	School for International Training
Valerie	Pell	English	MFA	School of the Art Institute of Chicago
			B.A.	University of California, San Diego
Charlotte	Pence	English	MFA	Emerson College
			BA	University of Tennessee

Elizabeth	Pepmiller	Life Skills	M.A.	Lindenwood Universtiy
			B.A.	San Jose State University
Jolly	Perkins	Criminal Justice	MSCJ	Kaplan University
			BS	Pensacola Christian
Missy	Petrella	Life Skills	MEd	University of Phoenix
			MHA	University of Phoenix
			BS	University of Phoenix
Laura	Pettler	Criminal Investigations	MS	Youngstown State University
			BS	Geneva College
Danielle	Phillipson	Medical Assisting	MHA	Cornell University
			BA	University of California, Irvine
JoDee	Phillips	Business	MBA	Marylhurst University
			BS	Illinois State University
Julie	Phillips	Psychology	MS	Capella University
			BS	Park University
Sara	Phillips	Paralegal	JD	St. Mary's University
			BA	Stephan F. Austin State University
			MA	University of Texas at Arlington
Monica	Phillis	Accounting	MS	Keller Graduate School
			BS	North Carolina Wesleyan College
Vincent	Picciole	Criminal Investigations	MPA	Nova Southeastern University
			BHRM	Palm Beach Atlantic University
Jeffrey	Pieper	Life Skills	MA	George Fox Seminary/University
			BS	Portland State University
Gary	Pierce	Computers	MS	Georgia State University
			BBA	Clayton State University
Cydra	Pilkington	Criminal Justice	PhD	The Fielding Institute
			MA	The Fielding Institute
			MHS	Armstrong Atlantic State University
			MS	Georgia Southern University
			BS	Armstrong Atlantic State University
Joseph	Pillitteri	Criminal Investigations	MS	Nova Southeastern University
			BS	Florida Southern College
Nicholas	Pincumbe	English	MFA	University of Alabama
			BA	Western Michigan University
Lance	Pinkham	Business	MBA	University of Phoenix
			BS	CA State University LB
Laura	Pinkham	Life Skills	MSW	California State University
			BA	California State University
Raymond	Pinner	Accounting	MBA	Nova Southeastern University
			MA	Nova Southeastern University
			BA	Tulane University
Christine	Pixler	Life Skills	MEd	Northern Arizona University
			BA	Texas Tech University
Cheryl	Plettenberg	Medical Insurance Billing & Coding	EdD	Wayne State University
			MPA	University of San Francisco
			BS	Colorado Women's College
Sharon	Plotkin	Criminal Justice	MS	Florida International University
			BS	Florida International University
Anne	Porter	Computers	MS	University of Southern California
			BA	Mills College
Siamak	Pourarian	Government	MBA	University of Phoenix
			BA	California State University, Los Angeles
Shawn	Powers	Criminal Justice	MA	Webster University
			BS	Excelsior College
Adam	Prince	English	MFA	University of Arkansas, Fayetteville
			BA	Vassar College
James	Pyle	English	MFA	Chapman University
			MA	Chapman University
			BA	Concordia University
Dylan	Quail-Hock	English	MFA	Naropa University
			BA	Western Michigan University
John	Que	Life Skills	MA	California State University, Long Beach
			BA	California State University, Los Angeles
Sheree	Rabe	Paralegal	JD	University of Texas School of Law
			BS	Texas Women's University
Sunil	Rajan	Computers	MS	Capella University
			BS	University of Maryland
David	Ralphs	Criminal Justice	MA	University of Texas
			BS	University of North Texas
Joseph	Rangitsch	Computers	MS	Southern Polytechnic State University
			MS	University of Southern California
			BS	United States Military Academy
Sheila	Rapa	Psychology	PhD	Carlos Albizu University
			MS	Carlos Albizu University
			BS	PALM BEACH ATLANTIC COLLEGE
Mitra	Rashidian	Life Skills	MS	California State University, Northridge

			BS	West Coast University
Susan	Ratcliff	Marketing	MA	Webster University
			BA	University of Central Florida
Georgianna	Ravenna	English	MS	University of Southern California
			MA	California State University, Northridge
			BA	University of California, Los Angeles
			EdD	University of Southern California
Dirk	Rawlings	Wyotech	BA	California State University, Chico
			BA	California State University, Chico
Pat	Ray	Medical Insurance Billing & Coding	MPA	Troy State University
			B.S.	University of Maryland
Timothy	Redmond	Criminal Justice	MS	Nova Southeastern University
			BS	Florida International University
Angela	Rehbein	English	MA	Virginia Commonwealth University
			BA	Fairmont State University
			BA	Fairmont State University
Jessica	Reichmuth	Science	MS	Rutgers
			BS	Coastal Carolina University
			PhD.	Rutgers
Gary	Reinke	Business	BS	University of Wisconsin
			MS	Central Michigan University
Annemarie	Relstab	Medical Insurance Billing & Coding	BS	Western Illinois University
Lindsey	Respress	Psychology	MS	Capella University
			BS	Ashford University
Jeronimo	Ribaya	Science	Ph.D.	University of California, Los Angeles
			MS	University of California, Los Angeles
			BS	University of California, Los Angeles
Thomas	Rich	Science	MBA	University of Florida
			ME	University of Florida
			BS	University of Florida
Daniel	Richardson	Computers	MS	Capella University
			BS	Capella University
Neva	Richardson	Business	MS	Florida Institute of Technology
			BS	Florida Southern College
Kim	Ridenhour	Medical Assisting	MS	University of Phoenix
			BS	University of Phoenix
Wallace	Ritter	Math	PhD	Claremont Graduate University
			MBA	California State Polytechnic University
			BA	California State Polytechnic University
Jeffrey	Rivera	Medical Assisting	BS	Mercy College
			MBA	University of Phoenix
Erica	Roach	Computers	MBA	The Johns Hopkins University
			MPM	University of Maryland
			BA	State University of New York
Heather	Roberts	Science	PhD	Texas Tech University
			MS	Baylor University
			BS	Texas A&M University
James W	Roberts	Criminal Justice	MPA	Troy State University
			BA	Saint Leo University
Michael	Robins	English	MFA	University of Massachusetts
			BA	University of Oregon
James	Robinson	Government	Ph.D.	University of California Los Angeles
			M.A.	University of California Los Angeles
			B. A.	California State University Los Angeles
Brian	Robison	Criminal Justice	MS	Ferris State University
			BS	Ferris State University
Frances	Rodriguez	Business	DBA	University of Sarasota
			MA	Middle Tennessee State University
			BA	Saint Leo University
Jessica	Rodriguez	Life Skills	MS	California State University
			BA	Concordia University
Kimberly	Roff	Life Skills	BA	Albany University
			MA	Stony Brook University
Mia	Rollins-Hatcher	Medical Insurance Billing & Coding	BS	Western Kentucky University
John	Rollins	Homeland Security	JD	American University
			BS	Fayetteville State University
Barbara	Romero	Life Skills	MA	University of Phoenix
			BA	Arizona State University
Grace	Rongcal-Valera	Government	MA	University of San Diego
			BA	University of Phillipines Diliman
Nilda	Rosario	Life Skills	MS	Capella University
			BLS	Barry University
Steven	Rose	Finance	MBA	Wayne State University
			BBA	University of Toledo
Simone	Rosenberg	Paralegal	JD	University of Florida

			BA	University of Florida
Lynne	Rosenthal	English	Ph.D	Columbia University of New York
			MA	Columbia University of New York
			BA	The City College of New York
Pir Joseph	Rothenberg	English	MFA	Virginia Commonwealth University
			BS	Loyola University Chicago
Steven	Rothenberg	Computers	MCIS	University of Denver
			BS	The City College of The City University of New York
Steven	Rothenbuehler	Business	MBA	Strayer University
			MBA	Everest University
			BA	Metropolitan State University
Donald	Rouse	Life Skills	EDD	University of Georgia
			MBA	DeVry University
			MS	Georgia College and State University
Jean	Rowley	Math	MS	California State University, Long Beach
			BS	University of California, San Diego
Joanne	Ryan	Accounting	MBA	Webster University
			BS	Saint Joseph's College
Melissa	Ryan	Psychology	MA	Roosevelt University
			BA	St. Cloud State University
Lauren	Sabel	English	M.F.A.	Naropa University
			B.A.	Eckerd College
Paul	Sabolic	Business	MBA	Pepperdine University
			BA	University of Washington
			EdD	Nova Southeastern University
Fady	Sahhar	Marketing	MBA	University of Tennessee
			BSBA	University of Tennessee
Usama	Saleh	Medical Assisting	PhD	University of Kentucky
			MSN	University of Kentucky
			BSN	Clarkson College
Bethany	Saltman	English	MFA	Brooklyn College of the City University of New York
			BA	Antioch University Yellow Springs, Ohio
Bob	Sanders	Computers	MS	Bowie State University
			BS	University of Maryland University College
Carole	Sanders	Medical Insurance Billing & Coding	MA	College of St. Scholastica
			BS	Loma Linda University
			AS	Cypress College
Craig	Sandusky	Business	BA	Illinois State University
			MA	Illinois State University
			MBA	University of Kansas
Phillip	Sarakatsannis	Finance	MBA	Xavier University
			BA	Thomas Moore College
Talin	Saroukhanian	Government	MA	California State University, Northridge
			BA	California State University, Northridge
Linda	Saxon	Life Skills	MA	University of Phoenix
			MA	University of Phoenix
			BS	University of Phoenix
Crystal	Sayler	Medical Insurance Billing & Coding	BS	Strayer University
Nathan	Schilaty	Medical Assisting	PhD	Parker College of Chiropractic
			BS	Parker College of Chiropractic
			BS	Parker College of Chiropractic
Margaret Kennedy	Schneider	Business	MBA	Keller Graduate School of Management
			BA	University of Northern Iowa
Darcy Renee	Schultz	English	PhD	University of Nebraska
			MA	University of Nebraska
			BS	Central Missouri State University
Novella	Sconyers	Sociology	MA	Roosevelt University
			BA	Northwestern University
Angela	Scott	Business	AA	Phoenix College
			BA	Arizona State University
			MBA	University of Phoenix
Dean	Scott	Business	MBA	University of La Verne
			BS	University of Phoenix
Ericka	Scott	English	MA	University of California Riverside
			BA	Western Washington University
Vivian	Scott	Business	MBA	California State Polytechnic University
			BA	Humboldt State
			BA	Humboldt State
Anna	Scully	Psychology	PhD	Princeton University
			MA	Pepperdine University
			MA	Princeton University
			BS	University of Michigan
David	Searle	Business	MBA	University of Phoenix
			BS	Arizona State University
Ayn Rand	Seddon	Criminal Investigations	PhD	Indiana University of Pennsylvania

			MA	Edinboro University of Pennsylvania
			BA	University of Pittsburgh
			BS	University of Pittsburgh
Angelique	Serbia	Medical Assisting	BA	University of California
			MD	Tulane University
Brion	Sever	Criminal Justice	PhD	Florida State University
			MS	Florida State University
			BS	Florida State University
Alireza	Shahin	Math	PhD	Purdue University
			MS	Purdue University
			MS	Purdue University
Jacqueline	Shaw	Computers	MS	The City College of New York City University of New York
			BA	City University of New York
Shahid	Sheikh	Business	Ed D	Pepperdine University
			MBA	CA Lutheran University
			BA	CA Lutheran University
Angelina	Shelton	Computers	MS	Colorado Technical University
			MS	University of Redlands
			BS	University of Phoenix
Joseph	Shull	Marketing	MS	California State University, Northridge
			BS	California State University, Northridge
Stormy	Shumate	Criminal Investigations	MA	Appalachian State University
			BS	Gardner-Webb University
Aimellia	Siemson	Government	MA	California State University, Fresno
			BA	California State University, Fresno
Mikiko	Simmons	Life Skills	MA	East Carolina University
			BS	East Carolina University
Steven	Simon	Paralegal	JD	St. Thomas University School of Law
			BS	University of Florida
Lisa	Simpson	Life Skills	M.Ed.	University of California, Los Angeles
			BA	University of California, Los Angeles
Shahriar	Sinay	Computers	MS	California State University, Northridge
			BS	California State University, Los Angeles
Alice	Sineath	Accounting	MA	Appalachian State University
			BS	Appalachian State University
			BSBA	Appalachian State University
Haley	Skipper	Math	BS	University of North Dakota
			MS	University of North Dakota
James	Slama	English	MFA	Fairleigh Dickinson University
			BA	University of South Dakota
Angela	Slater	Paralegal	JD	New York University School of Law
			B.A.	Montclair State University
Amy	Sloan	American Literature	MA	University of Tennessee
			BA	Baylor University
Carol	Smith-Silber	Criminal Justice	MA	Monmouth University
			BA	Rutgers
Denise	Smith	Medical Assisting	MS	University of Phoenix
			BS	The Florida State University School of Nursing
Douglass	Smith	Computers	MBA	Keller Graduate School of Management
			MPM	Keller Graduate School of Management
			BGS	University of Michigan
			PhD	Walden University
Gerald	Smith	Criminal Investigations	MS	University of New Haven
			BA	University of Southern Mississippi
Gregory	Smith	Paralegal	LLM	American University
			MA	American University
			JD	American University
			BA	University of Maryland
Janet	Smith	English	MA	Marshall University
			BA	Marshall University
			MBA	Keller Graduate School of Management
			BS	University of the State of New York
Rochelle	Smith	Life Skills	MEd	State University of West Georgia
			BS	Morris Brown College
Rose Mary	Smith	Life Skills	MA	University of Colorado
			BS	University of Maryland
Stacy Ann	Smith	Accounting	MBA	University of Phoenix
			BA	The Richard Stockton College Of New Jersey
			BS	The Richard Stockton College Of New Jersey
Tonya	Smith	Medical Insurance Billing & Coding	BS	University of Alabama
Kenneth	Snow	Accounting	MBA	Florida Institute of Technology
			BS	Athens State College
			Ph.D.	Walden University
Natalya	Snow	Accounting	MBA	Sanford University
Sheryl	Snow	Life Skills	MS	Xavier University
			M.Ed.	Xavier University

			BA	Xavier University
Gary	Solomon	Business	MBA	National University
			BBA	Temple University
Su	Somnarain	Life Skills	MS	Capella University
			BS	University of South Florida
Deborah	Sorgi	Life Skills	MS	St. John's University
			BA	St. Francis College
			EdD	University of Phoenix
George	Sparks	Business	PhD	Capella University
			MBA	LeTourneau University
			BS	LeTourneau University
Steven	Sparks	English	MA	University of Tennessee
			BA	University of Tennessee
Teresa	Sparks	English	MFA	Naropa University
			BA	West Virginia University
Vivian	Spicer	Math	EdD	NOVA Southeastern University
			MA	State University of New York at Stony Brook
			BA	State University of New York at Stony Brook
James	Starcher	Paralegal	JD	Thomas M. Cooley Law School
			BS	Franklin University
Judith	Starr	Life Skills	MA	University of Phoenix
			BA	California State, Long Beach
Nancy	Steere	Computers	MS	Regis University
			BS	Colorado Christian University
Paul	Stein	Criminal Investigations	PhD	University of Miami
			MS	National University
			MA	CUNY City College
			BS	CUNY City College
Connie	Stomper	Life Skills	EdD	Teachers College Columbia University
			MA	Teachers College Columbia University
			BS	University of Illinois, Urbana-Champaign
Lisa	Story	Paralegal	JD	Texas Tech University School of Law
			BS	Louisiana State University
Michael	Strauch	Criminal Investigations	MS	Nova Southeastern University
			BS	Drury University
Dawn	Strauss-Berta	Medical Assisting	DC	Palmer College of Chiropractic
			BA	New Jersey City University
John	Stroll	Accounting	MBA	Pace University Graduate School
			BA	Columbia University
Rachelle	Strother	Life Skills	MS	California State University, East Bay
			BA	California State University, East Bay
Latazia	Stuart	Computers	MS	Nova Southeastern University
			BA	Columbia Union College
Yvonne	Suescun	Medical Assisting	MD	University of Antioquia
Laura	Swisher	Paralegal	JD	University of Toledo
			B.A.	University of Toledo
Debbie	Tanaka	Sociology	MA	University of Nevada
			BA	University of Hawaii
Isebelle	Tardif	Medical Assisting	D.O.	Nova Southeastern University
			B.A.	Florida Atlantic University
Jocelyn	Taylor	Life Skills	EdD	University of Southern California
			MA	Azusa Pacific University
			BA	University of California
Stacey	Taylor	Business	MBA	University of Phoenix
			BBA	Baruch College
Sylvester	Taylor	Business	MBA	University of Phoenix
			BS	Florida State University
Angela	Temple	English	MA	St. Ambrose University
			MS	Portland State University
			BS	Eastern Oregon University
Kenneth	Terrell	Business	DBA	Nova Southeastern University
			MSA	Central Michigan University
			BA	Southeastern Louisiana University
Cedric	Thomas	Criminal Justice	AA	Southwestern Community College
			BA	Saint Leo University
			MS	Saint Leo University
Christine	Thomas	English	MA	University of East Anglia
			BA	University of California, Berkeley
David	Thomas	Computers	EdD	Alliant International University
			MA	Alliant International University
			BA	California State University, Los Angeles
Huey	Thomas	Business	MBA	University of Phoenix
			BS	Southern Polytechnic State University
Denise	Thompson	Life Skills	MEd	Columbus State University
			EdS	Columbus State University
			BS	Albany State University
			PhD	University of Phoenix
Leroy	Thompson	Life Skills	MS	California State University

			BA	University of California
James	Tischler	Business	MBA	Indiana State University of Pennsylvania
			BA	Indiana State University of Pennsylvania
Cedric	Tisserand	Business	MBA	University of La Verne
			BA	Pitzer College
Alexandr	Tolj	English	MA	California State University
			BA	McDaniel College
Michael	Tomcho	Computers	MA	Montclair State University
			BS	Montclair State University
Nancy	Tosh	Sociology	PhD	University of California, Santa Barbara
			MA	University South Florida
			BA	Flagler College
James	Tousek	Life Skills	MA	University of Phoenix
			MA	Chapman University
			BS	Northern Illinois University
Jarrold	Turner	Paralegal	JD	Florida Coastal School of Law
			BA	University of North Carolina
			MPA	University of North Carolina
Kathryn	Tvorik	Business	MS	Indiana Wesleyan University
			BS	University of LaVerne
Stephen	Tvorik	Business	PhD	Walden University
			MBA	University of La Verne
			BSEd	Ohio State University
			BFA	Ohio State University
Harry	Ulferts	Criminal Investigations	MA	Western Illinois University
			BA	Western Illinois University
John	Underwood	Finance	MBA	University of Memphis
			JD	Oak Brook College of Law
			BBA	University of Memphis
Donna	Van Renselaar	Life Skills	MEd	University of Arkansas
			BFA	University of Washington
Robert	Vasile	Computers	MS	The University of North Carolina Charlotte
			BS	Concord College
William	Vasiliou	Life Skills	MA	The State University of New York
			BA	Hofstra University
Manusya	Vatsoontorn	Computers	MS	DePaul University
George	Vaughan	Math	MA	University of California, Santa Barbara
			BS	Harvey Mudd College, Claremont
Robert	Vaughan	Psychology	M Div	Western Evangelical Seminary
			BA	Azusa Pacific University
			DMin	George Fox University
Brandon	Vaughn	Math	EdS	University of West Florida
			MA	University of West Florida
			BA	University of West Florida
			PhD	Florida State University
Stephen	Vaughn	Computers	Master	Auburn University
			B.S.	Auburn University
Linda	Vicario	Life Skills	MA	Anna Maria College
			BA	Anna Maria College
James	Vincent	Life Skills	M Ed	Azusa Pacific University
			M Div	Abilene Christian University
			MM	Abilene Christian University
			BA	L.I.F.E. Bible College
Jamie	Volker	English	MA	Northern Arizona University, Flagstaff
			BS	Northern Arizona University, Flagstaff
James	Walker	Criminal Investigations	Ph.D	Texas A&M
			MS	Sam Houston University
			BGS	University of South Carolina
Tracy	Walker	Criminal Investigations	MS	Jacksonville State University
			BS	Jacksonville State University
Michelle	Walmsley	Life Skills	MSW	Virginia Commonwealth University
			BA	Monmouth University
Timothy	Walsh	Paralegal	JD	University of San Diego School of Law
			BA	College of the Holy Cross
Bradley	Waltman	English	M.A.	Hunter College/City University of New York
			B.A.	James Madison University
Brien	Walton	Paralegal	LLM	Georgetown University
			JD	University of the District of Columbia
			BA	University of the District of Columbia
Roberta	Walton	Paralegal	BSW	Florida A&M University
			JD	Florida A&M University
Renee	Waters	Medical Insurance Billing & Coding	BS	Northern Michigan University
Milette	Watkins	Medical Insurance Billing & Coding	BS	Florida A&M University
Robert	Watson	Finance	MBA	Indiana University
			BS	Brigham Young University
Anita	Webb	Life Skills	Ed.D.	University of Southern California

			MA	San Diego State University
			AB	San Diego State University
			AA	College of the Sequoias
Alexandra	Webster-Schuler	Medical Assisting	DC	Life University
Alois	Weidinger	Tax	JD	Educational Credential Evaluators, Inc.
			MS	University of Central Florida
Dena	Weiss	Criminal Investigations	MS	Virginia Commonwealth University
			BA	Mary Baldwin College
Valerie	Welker	Medical Assisting	MS	Hardin-Simmons University
			BS	University of Phoenix
Rebecca	Wenzel	Criminal Justice	MA	University of Texas
			BA	University of Hawaii at Manoa
Brian	West	Computers	MS	Tarleton State University
			BS	Tarleton State University
			MBA	University of Texas
Thomas	Westover	Business	MBA	Pepperdine University
			BS	University of Wisconsin - Madison
Nadine	Wheat	Psychology	PhD	Capella University
			MBA	St. John's University
			BS	Iona College
Lisa	Whitaker	Math	MA	DePaul University
			BA	Michigan State University
			BA	Michigan State University
Jason	White	Government	PhD	University of Missouri
			MBA	Rockhurst University
			BS	Northwest Missouri State University
Kenneth	White	English	MFA	The University of Montana
			BS	University of Idaho
Jennifer	Whitley	Accounting	MS	University of Alabama
			BS	University of Alabama
			MBA	Keller School of Management
William	Whitley	Accounting	EdD	University of Alabama
			MBA	University of Houston
			BS	University of Alabama
Monique	Wilkerson	Criminal Justice	MS	Georgia State University
			BS	Georgia State University
Penny	Wilkins	Life Skills	DM	University of Phoenix
			MA	University of Phoenix
			BA	University of Phoenix
			MS	California State University
Chrysti	Wilkinson	Math	MS	Florida Institute of Technology
			BS	Montana Tech of the University of Montana
Danielle	Williams	Life Skills	M.Ed.	Northern Arizona University
			BA	Arizona State University
Kelly	Williams	Medical Insurance Billing & Coding	MBA	Keller Graduate School of Management - DeVry
			BA	Idaho State University
Latasha	Williams	Life Skills	MS	Capella University
			BS	Springfield College
Michelle	Williams	Criminal Investigations	MS	National University
			BS	Northern Arizona University
Patricia	Williams	Life Skills	MEd	Florida A & M University
			BS	Florida A & M University
Ronda	Williams	Computers	MBA	Southeastern University
			BBA	University of the District of Columbia
			BBA	University of the District of Columbia
Sheneaise	Williams	Life Skills	MEd	Florida A & M University
			BS	Florida A & M University
Travis	Williams	Business	MBA	University of Phoenix
			BFA	California Institute of the Arts
Valencia	Williams	Psychology	Psy.D.	The Chicago School of Professional Psychology
			MA	Roosevelt University
			BS	St. Mary-of-the-Woods College
Victoria	Williams	Computers	MIT	American Intercontinental University
			BA	Vanguard University
Traci	Wilmoth	English	MA	Virginia Polytechnic Institute and State University
			BA	Virginia Polytechnic Institute and State University
Susan	Wind	Criminal Investigations	MA	Rutgers, the State University of New Jersey
			BS	The University of Tampa
Kimberly	Wiseman	Life Skills	MA	Northern Arizona University
			BS	Kutztown University
Jody	Wolf	Business	MS	Capella University
			BBA	Florida Metropolitan University
Larry	Wolod	Paralegal	MS	University of Hartford
			JD	Potomac School of Law
			LLM	Georgetown University Law Center
			BS	University of Baltimore
G. Anthony	Wolusky	Paralegal	JD	Golden Gate University

			MA	Salve Regina University
			M Ed	Northern Montana College
			BS	United States Air Force Academy
Randy	Wood	Computers	DBA	Argosy University
			MA	Wyland Baptist University
			BA	Texas Tech University
Nicole	Wright	Accounting	MS	Keller Graduate School
			BS	North Carolina Wesleyan College
Stacy	Wyatt	English	MA	Texas A and M University
			BA	Texas State University
Dennis	Wylie	Science	M.S.	Florida Institute of Technology
			B.A.	Washington & Jefferson College
John	Yoak	Business	JD	Stetson University College of Law
			MBA	Stetson University
			BSBA	University of Pittsburgh
Edward	Yoo	English	MA	California State University
			BA	California State University
James	Young	Life Skills	EdD	Auburn University
			EdS	Troy State University
			MBA	University of Maine
			BS	Ohio State University
Christopher	Zapalski	Paralegal	JD	Nova Southeastern University
			MA	Nova Southeastern University
			MBA	Nova Southeastern University
			BS	Nova Southeastern University
Laura	Zapalski	Business	MS	Keller Graduate School of Management
			MA	University of South Florida
Susan	Zappia	Library Science	MA	Cal State Dominguez Hills
			MLS	University of Pittsburgh
			BA	University of Pittsburgh
John	Zupan Jr	Computers	MS	California State University
			BS	Charleston Southern University

APPENDIX B: TUITION AND FEES

ON-GROUND PROGRAMS – QUARTER BASED

Undergraduate tuition per credit hour per term – Effective July 1, 2009

For currently attending students enrolled in Quarter Based Programs, the tuition increase will become effective July 13, 2009

Program	Tuition Per Credit Hour	Estimated Books per quarter
Computer Office Technologies	\$371	\$400
Film and Video	\$383	\$400
Medical Assisting, Medical Insurance Billing & Coding, Pharmacy Technician	\$371	\$400
Nursing	\$404	\$400
Surgical Technologist	\$410	\$400
Associate Degree in: Accounting, Assisted Living Administrator, Business, Computer Information Science, Criminal Investigations, Criminal Justice, Homeland Security, Hospitality Management, Paralegal,	\$371	\$400
Bachelor Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Health Care Administration, Homeland Security, Hospitality Management, or Paralegal.	\$368	\$400

Graduate tuition per credit hour per term - Effective July 1, 2008

MASTER OF SCIENCE IN CRIMINAL JUSTICE	\$505
MASTER OF BUSINESS ADMINISTRATION*	\$505
*BOOKS ARE MATERIALS ARE ESTIMATED AT \$1,750.	

ON-GROUND PROGRAMS – TERM BASED

Undergraduate tuition per term – Effective July 1, 2009

Program	Tuition Per Term
Radiological Technology	\$5,135

ON-GROUND PROGRAMS – MODULAR – Effective January 1, 2010

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	9 Months	54/55	\$14,400	\$1,400
Medical Administrative Assistant	8 Months	47	\$14,535	\$1,325
Medical Assisting V. 2	10 Months	59	\$15,275	\$1,420
Medical Assisting	8 Months	47	\$14,570	\$1,275
Medical Insurance Billing & Coding	8 Months	47	\$13,895	\$1,875
Pharmacy Technician	8 Months	47	\$14,595	\$825
Electrician	9 Months	59	\$14,175	\$2,625
Residential HVAC	9 Months	55	\$14,175	\$1,810
Dental Assisting	9 Months	54	\$15,079	\$845
Patient Care	8 Months	51	\$13,795	\$875
Effective January 1, 2010				

Intensive English Courses (total tuition per course) Effective July 1, 2009

ADVANCED INTENSIVE ENGLISH – 6 WEEKS	\$1097
INTENSIVE ENGLISH I – IV	\$2,074
INTENSIVE ENGLISH V	\$2,200

FEES AND PENALTIES FOR ALL PROGRAMS

Registration fee	\$25	Required of all students each quarter except totally online. Does not apply to modular students.
Reentry fee	\$25	Nonrefundable fee required of all applicants for re-enrollment in quarter-based programs after withdrawal has occurred.
Online learning fee (both undergrad and grad)	\$100	Per course, per term in addition to regular course tuition
Criminal background check (Allied Health students)	\$52	Required upon enrollment
Graduation fee for modular programs	\$35	
Graduation fee for undergraduate programs	\$35	
Graduation fee for graduate programs	\$45	
Duplicate diploma	\$25	
Return check penalty	\$25	Per item
Proficiency Exam Fees	\$20 \$40 \$50	Testing Fee Computer exams testing fee (CGS 2167C, CGSP 2080, OSTP 2725) Per credit transfer fee. Cannot be paid from Title IV financial aid funds.
Graduate culmination fee	\$200	Assessed to the graduate student at time of thesis/ practicum submission, comprehensive exam administration, or externship placement
Experiential Learning Fees: Portfolio Application Fee Per Credit Transfer Fee Appeal Fee	\$50 \$100 \$25	Payable upon portfolio submission. Cannot be paid from Title IV financial aid funds.
Technology fee	\$35	Per quarter
Library fee		A fee of \$0.25 per day will be charged for each day an overdue library book is not returned. When a book is more than 30 days overdue, the student will be charged the replacement cost of the book.

ONLINE PROGRAMS (For programs of study conducted totally online):

For currently attending students enrolled in Quarter Based Programs, the tuition increase will become effective August 4, 2008

Program	Tuition per Credit hour
All Online Undergraduate	\$404.00
All Online Masters (MBA & MSCJ)	\$548.00
One time fee for Associate's degree in Criminal Investigation \$510.00 for Forensic Science Kit will be charged in the student's second year of the program.	
Tuition effective July 1, 2009	

Tuition includes cost of books and online technical fees.

ADDITIONAL ONLINE FEES (For Hybrid Students Only)

Online Learning fee	\$100	Fee will be charged per course, per term.
Additional fees		Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found in the Tuition and Fees section of the catalog.

APPENDIX C: CALENDARS

Academic Calendar 2009 - 2010				
Summer Term Starts		July	13	2009
Summer Term Add/Drop Deadline		July	26	2009
Mini-Term Starts		August	24	2009
Mini-Term Add/Drop Deadline		August	30	2009
Labor Day Holiday		September	7	2009
Micro-Term Starts		September	14	2009
Summer Term Ends		October	4	2009
Fall Break	From:	October	5	2009
	To:	October	11	2009
Fall Term Start		October	12	2009
Fall Term Add/Drop Deadline		October	25	2009
Thanksgiving Day Holiday	From:	November	26	2009
	To:	November	27	2009
Mini-Term Starts		November	23	2009
Mini-Term Add/Drop Deadline		December	2	2009
Micro-Term Starts		December	7	2009
Winter Holiday	From:	December	24	2009
	To:	January	3	2010
Classes Resume		January	4	2010
Fall Term Ends		January	10	2010
Winter Term Starts		January	11	2010
M.L. King Jr. Birthday Holiday		January	18	2010
Winter Term Add/Drop Deadline		January	25	2010
Presidents' Day		February	15	2010
Mini-Term Starts		February	22	2010
Mini Term Add/Drop Deadline		February	28	2010
Micro-Term Starts		March	15	2010
Winter Term Ends		April	4	2010
Spring Vacation	From:	April	5	2010
	To:	April	11	2010
Spring Term Starts		April	12	2010
Spring Term Add/Drop Deadline		April	25	2010
Mini-Term Starts		May	24	2010
Mini Term Add/Drop Deadline		May	30	2010
Memorial Day Holiday		May	31	2010
Micro-Term Starts		June	14	2010
Spring Term Ends		July	3	2010
Summer Vacation	From:	July	4	2010
	To:	July	11	2010

Academic Calendar 2010 – 2011				
Summer Term Starts		July	12	2010
Summer Term Drop/Add Deadline		July	25	2010
Mini-Term Starts		August	23	2010
Mini-Term Drop/Add Deadline		August	29	2010
Labor Day Holiday		September	6	2010
Micro-Term Starts		September	13	2010
Summer Term Ends		October	3	2010
Fall Break	From:	October	4	2010
	To:	October	10	2010
Fall Term Start		October	11	2010
Fall Term Drop/Add Deadline		October	24	2010
Mini-Term Starts		November	22	2010
Thanksgiving Day Holiday	From:	November	25	2010
	To:	November	26	2010
Mini-Term Drop/Add Deadline		December	1	2010
Micro-Term Starts		December	13	2010
Winter Holiday	From:	December	23	2010
	To:	January	2	2011
Classes Resume		January	3	2011
Fall Term Ends		January	9	2011
Winter Break	From:	January	10	2011
	To:	January	16	2011
M.L. King Jr. Birthday Holiday		January	17	2011
Winter Term Starts		January	18	2011
Winter Term Drop/Add Deadline		January	31	2011
Presidents' Day		February	21	2011
Mini-Term Starts		February	28	2011
Mini Term Drop/Add Deadline		March	6	2011
Micro-Term Starts		March	21	2011
Winter Term Ends		April	10	2011
Spring Vacation	From:	April	11	2011
	To:	April	17	2011
Spring Term Starts		April	18	2011
Spring Term Drop/Add Deadline		May	2	2011
Memorial Day Holiday		May	30	2011
Mini-Term Starts		May	31	2011
Mini Term Drop/Add Deadline		June	6	2011
Micro-Term Starts		June	20	2011
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From:	July	11	2011
	To:	July	17	2011

FY 2011 – 2012 Academic Calendar				
Summer Term Starts		July	18	2011
Summer Term Drop/Add Deadline		July	31	2011
Mini-Term Starts		August	29	2011
Mini-Term Drop/Add Deadline		September	4	2011
Labor Day Holiday		September	5	2011
Micro-Term Starts		September	19	2011
Summer Term Ends		October	9	2011
Fall Break	From:	October	10	2011
	To:	October	16	2011
Fall Term Start		October	17	2011
Fall Term Drop/Add Deadline		October	30	2011
Thanksgiving Day Holiday	From:	November	24	2011
	To:	November	25	2011
Mini-Term Starts		November	28	2011
Mini-Term Drop/Add Deadline		December	4	2011
Micro-Term Starts		December	19	2011
Winter Holiday	From:	December	23	2011
	To:	January	2	2012
Classes Resume		January	3	2012
Fall Term Ends		January	15	2012
M.L. King Jr. Birthday Holiday		January	16	2012
Winter Term Starts		January	17	2012
Winter Term Drop/Add Deadline		January	30	2012
Presidents' Day		February	20	2012
Mini-Term Starts		February	27	2012
Mini Term Drop/Add Deadline		March	4	2012
Micro-Term Starts		March	19	2012
Winter Term Ends		April	8	2012
Spring Vacation	From:	April	9	2012
	To:	April	15	2012
Spring Term Starts		April	16	2012
Spring Term Drop/Add Deadline		April	29	2012
Memorial Day Holiday		May	28	2012
Mini-Term Starts		May	29	2012
Mini Term Drop/Add Deadline		June	4	2012
Micro-Term Starts		June	18	2012
Independence Day Holiday		July	4	2012
Spring Term Ends		July	8	2012
Summer Vacation	From:	July	9	2012
	To:	July	15	2012

FY 2013 Academic Calendar				
Summer Term Starts		July	16	2012
Summer Term Drop/Add Deadline		July	29	2012
Mini-Term Starts		August	27	2012
Mini-Term Drop/Add Deadline		September	2	2012
Labor Day Holiday		September	3	2012
Micro-Term Starts		September	17	2012
Summer Term Ends		October	7	2012
Fall Break	From:	October	8	2012
	To:	October	14	2012
Fall Term Start		October	15	2012
Fall Term Drop/Add Deadline		October	28	2012
Thanksgiving Day Holiday	From:	November	22	2012
	To:	November	23	2012
Mini-Term Starts		November	26	2012
Mini-Term Drop/Add Deadline		December	2	2012
Micro-Term Starts		December	17	2012
Winter Holiday	From:	December	22	2012
	To:	January	1	2013
Classes Resume		January	2	2013
Fall Term Ends		January	13	2013
Winter Term Starts		January	14	2013
M.L. King Jr. Birthday Holiday		January	21	2013
Winter Term Drop/Add Deadline		January	28	2013
Presidents' Day		February	18	2013
Mini-Term Starts		February	25	2013
Mini Term Drop/Add Deadline		March	3	2013
Micro-Term Starts		March	18	2013
Winter Term Ends		April	7	2013
Spring Vacation	From:	April	8	2013
	To:	April	14	2013
Spring Term Starts		April	15	2013
Spring Term Drop/Add Deadline		April	28	2013
Memorial Day Holiday		May	27	2013
Mini-Term Starts		May	28	2013
Mini Term Drop/Add Deadline		June	3	2013
Micro-Term Starts		June	17	2013
Independence Day Holiday		July	4	2013
Spring Term Ends		July	7	2013
Summer Vacation	From:	July	8	2013
	To:	July	14	2013

MODULAR CALENDARS

BRANDON

Medical Assisting 2010-2011	
Start	End
1/28/10	2/25/10
2/26/10	3/25/10
3/26/10	4/29/10
4/30/10	5/27/10
5/28/10	6/25/10
6/28/10	7/26/10
7/27/10	8/23/10
8/24/10	9/21/10
9/22/10	10/19/10
10/20/10	11/16/10
11/17/10	12/16/10
12/17/10	1/24/11
1/25/11	2/22/11
2/23/11	3/22/11
3/23/11	4/26/11
4/27/11	5/24/11
5/25/11	6/22/11
6/23/11	7/21/11
7/25/11	8/19/11
8/22/11	9/19/11
9/20/11	10/17/11
10/18/11	11/14/11
11/15/11	12/14/11
12/15/11	1/20/12

Massage Therapy 2010-2011	
Start	End
4/12/10	5/6/10
5/10/10	6/4/10
6/7/10	7/1/10
7/6/10	7/29/10
8/2/10	8/26/10
8/30/10	9/23/10
9/27/10	10/21/10
10/25/10	11/18/10
11/22/10	12/16/10
12/20/10	1/21/11
1/25/11	2/22/11
2/23/11	3/22/11
3/23/11	4/26/11
4/27/11	5/24/11
5/25/11	6/22/11
6/23/11	7/21/11
7/25/11	8/19/11
8/22/11	9/19/11
9/20/11	10/17/11
10/18/11	11/14/11
11/15/11	12/14/11
12/15/11	1/20/12

Student Breaks Medical Assisting 2010 - 2011	
Holiday	Dates
Memorial Day	5/31/2010
Independence Day	7/5/2010
Labor Day	9/6/2010
Thanksgiving Day	11/25 - 11/26/2010
Winter/M.L. King Jr Birthday	12/24 - 12/31/2010 1/17/2011
President's Day	2/21/2011
Spring	4/11 - 4/15/2011
Memorial Day	5/30/2011
Independence Day Break	7/4/2011 7/22/2011
Labor Day	9/5/2011
Thanksgiving Day	11/24 - 11/25/2011
Winter/M.L. King Jr Birthday	12/26/2011 - 1/2/2012 1/16/2012

Student Breaks Massage Therapy 2010 - 2011	
Holiday	Dates
Memorial Day	5/31/2010
Independence Day	7/5/2010
Labor Day	9/6/2010
Thanksgiving Day	11/25 - 11/26/2010
Winter/M.L. King Jr Birthday/Break	12/24 - 12/31/2010 1/17/2011 1/24/2011
President's Day	2/21/2011
Spring	4/11 - 4/15/2011
Memorial Day	5/30/2011
Independence Day Break	7/4/2011 7/22/2011
Labor Day	9/5/2011
Thanksgiving Day	11/24 - 11/25/2011
Winter/M.L. King Jr Birthday	12/26/2011 - 1/2/2012 1/16/2012

JACKSONVILLE

Modular Programs 2010 - 2012	
Start Dates	End Dates
12/17/2009	1/25/2010
1/27/2010	2/24/2010
02/26/10	03/25/10
02/26/10	03/25/10
03/29/10	04/23/10
04/27/10	05/24/10
05/26/10	06/23/10
06/25/10	07/23/10
07/27/10	08/23/10
08/25/10	09/22/10
09/24/10	10/21/10
10/25/10	11/22/10
11/23/10	12/22/10
12/27/10	01/25/11
01/27/11	02/24/11
02/28/11	03/25/11
03/29/11	04/25/11
04/27/11	05/24/11
05/26/11	06/23/11
06/27/11	07/25/11
07/27/11	08/23/11
08/25/11	09/22/11
09/26/11	10/21/11
10/25/11	11/22/11
11/28/11	12/23/11
12/28/11	01/25/12
12/28/11	01/25/12

Dental Assisting 4 Day Schedule (Mon - Thurs) 2010	
Start Dates	End Dates
12/17/2009	1/25/2010
1/27/2010	2/24/2010
2/25/2010	3/24/2010
03/25/2010	04/21/2010
04/26/2010	05/20/2010
05/24/2010	06/21/2010
06/22/2010	07/20/2010
07/22/2010	08/18/2010
8/19/2010	9/16/2010

Student Breaks 2010	
Holiday	Dates
Christmas Break	12/23/09 - 1/3/2010
MLK Jr. Birthday	1/18/2010
Presidents Day	2/15/2010
Memorial Day	5/31/2010

LAKELAND

Modular Programs 2010 - 2012	
Start Dates	End Dates
01/25/10	02/22/10
02/23/10	03/22/10
03/23/10	04/26/10
04/27/10	05/24/10
05/25/10	06/22/10
06/23/10	07/21/10
07/26/10	08/20/10
08/23/10	09/20/10
09/21/10	10/18/10
10/19/10	11/15/10
11/16/10	12/15/10
12/16/10	01/24/11
01/27/11	02/23/11
02/28/11	03/24/11
03/28/11	04/21/11
04/25/11	05/16/11
05/23/11	06/20/11
06/22/11	07/20/11
07/25/11	08/18/11

Student Breaks Massage Therapy & Pharmacy Technician 2010 - 2011	
12-24 through 1/1	Winter Holidays
2/15	Pres. Day
2/19	make up date
3/29-4/2	Spring Break
5/31	Memorial Day
7/5/2010	Independence Day
9/6/2010	Labor Day
11/25/2010:11/26/2010	Thanksgiving
12/23/2010- 01/02/2011	Winter Break
1/17/2011	Martin Luther King, Jr.
2/21/2011	President's Day
5/30/2011	Memorial Day
7/4/2011	Independence Day

Student Breaks Medical Assisting & Medical Administrative Assistant 2010 - 2011	
12-24 through 1/1	Winter Holidays
3/29-4/2	Spring Break
5/31	Memorial Day
7/5/2010	Independence Day
9/6/2010	Labor Day
11/25/2010:11/26/2010	Thanksgiving
12/23/2010- 01/02/2011	Winter Break
1/17/2011	Martin Luther King, Jr.
2/21/2011	President's Day
5/30/2011	Memorial Day
7/4/2011	Independence Day

LARGO

Massage Therapy 2010	
Start	End
12/24/2009	01/08/2010
01/11/2010	02/04/2010
02/08/2010	03/04/2010
03/08/2010	04/02/2010
04/12/2010	05/06/2010
05/10/2010	06/03/2010
06/07/2010	07/01/2010
07/12/2010	08/05/2010
08/09/2010	09/02/2010
09/07/2010	09/30/2010
10/11/2010	11/04/2010
11/08/2010	12/02/2010

Pharmacy Technician 2010	
Start	End
12/24/2009	01/08/2010
01/11/2010	02/04/2010
02/08/2010	03/04/2010
03/08/2010	04/02/2010
04/12/2010	05/06/2010
05/10/2010	06/03/2010
06/07/2010	07/01/2010
07/12/2010	08/05/2010
08/09/2010	09/02/2010
09/07/2010	09/30/2010
10/11/2010	11/04/2010
11/08/2010	12/02/2010

Dental Assisting, Medical Administrative Assistant, Medical Assisting 2010-2011	
Start	End
12/28/10	1/27/10
1/28/10	2/25/10
2/26/10	3/25/10
3/26/10	4/29/10
3/29/10*	4/27/10
4/30/10	5/27/10
5/28/10	6/25/10
6/28/10	7/26/10
7/27/10	8/23/10
8/25/10	9/22/10
9/23/10	10/20/10
10/21/10	11/17/10
11/18/10	12/17/10

*Medical Administrative Assistant only

Modular Student Breaks 2010
12/24/09 – 1/08/10 – Winter Break
1/18/10 – MLK Day
2/15/10 – President's Day
4/5/10 – 4/9/10 – Spring Break
5/31/10 – Memorial Day
7/5/10 – 7/09/10 – Summer Break
9/6/10 – Labor Day
10/04/10 – 10/08/10 – Fall Break
11/25/10 - Thanksgiving

MELBOURNE

Medical Assisting Day Schedule – Five Day Week (Monday through Friday) 2010 - 2011	
Start Dates	End Dates
12/08/09	1/13/10
1/14/10	2/11/10
2/12/10	3/12/10
3/15/10	4/9/10
4/12/10	5/7/10
5/10/10	6/7/10
6/9/10	7/7/10
7/8/10	8/4/10
8/6/10	9/2/10
9/8/10	10/6/10
10/07/10	11/3/10
11/4/10	12/3/10
12/6/10	1/10/11

Student Breaks 2010	
Holiday	Dates
President's Day	2/15/09
Memorial Day	5/31/09
Independence Day	7/5/09
Labor Day	09/06/09
Thanksgiving	11/25/09 – 11/26/09
Christmas/New Years	12/23/09 - 1/2/10

NORTH ORLANDO

Modular Programs 2010 - 2011	
Start Dates	End Dates
12/14/09	1/22/10
1/25/2010	2/22/2010
2/23/2010	3/22/2010
3/23/2010	4/26/2010
4/27/2010	5/24/2010
5/25/2010	6/22/2010
6/23/2010	7/21/2010
7/22/2010	8/20/2010
8/23/2010	9/20/2010
9/21/2010	10/18/2010
10/19/2010	11/15/2010
11/16/2010	12/15/2010
12/16/2010	1/24/2011
1/25/2011	2/22/2011
2/23/2011	3/22/2011
3/23/2011	4/26/2011
4/27/2011	5/24/2011
5/25/2011	6/22/2011
6/23/2011	7/28/2011

Student Breaks 2010	
Holiday	Dates
Christmas/New Years	12/2/09 - 1/3/10
President's Day	2/15/10
Break week	3/29/10 - 4/2/10
Memorial Day	5/31/10
July 4th holiday	7/5/10
Mod break	7/22/10 - 7/23/10
Labor Day	9/6/10
Thanksgiving	11/25/10 – 11/26/10

ORANGE PARK

Dates for all Modular Classes 2010 - 2012		
Start Date	End Date	Holidays
12/28/09	1/25/10	01/01/1/10
1/27/10	2/24/10	01/18/10
2/25/10	3/24/10	02/15/10
3/25/10	4/21/10	05/31/10
4/26/10	5/21/10	07/5/10
5/24/10	6/21/10	09/9/10
6/22/10	7/20/10	11/25- 26/10
7/22/10	8/18/10	12/24/10 – 01/2/11
8/19/10	9/16/10	01/17/11
9/20/10	10/15/10	02/21/11
10/19/10	11/15/10	05/30/11
11/16/10	12/15/10	07/4/11
12/16/10	1/21/11	09/5/11
1/25/11	2/22/11	11/24- 25/11
2/23/11	3/22/11	12/23/10 – 1/ 2/12
3/23/11	4/19/11	01/16/12
4/21/11	5/18/11	
5/19/11	6/16/11	
6/20/11	7/18/11	
7/20/11	8/16/11	
8/17/11	9/14/11	
9/19/11	10/14/11	
10/18/11	11/14/11	
11/15/11	12/14/11	
12/15/11	1/20/12	

Medical Assisting Weekend Schedule 2010	
Start	End
January 8, 2010	January 30, 2010
February 5, 2010	February 27, 2010
March 5, 2010	March 27, 2010
April 9, 2010	May 1, 2010
May 7, 2010	May 29, 2010
June 4, 2010	June 26, 2010
July 9, 2010	July 31, 2010

Medical Assisting Weekend Schedule Student Breaks 2010	
Start	End
Independence Day	7/3 – 7/4
Thanksgiving	11/27 – 11/28

POMPANO BEACH

Modular start dates 2010	
Start	End
12/17/2009	1/25/2010
1/27/2010	2/24/2010
2/25/2010	3/24/2010
3/25/2010	4/21/2010
4/26/2010	5/21/2010
5/24/2010	6/21/2010
6/22/2010	7/20/2010
7/22/2010	8/18/2010
8/19/2010	9/16/2010
9/20/2010	10/15/2010
10/19/2010	11/15/2010
11/16/2010	12/15/2010
12/16/2010	1/21/2011

Modular start dates 2011	
Start Date	End Date
1/25/2011	2/22/2011
2/23/2011	3/22/2011
3/23/2011	4/19/2011
4/21/2011	5/18/2011
5/19/2011	6/16/2011
6/20/2011	7/18/2011
7/20/2011	8/16/2011
8/17/2011	9/14/2011
9/19/2011	10/14/2011
10/18/2011	11/14/2011
11/15/2011	12/14/2011
12/15/2011	1/20/2012

SOUTH ORLANDO

All Modular Programs Monday – Friday Schedule 2010		
Start	End	Student Breaks
12/28/09	1/26/10	Dec/. 31, Jan/. 1
1/27/10	2/24/10	Feb/ 15 President's Day
2/25/10	3/24/10	
3/25/10	4/21/10	
4/22/10	5/19/10	
5/20/10	6/24/10	May 24-31 break, June 25
6/28/10	7/26/10	July 5 Independence Day
7/27/10	8/23/10	
8/24/10	9/21/10	September 6 Labor day
9/22/10	10/19/10	Oct 20-22 off
10/25/10	11/19/10	
11/22/10	12/21/10	November 25, 26 Thanksgiving
12/22/10	1/26/2011	Dec/ 24-Dec/ 31 Winter break

All Modular Programs (Monday-Thursday) Start Dates 2010		
Start Date	End Date	Holiday
Dec 28, 2009	Jan 25, 2010	Dec 31, Jan 26
Jan 27, 2010	Feb 24, 2010	February 15 President's Day
Feb 25, 2010	March 24, 2010	
Mar 25, 2010	April 21, 2010	
April 22, 2010	May 19, 2010	
May 20, 2010	June 24, 2010	May24-31 break
June 28, 2010	July 22, 2010	July 5 Independence Day, July 26
July 27, 2010	Aug 23, 2010	
Aug 24, 2010	Sept 21, 2010	September 6 Labor day
Sept 22, 2010	Oct 19, 2010	Oct 20-21 off
Oct 25, 2010	Nov 18, 2010	
Nov 22, 2010	Dec 21, 2010	November 25, 26 Thanksgiving
Dec 22, 2010	Jan 25, 2011	Dec 27-30 Winter break

TAMPA

Electrician, Medical Assisting, Medical Administrative Assistant, Pharmacy Technician, Residential Heating, Ventilation and Air Conditioning 2010 – 2012	
Start	End
12/28/09	01/27/10
01/28/10	02/25/10
02/26/10	03/25/10
03/26/10	04/29/10
04/30/10	05/27/10
05/28/10	06/25/10
06/28/10	07/26/10
07/27/10	08/23/10
08/25/10	09/22/10
09/21/10	10/18/10
10/19/10	11/15/10
11/16/10	12/15/10
12/16/10	01/24/11
01/25/11	02/22/11
02/23/11	03/22/11
03/23/11	04/26/11
04/27/11	05/24/11
05/25/11	06/22/11
06/23/11	07/21/11
07/25/11	08/19/11
08/22/11	09/19/11
09/20/11	10/17/11
10/18/11	11/14/11
11/15/11	12/14/11
12/15/11	01/20/12

Massage Therapy – Tampa Day & Evening Schedule - Four-Day Week Monday through Thursday 2010 - 2012	
Start Dates	End Dates
12/7/09	01/7/10
1/11/10	2/4/10
2/16/10	3/11/10
3/22/10	4/22/10
04/28/10	05/25/10
05/26/10	06/23/10
06/24/10	07/22/10
07/26/10	08/20/10
08/23/10	09/20/10
09/21/10	10/18/10
10/19/10	11/15/10
11/16/10	12/15/10
12/16/10	01/24/11
01/25/11	02/22/11
02/23/11	03/22/11
03/23/11	04/26/11
04/27/11	05/24/11
05/25/11	06/22/11
06/23/11	07/21/11
07/25/11	08/19/11
08/22/11	09/19/11
09/20/11	10/17/11
10/18/11	11/14/11
11/15/11	12/14/11
12/15/11	01/20/12

Electrician, Medical Assisting, Medical Administrative Assistant, Pharmacy Technician, Residential Heating, Ventilation and Air Conditioning Student Breaks 2010 - 2012	
Break	Dates
New Years	12/31/09-1/3/10
MLK Day	1/18/10
President's Day	2/15/10
Scheduled Break	4/14/10-4/18/10
Memorial Day	5/31/10
4 th of July; Break	7/3/10-7/5/10
Scheduled	7/23/10-7/25/10
Labor Day Holiday	9/4/10-9/6/10
Thanksgiving Break	11/25/10-11/28/10
Holiday Break	12/23/10-1/2/11
MLK Day	1/15/11-1/17/11
President's Day Holiday	2/19/11-2/21/11
Spring Break	4/9/11-4/17/11
Memorial Day	5/28/11-5/30/11
Fourth of July	7/2/11-7/4/11
Scheduled Break	7/22/11-7/24/11
Labor Day	9/3/11-9/5/11
Thanksgiving Holiday	11/24/11-11/27/11
Holiday Break	12/24/11-1/2/12
MLK Jr. Holiday	1/14/12-1/16/12

Massage Therapy Student Breaks 2009 - 2010	
Break	Dates
Holiday Break	12/24/09 – 1/3/10
MLK Day	1/18/10
Break Week	2/5/10-2/14/10
Break Week	3/12/10-3/21/10
Spring Break;	4/9/10 – 4/18/10
Scheduled Break	4/23/10 - 4/27/10