Everest

UNIVERSITY

NORTH ORLANDO CATALOG
2015 - 2017

Everest University, North Orlando Campus
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PRESIDENT'S MESSAGE

We would like to welcome you to Everest University, whose location provides 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 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.
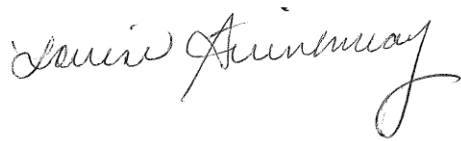
Obtaining a college education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Florida as well as other progressive areas throughout the country.

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 campus 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.

Sincerely,

Louise Stienkeoway
Campus President

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ABOUT EVEREST UNIVERSITY

ZENITH EDUCATION GROUP

Everest University is part of the Zenith Education Group, a nonprofit provider of career school training. Above all, we are driven to promote the long-term success of our graduates—measured in strong program completion and job placement rates. As the largest nonprofit career college system in America, we are working to help our students access the high-quality education necessary to enter into prosperous and fulfilling careers.

THE ZENITH COMMITMENT TO STUDENTS

At Zenith Education Group, we are committed to operating with integrity and complying with laws, regulations, accreditation standards, polices and our company values. Upholding these commitments is essential to fulfilling our mission to help students succeed in their pursuit of an educational experience that prepares them for the workforce.

We commit to:
- Tell the truth about
    - Educational program content
    - Instructor qualifications
    - Program enrollment requirements
    - Cost of education
    - Educational program financing options and obligations
    - Program completion rates
    - Verifiable and accessible job placement and salary information
    - Projected lifetime earnings versus the cost of the student's education
- Be transparent with our students, each other, our regulators and the public regarding our
    - Ethical standards
    - Commitment to students
    - Program objectives and outcomes
    - Marketing and student recruiting initiatives and materials
    - Ongoing support for students' educational goals
    - Accreditation and regulatory compliance
- Provide marketing and recruiting information and materials that are
    - Clearly written and understandable
    - Focused on the prospective student's career goals
    - Presented to suitable student prospects
    - Honest about the student's responsibilities that lead to completion and placement
    - Respectful of competing schools' programs
- Be innovative through
    - Fostering an environment that supports creative educational approaches in support of program objectives and outcomes
    - Engaging our students and faculty in creating "learning laboratories" to test dynamic career education concepts
    - Continually learning and improving upon our innovative approaches
    - Reinvesting materially in enhancing student programs
    - Providing the student an affordable education
- Develop transformative education models based on meaningful collaboration with
    - Students
    - Employees
    - Employers
    - Educators
    - Program Advisory Committees
    - Thought Leaders, Foundations and other Engaged Communities

MISSION

The mission of the institution is to provide a high-quality educational experience to qualified undergraduate and graduate students through the delivery of traditional and online career-oriented diploma, associate's, bachelor's and master's degree programs delivered through a personalized teaching and learning environment that is designed to support students' personal and professional career development.

In support of its mission, Everest has adopted the following goals:
- Academics - To provide challenging and relevant accredited programs in a variety of career-oriented disciplines, incorporating effective educational methodologies, modern technology, and traditional and

alternative instructional delivery systems, 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 school's fiscal needs.
- Business and Finance - To manage and increase 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 programs and services to meet the needs of its students, communities, and other key stakeholders.

SCHOOL HISTORY AND FACILITIES

The North Orlando campus opened in 1953 as Jones College and changed its name to Orlando College in 1981. It joined the Florida Metropolitan University system in 1993 and was renamed Everest University in 2007. In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

The North Orlando campus is located at 5421 Diplomat Circle in Orlando, Florida. The physical facility is two buildings totaling approximately 54,733 square feet that provides space for administrative and faculty offices, 24 classrooms, 12 labs, a library, student and employee lounges, and a lobby. All parking areas are lighted, and a security guard and alarm system provide security during evening and closed hours.

Everest University, the facility it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

LIBRARY

The library is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, periodicals, computers and on-line resources to support its curriculum. The library is staffed with trained professionals to assist in the research needs of students and faculty, and it is conveniently open to accommodate class schedules.

ACCREDITATION, LICENSURE AND APPROVALS

- Everest University is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associates, bachelors and masters degrees. The Accrediting Council for Independent Colleges and Schools (ACICS) 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 is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4223; (202) 336-6780.
- The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, 301.657.3000, www.ashp.org.
- Assigned School by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB).
- The Massage Therapy program is approved by the Florida Board of Massage Therapy.
- Everest University, Orlando North main campus is licensed by means of accreditation by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free number (888) 224-6684 (License # 2594).
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Authorized under federal law to enroll non-immigrant alien students.

MEMBERSHIPS

- This campus is a member of the Florida Association of Postsecondary Schools and Colleges.

Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the Campus President to review this material.

GAINFUL EMPLOYMENT DISCLOSURES

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.everest.edu/disclosures.

ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. Intensive English courses are offered at a cost separate from, and in addition to, the diploma and degree programs offered.

DIPLOMA AND UNDERGRADUATE ADMISSIONS REQUIREMENTS
- High school diploma or a recognized equivalent such as the GED is required for admittance. Applicants will be required to sign an **"Attestation Regarding High School Graduation or Equivalency"** indicating they meet the school's requirements for admission.
- 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.
  All applicants will be required to submit **one** of the following:
  1) Completed Attestation regarding high school graduation or equivalency or
  2) Proof of High School graduation (POG) (i.e. copy of diploma or transcript) or
  3) Proof of a recognized equivalency certificate (GED) or other equivalent documentation.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

CRIMINAL BACKGROUND CHECK
- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency on the student's behalf.
- All students re-entering a program requiring a criminal background check, shall be required to complete a Criminal Background Attestation, attesting that they do not have a criminal background that would preclude them from obtaining licensure, externship or placement in their desired career field.

Massage Therapy Diploma Program
- Applicants must be 18 years of age by the start of class.
- Applicants must pass a criminal background check and complete a student disclosure form.

Associate in Science, Applied Management Program
- Applicants must have successfully completed a diploma or certificate program from an accredited post-secondary institution.

Bachelor of Science, Applied Management Program
- Applicants must have successfully completed an accredited certificate, diploma, AS, or AAS degree in a field of applied science from an accredited post-secondary institution.

Pharmacy Technician Diploma Program
- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Students must meet with the Program Director during their first module.
- Applicants must pass a criminal background check and complete a student disclosure form.
- High School graduate or have a GED.

ACADEMIC SKILLS ASSESSMENT

All students are required to go through the institution's assessment process. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution. Enrollees take the SLE assessment. If a student scores 12 or more, the student will proceed with standard coursework. If a student scores 9 to 11, it is recommended that the student attends math tutoring. If the score is 8 or below, it is recommended that the student attends tutoring to strengthen his/her skills in both English and Math.

INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS
- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Provide proof of English proficiency (if the student's first language is not English, an official test score on an approved English proficiency test is required).
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  a) Bank letter verifying student's available funds (self-sponsoring).
  b) Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  c) Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
  d) If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours; for graduate students at least 8 quarter credit hours; for Intensive English students and modular program students, at least 18 clock hours of attendance per week).
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee (if done through the school).
- International students must meet the same programmatic entrance requirements as domestic students.
  Note: M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

English Proficiency

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:
- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for **graduate programs** are the TOEFL, the MELAB, and the IELTS. The required passing score on each test is as follows:

Test:	TOEFL	MELAB	IELTS
Score:	79 Internet Based 213 Computer Based 550 Paper Based	78	6.0

Admission Requirements for Provisional International Graduate Students

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.

For international students admitted with Provisional Graduate Student status by the Graduate Academic Committee, the status will remain in effect until the student has earned the required minimum score on one of the tests described above or has satisfactorily completed 16.0 credits of graduate course work at the school with a minimum GPA of 3.0. Failure to reach Regular Graduate Student status within 16.0 credits of graduate work at the school will result in the student being dismissed from the school. Students admitted on a provisional basis will be admitted as Regular Graduate Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

ONLINE COURSE REQUIREMENTS

Online courses are offered at the campus through the Online Division of Everest using the eCollege platform via the Internet. Online courses have the same course objectives and outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. Students registering for an online course must obtain prior approval from their Program Director or the Academic Dean. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

Windows Systems
Windows 7, XP, or Vista
56K modem or higher
Sound Cards & Speakers
Firefox, Chrome, or Microsoft Internet Explorer

Mac Systems
Mac OS X or higher (in classic mode)
56K modem or higher
Sound Cards & Speakers
Apple Safari, Chrome, Firefox

In addition, students taking online courses must:
- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

ACADEMIC POLICIES

EVEREST REGULATIONS

Each student is given the school 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.

Everest reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10.0 class hours of theory or lecture instruction a minimum of 20.0 hours of supervised laboratory instruction, or a minimum of 30.0 hours of externship practice.

Financial aid is administered as a clock-hour program for Massage Therapy.

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor
- Students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

TRANSFER OF CREDIT INTO EVEREST

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 on Education (ACE).

Academic Time Limits

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 course – within ten (10) years of completion; and
- Due to certain programmatic accreditation criteria, health science core courses are eligible for transfer within five (5) year of completion.
- 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 courses and Major Core courses.

Required Grades

For diploma, associate's, and bachelor's 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.

Maximum Transfer Credits Accepted

Students enrolled in a diploma, associate or bachelor's 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 credit.

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 school. The school will accept no more than 24.0 graduate-level hours in transfer, and no graduate-level course may be transferred in which the student received a grade below a "B."

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) or a member of the Association of International Credentials Evaluators (AICE).

Transfer Credit for Learning Assessment

Everest 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/Director of Education for the current list of approved exams and minimum scores required for transfer.

Transfer Credit for 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. Similarly, Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications such as CNE, MCSE, etc. For more information, please contact the Director of Education.

Experiential Learning Portfolio

Students may earn credit for experiential learning 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/Director of Education's office.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits earned at Everest is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma or certificate earned in the program in which the student is enrolling is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma or certificate that was earned at this institution are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Everest to determine if the credits or degree, diploma or certificate will transfer.

Transfer 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 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.

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 are provided in the Course Offering section of the catalog.

Everest Consortium Agreement

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest 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 (a minimum of 51% of credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

Articulation Agreements

Everest University has articulation agreements with the following institutions: CompuCollege, CDI College, Elmira Business Institute, Mountain State University, Nova Southeastern University and University of Phoenix. Students should contact their Everest University campus Academic Dean for additional information on articulation agreement transfer terms and conditions.

Transfer Center Assistance

Any questions regarding the transfer of credit into or from Everest should be directed to the Zenith Transfer Center at (877)727-0058 or email transfercenter@zenith.org.

DIRECTED STUDY

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Bachelor's degree students may apply a maximum of 16.0 quarter credits of directed study to the major core of study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study.

GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. 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. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning	Percentage Scale
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C	2.0	Good	79-70
D*	1.0	Poor	69-60
F**	0.0	Failing	59-0
Fail	Not Calculated	Fail (for externship/internship)	
Pass	Not Calculated	Pass (for externship/internship)	
IP***	Not Calculated	In Progress (for linear externship/internship/modular clinic courses or thesis courses only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
EL	Not Calculated	Experiential Learning	
PE	Not Calculated	Proficiency Exam	
PF	Not Calculated	Preparatory Fail	
PP	Not Calculated	Preparatory Pass	
W	Not Calculated	Withdrawal	
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	
TR	Not Calculated	Transfer Credit	

*Not used in Allied Health Programs.
**For Allied Health Programs, F (Failing) is 69-0%.
***If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in both courses.
†The Florida Department of Health requires a minimum passing grade of 75% for the Dental Assistant program.

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
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
PF	N	N	N
PP	N	N	N
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.

- 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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

For clock hour modular programs, students must also maintain a satisfactory rate of attendance. The student may not have absences in excess of 10% of the scheduled hours in a payment period, measured at the nearest full module. The maximum time frame allowed to complete is 150% of total number of weeks in the program of study (MTF).

Evaluation Periods for SAP

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

Rate of Progress Toward Completion

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%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours 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.

Maximum Time Frame to Complete

The maximum time frame for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. School shall calculate maximum time frame using credit hours attempted. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

For clock hour modular programs, a student is not allowed to attempt more than 1.5 times or 150% of the weeks in the program.

Satisfactory Academic Progress Tables for Undergraduate Programs

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	N/A	2.0	N/A	66.66%

55.0 Quarter Credit Hour Program. Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-12	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%

60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	2.0	1.5	66.66%	65%
73-90	N/A	2.0	N/A	66.66%

72 Quarter Credit Hour Program. Total credits that may be attempted: 108 (150% of 72).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.25	66.66%	50%
49-64	2.0	1.5	66.66%	60%
65-72	2.0	1.75	66.66%	65%
73-108	N/A	2.0	N/A	66.66%

78 Quarter Credit Hour Program. Total credits that may be attempted: 117 (150% of 78).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.25	66.66%	50%
49-64	2.0	1.5	66.66%	60%
65-72	2.0	1.75	66.66%	65%
73-117	N/A	2.0	N/A	66.66%

96 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-144	N/A	2.0	N/A	66.66%

192 Quarter Credit Hour Program. Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-288	N/A	2.0	N/A	66.66%

Application of Grades and Credits to SAP
- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.

- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- 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.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades are not used and non-credit and remedial courses do not factor into CGPA or ROP.

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term. During the SAP advising period, the student is eligible for financial aid. Academic advising shall be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:
- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.
  NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.
- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must be advised within ten (10) calendar days after the module start. The (10) calendar days should exclude schedule breaks and holidays.

Financial Aid Warning

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into SAP NOT MET status. Students not meeting SAP and with a previous SAP status: SAP MET or SAP ADVISING will be issued FA Warning letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

Notification of Financial Aid Warning

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:
- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.
  NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.
- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the next module; and
  - Must be advised within ten (10) calendar days after the module start.

Financial Aid Probation

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur.

The Academic Dean/Director of Education (or designee) must provide written notice of all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the next module;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. Students must be notified in writing of their probationary status within three (3) calendar day of the change in status in the student information system. During the period of FA probation students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Progress Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Progress Plan when evaluated at the end of each evaluation period on the Plan.

Academic Progress Plan

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program. Additionally, a student is deemed to have not met the plan's requirements by earning a failing grade ("F") in any course while on the APP.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

Evaluation of Progress

At the end of each evaluation period encompassed by the APP, the student will meet with the Academic Dean/Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the second (2nd) calendar day of the module or term.

SAP Advising or SAP Met Status

If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

The Academic Dean/Director of Education (or designee) must provide a written notice of Return to Academic Good Standing or SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

SAP Not Met Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will be manually assigned SAP Meeting APP status and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

Note: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.

Sap Re-Entry

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory Academic Progress (SAP) standing.

Retaking Passed Coursework

Students in non-modular programs may repeat coursework so long as such coursework does not include more than a single repetition of a previously passed course. Students in modular programs may not retake previously passed coursework unless the student has successfully completed all classroom modules. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Retaking Failed Coursework

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

ADD/DROP POLICY (LINEAR PROGRAMS ONLY)

Students may add or drop courses during the add/drop period without academic penalty. However, they must first obtain the permission of the Academic Dean/Director of Education (or designee) and the Director of Student Finance (or designee). Students are not permitted to add a course after the end of the add/drop period. Students who attend a course after the add/drop period shall be charged for the course pursuant to the refund policy as stated in

this catalog. Students who drop a course after the add/drop period shall receive a grade of "W" (Withdraw) and be charged for the course pursuant to the refund policy as stated in this catalog.

Full Term Courses

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

Mini-Term Courses

The registration period for six weeks 2 mini-term courses occurs well in advance prior to the start of the six weeks 2 mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming six weeks 2 mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming six weeks 2 mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14th calendar day of the mini-term, or be dropped from the course.

Effects of Add/Drop on Financial Aid Calculation

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance (or Designee) is responsible for advising a student of the financial consequences of a change in registration.

In order for six weeks 2 mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the six weeks 2 mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

ATTENDANCE POLICY

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 he or she 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.

In clock hour modular programs, the student is awarded one hour of attendance for each 50-minute academic hour attended (there is a 10-minute administrative grace period).

Establishing Attendance/ Verifying Enrollment

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, new students registered for a class shall attend by the second scheduled class session or be withdrawn.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (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.

In clock hour modular programs, the "Percentage Absence Rule" (identifying attendance violations) measure absences as a percentage of the hours in a module/payment period.

MAKE-UP ATTENDANCE

In clock hour modular programs, students may choose to, or be required to, make-up attendance. Make-up attendance can occur only outside of regularly-scheduled class time, and the quantity of make-up attendance per module cannot exceed the quantity of absence in that module. Make-up attendance must be completed by 14 calendar days after mod end, and make-up work must be related to the module in which the absence occurred.

Make-up time will be measured in 30-minute blocks of time, and must be monitored by Academics staff and approved by the Director of Education/Academic Dean. Qualified make-up attendance activities include, but are not limited to, taking/re-taking quiz or test, facilitated review or study, group project, study group, hands-on practice, lab check-offs, and completion of assignments.

Consecutive Absence Rule

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. 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:
  1. Attend their next scheduled class session;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending; and
- 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.

Note: For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

PERCENTAGE ABSENCE RULE (CREDIT HOUR MODULAR PROGRAMS)

For students who **have not** previously violated the attendance policy:

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

PERCENTAGE ABSENCE RULE (CLOCK HOUR MODULAR PROGRAMS)

Percentage	Action Taken
10% of the total hours in each module – first occurrence in a payment period	Attendance warning letter sent Student is advised about the importance of making up attendance.
10% of the total hours in each module – second occurrence in a payment period	Attendance warning letter sent Student is advised and required to make up attendance
10% of the total hours in each module – third occurrence, and those that occur beyond the third	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal, and will be required to agree to an attendance plan that will define requirements for making up attendance
More than 10% of the total hours in each payment period – occurring prior to measurement of payment period completion for disbursement	Attendance warning letter sent Student is advised and required to make up attendance
More than 10% of the total hours in each payment period at the point of measurement of payment period completion for disbursement	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal and will be required to make up attendance - prior to the end of the first payment period, or outside of regularly-scheduled hours in the second payment period classes. **Note: The appeal shall not be entered until remediation to below 10% of the total payment period hours absence has occurred.**

PERCENTAGE ABSENCE RULE (LINEAR PROGRAMS)

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
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from all courses 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:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending; and
- 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.

Date of Withdrawal
- When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).
- When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

Date of Determination (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the **earliest** of the following three (3) dates:
- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy; or
- No later than the 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

Attendance Records

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal according to the Student Academic Appeal Policy. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does 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, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) or temporary disability. Students requesting an LOA must submit a completed **Leave of Absence Request Form** prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:
a) the school documents the unforeseen circumstances, and
b) the student submits a completed **Leave of Absence Request Form** by the tenth (10th) calendar day of the leave.

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

NOTE: Everest 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 should see the Academic Dean/Director of Education.

Re-Admission Following a Leave Of Absence
- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for 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 Leave of Absence
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 Academic Dean/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
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 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.

The "L" grade in the LOA beginning module shall be changed to "W" (withdraw). The module with a grade of "W" shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

Possible Effects of Leave of Absence
Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.
- Students returning from a LOA 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
- Financial aid may be affected

EXTERNSHIP TRAINING
Upon successful completion of all classroom requirements, students in programs that require an externship are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Academic Dean/Director of Education to approve the time remaining to complete the externship.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

In clock hour modular programs, students have up to 120 calendar days to complete externship. The quantity of weeks is determined by the number of weeks the student required to successfully complete the didactic portion of the program subtracted from 1.5 times the total weeks in the program. The number of hours per week will be unique to each student and may depend on the number of weeks available for completion within maximum time frame.

WITHDRAWAL PROCEDURES
- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone, in person, by email or in writing to provide official notification of their intent to

withdraw and the date of withdrawal.
- 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.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about re-entry.

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 must be completed within 10 calendar days after the end of the term/module.

REQUIREMENTS FOR GRADUATION
- Successfully complete all courses in the program with a 2.0 CGPA within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma and have the option to participate in the graduation ceremony.

VETERANS' EDUCATION BENEFITS

Prior Credit for Education and Training

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training. The student is responsible for ensuring that all transcripts are submitted to the school. The school is responsible for evaluating official written transcripts of previous education and experience, granting credit where appropriate, notifying the student, and shortening the program certified accordingly.

Prior credit must be evaluated within the first two terms of the enrollment period. The VA may not pay VA education benefits past the third term of enrollment, if prior credit has not been evaluated.

Benefit Overpayments

Schools are required to promptly report changes in the enrollment status of all students receiving VA education benefits in order to minimize overpayments. Generally overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 9/11 GI Bill when an overpayment is created on a school and funds need to be returned to the VA.

Academic Standards for Students Receiving VA Benefits

Students receiving Veterans education benefits are subject to the same academic standards applicable to all students at the school. To receive VA education benefits, a student must maintain Satisfactory Academic Progress, attendance standards and adhere to the Code of Student Conduct.

Additional Requirements for Veteran Students (Modular Programs Only)

For Veteran students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the cumulative hours attempted	Attendance warning letter sent
20% of the cumulative hours attempted	Dismissed from the program

For Veteran 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 cumulative hours attempted	Attendance warning letter sent
20% of the remaining cumulative hours attempted	Dismissed from the program

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's enrollment status

changes; such notification may result in the termination of veteran benefits. All dismissals and successful appeals by students funded through the VA shall be reported to the VA by the certifying official for the school.

APPEALS POLICIES

Student Academic Appeals Policy

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest 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 (or electronically via email for students enrolled in an online course) 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 (FA probation – SAP Not Met 2nd consecutive term):
  — Modular – third calendar day of the subsequent module
  — Linear - first day of the subsequent term

Note: In the case of terms without a break week, the student must receive the notification within seven (7) calendar days of the term start.

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/Director of Education/Online Designee shall convene an Appeal Committee, which should at a minimum 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, 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.

Assignments/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/Online Academic Designee. 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. In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education/Online Academic Designee 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 Violation Appeals Policy

Appeals of attendance violations must be made within five 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 assignments and develop an Academic Advising Plan in conjunction with his or her advisor. **For clock hour modular programs**, as a condition of granting the appeal, the Committee may require the student to make-up attendance.

Satisfactory Academic Progress (SAP) Appeals Policy

In modular programs, SAP appeals must be made within five (5) calendar days of the notification, i.e., eight (8) calendar days of the subsequent module start. In linear programs, SAP appeals must be made by the sixth (6th) calendar day of the subsequent term.

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 his/her program and that his or her 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

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

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

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Everest 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 and is current with those obligations, 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 school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Everest may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

TUITION AND FEES

Tuition and fee information can be found in "Tuition and Fees" section of the catalog. 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, tuition will be charged in the full tuition amount, or in increments based on state policy, for each academic year.

Quarter-based programs will be charged for the student's first quarter (or mini-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 8 credits per quarter for graduate programs. MBA students taking undergraduate courses as pre-requisites for graduate-level courses are ineligible to receive Title IV

funding for those courses. Additional tuition and fee information may be found in "Tuition and Fees" section of the catalog. Additional Financial Aid information may be found in the "Financial Information" section of the catalog.

Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this school catalog. For modular programs, the Enrollment Agreement obligates the student and the school for the entire program of instruction. For quarter-based programs, the Enrollment Agreement obligates the student and the school for tuition by quarter.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard or Discover.

TEXTBOOKS AND EQUIPMENT

Textbooks and workbooks are sold through the bookstore in accordance with Everest policies. At the time of issuance, textbooks become the responsibility of the students. Everest 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.

ADDITIONAL FEES AND EXPENSES

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books, uniforms and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

VOLUNTARY PRE-PAYMENT PLAN

The university provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Student Finance Office.

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded.

CANCELLATION POLICY: You may withdraw your enrollment agreement at any time within five business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided on the first page of the agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to withdrawals@zenith.org, or providing an oral withdrawal notice to phone number (888) 236-9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

   (a) The student applicant will also be returned all monies paid if:
      (1) The school rejects the applicant;
      (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
      (3) The school cancels the student's program.

OFFICIAL WITHDRAWALS

An official withdrawal is considered to have occurred on the date that the student provides to the school official notification of his or her intent to withdraw. Students who must withdraw from the school are requested to notify the office of the Academic Dean/Director of Education in writing to provide official notification, including the official date and reason, of their intent to withdraw. 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 school prior to the end of the school's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

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.

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 midpoint 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.

FEDERAL FINANCIAL AID RETURN POLICY

Student Financial Aid (SFA)

The school 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). The school is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

Return of Title IV Funds Calculation and Policy

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals the number of scheduled hours (clock-hour programs) or days (credit-hour programs) completed up to the withdrawal date divided by the total number of hours (clock-hour programs) or days (credit-hour programs) in the payment period or term. For credit-hour programs, any scheduled 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 equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The school must return the lesser of:

1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges 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 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 Financial Aid Department 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) is not satisfied).

The school must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the 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 DOD. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

Title IV Credit Balances

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that the school performs the Return calculation and will be paid in one of the following manners:
1. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

Effects of Leaves of Absence on Returns

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last day of attendance. For more information, see the Leave of Absence section in the school catalog.

Time Frame within which Institution is to Return Unearned Title IV Funds

The school must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

REFUND POLICIES

Institutional Pro Rata Refund Calculation and Policy

When a student withdraws, The School must determine how much of the tuition and fees he/she is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to The School.

The School will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e., students who receive a final grade of "W" or "WZ"). Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:
1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

A student who was charged for and paid for textbooks, uniforms or equipment may return the unmarked and unopened textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination or withdrawal. The school shall then refund the charges 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 and unopened textbooks, unworn uniforms or new equipment within 30 days, the school 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.

EFFECTS 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, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

Refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by the school, whichever is applicable.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

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 institutional pro rata refund.

Continuing Quarter-Based Students
If tuition and fees are collected in advance of the withdrawal, a strict institutional 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.

STUDENT FINANCING OPTIONS
Everest offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options availability and the Financial Aid process can be obtained from the school's Student Financial Planning Literature. 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. Demonstrate financial need (for most programs);
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
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;
8. Have a high school diploma or its equivalent, have completed homeschooling at the secondary level as defined by state law.

Federal Financial Aid Programs
The following is a list 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 Student Financial Planning Literature, the 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
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loan (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

Alternative Loan Programs
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 rate may be variable and the loan approved and origination fees may be based on credit
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.
Please see one of the Student Finance Planners for further information.

GRANTS AND SCHOLARSHIPS

Everest Opportunity Grant
The Everest Opportunity Grant is a need based institutional grant awarded on an annual basis to students who demonstrate financial need. The Opportunity Grant program is available for students who first enroll as of June 24, 2014. The amount and source of funding may vary by student based on demonstrated financial needs and continued funding availability. The amount and source of funding may change each award year based on demonstrated financial needs and funding availability. Students must reapply each academic year, meet all applicable application deadlines and maintain satisfactory academic progress. The Opportunity Grant may be utilized to cover any confirmed unmet financial need not covered by Title IV funding up to direct costs.

Eligibility
The student must meet all annual application deadlines and eligibility requirements and maintain satisfactory academic progress.

Obtaining the Funds
The Everest Opportunity Grant will automatically be credited to the student's account upon award confirmation.

Renewing the Grant
The student must reapply every academic year by the institutional deadline and meet eligibility requirements in order to be considered for an Everest Opportunity Grant in future years. The award amount may change, based on the student's determined financial need, enrollment, timeliness of the student's financial aid application and funding availability.

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 Florida Bright Futures Scholarship Program is comprised of the following three awards:
1. Florida Academic Scholars (FAS) award
a. Including Academic Top Scholars (ATS) award
2. Florida Medallion Scholars (FMS) award
3. Florida Gold Seal Vocational Scholars (GSV) award

Eligibility criteria for the scholarship awards vary based on cumulative high school grade point average and SAT or ACT scores. 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 (888) 827-2004.

The award amount under each program varies depending on the institution that the student attends and the number of credit hours enrolled. The student should contact the Student Finance Department for information pertaining to the award amounts and additional eligibility requirements.

Zenith Student Grant
The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to $10,000 per academic year, may vary by student based on:
- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover any confirmed unmet financial need in excess of the student's EFC once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

Eligibility

To be eligible, the student must:
- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Renewing the grant

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:
- Determined financial need
- Enrollment
- Timeliness of his/her financial aid application
- Institutional grant funding availability

Zenith Graduation Scholarship

The Zenith Graduation Scholarship is a multimillion-dollar, non-need-based institutional scholarship program awarded to students who graduate from Everest schools owned by Zenith Education Group and were actively enrolled in their current course of study prior to February 2, 2015. The amount of the scholarship, which could be up to $10,000 per current and future academic period, may vary by student based on the number of modules, courses or credits remaining in order for the student to complete his/her program of study, and the time frame of application submission.

The scholarship provides a 20 percent tuition reduction, prorated for the student's remaining time in the program in which he/she was actively enrolled as of February 2, 2015 through his/her expected graduation date at the time he/she applies for the scholarship. For students who apply on or before May 2, 2015, the tuition reduction effective date is February 2, 2015. For students who apply after May 2, 2015, the tuition reduction effective date is the date the application is submitted.

Students who withdrew prior to February 2, 2015, but reenter prior to August 2, 2015, may also apply upon reentry and be eligible upon graduation for a supplemental graduation scholarship of up to $5,000 for the purpose of covering any prior academic year balances incurred for the program that they reenter.

Eligibility

To be eligible, the student must:
- Apply for the scholarship
- Meet all application deadlines
- Maintain satisfactory academic progress throughout the remainder of his/her program
- Graduate from the program for which he/she is enrolled at the time of applying for the scholarship

Obtaining scholarship funds

The scholarship amount will be applied to the student's account as a non-cash payment at the time of graduation to cover any outstanding tuition or fee expenses, and any credit balance that results will be resolved by:
- A payment to the government as reimbursement for payments received by Everest from the student's federal student loans to reduce his/her loan obligation.
- A payment to the lender as reimbursement for the payments from a private student loan that the lender directly disbursed to Everest.
- A payment to the student for any tuition he/she previously paid directly to Everest.

The scholarship is non-transferable.

Zenith American Dream Scholarship

The Zenith American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Everest or WyoTech institution. New students who first enroll in an Everest or WyoTech institution on or after **August 24, 2015** and were referred by a leader in the local community are eligible to apply for the **Zenith American Dream Scholarship of $5,000 per academic year**.

To be eligible a student must:
- Obtain a written reference from a leader in the student's community

- Complete an essay or video answering the question "How will Everest (or WyoTech) Help Me Fulfill My American Dream" – see guidelines
- Meet application guidelines and deadlines

The Zenith American Dream Scholarship may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

Scholarship Winners

The Zenith American Dream Scholarship winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded based on selection criteria outlined in the guidelines on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus President or other campus official.

Selection criteria will include:
- Written reference from a leader in the community
  - Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
- Review of the Written or Video Essay submitted
  - Logical interpretation of the subject and adherence to topic
  - Originality, Innovation and Creativity
  - Adherence to overall guidelines and deadlines applicable

Obtaining scholarship funds

The scholarship will be credited on a student's account upon award of the scholarship. The scholarship is non-transferable and cannot be exchanged for cash. The scholarship can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

Renewing the scholarship

Students may be eligible to retain the scholarship award in subsequent academic years. In order to remain eligible the student must **maintain satisfactory progress and a grade point average of 2.0 or above**.

Veteran's Assistance Programs

For information about U.S. Department of Veterans Affairs (VA) education benefits for veterans and their families, call (888)-GI-BILL-1 (888-442-4551) or visit www.gibill.va.gov. Each of the major benefits programs is described in detail in its own section of the VA's site.

- The Montgomery GI Bill–Active Duty:
  http://www.gibill.va.gov/pamphlets/ch30/ch30_pamphlet.pdf
- The Montgomery GI Bill–Selected Reserve:
  http://www.gibill.va.gov/pamphlets/ch1606/ch1606_pamphlet.pdf
- Dependents' Educational Assistance Program (DEA):
  http://www.gibill.va.gov/pamphlets/ch35/ch35_pamphlet.pdf
- Veterans' Educational Assistance Program (VEAP):
  http://www.gibill.va.gov/pamphlets/ch32/ ch32_pamphlet.pdf
- Reserve Educational Assistance Program (REAP):
  http://www.gibill.va.gov/pamphlets/ch1607ch1607_pamphlet.pdf
- The Post-9/11 GI Bill:
  http://www.gibill.va.gov/pamphlets/ch33/ch33_pamphlet.pdf
- U.S. Army:
  http://www.goarmy.com/benefits/education.jsp
- U.S. Navy:
  http://www.navy.com/navy/joining/education-opportunities.html
- U.S. Air Force:
  http://www.airforce.com/opportunities/enlisted/education or www.airforce.com/opportunities/officer/education
- Marine Corps:
  http://www.marines.com/main/index/quality_citizens/benefit_of_services/education

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

Everest does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

DISABILITY

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

DISABILITY ACCOMMODATION PROCEDURE

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the Zenith Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the Zenith Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@zenith.org. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@zenith.org.

CODE OF STUDENT CONDUCT

Everest and WyoTech students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the school. It is expected that you will share respect for the law, our campus rules and adhere to the highest ethical standards of conduct, whether you are in class, on campus, at off-campus sponsored activities or events, and housing.

This Student Code of Conduct is designed to maintain a learning environment that ensures the safety and well-being of everyone on campus, encourages students in the practice of good citizenship and self-discipline, and protects the school's property and equipment by promoting integrity, academic achievement, and personal responsibility. Questions and concerns may be reported by calling 855-218-6009.

Conduct Affecting On-Campus Safety

Everest and WyoTech will take all appropriate actions to protect the safety and security of our campus community. Every student has the right to fair and reasonable treatment. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, economic status, or other protected status. A student whose conduct threatens property or the health/safety of any person may be immediately suspended. Examples of such conduct may include:

- Possessing alcohol or other intoxicants, drugs, firearms or other weapons, explosives, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of the school's or another's property
- Harassment or intimidation of others, including bullying or cyberbullying
- Endangering yourself or others, infliction of physical harm
- Any other behavior deemed inappropriate by the school

Conduct Affecting Student Learning

Disciplinary action, including suspension/dismissal, may be initiated against any student based upon reasonable suspicion of involvement to commit any of the following:

- Cheating, plagiarism, fabrication or other forms of academic dishonesty
- Falsifying, or altering documents; misusing documents, funds, or school property
- Disruptive actions, including:
    - Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
    - Use of any device to make an audio, video, or photographic record of any person while in class, on campus, at off-campus sponsored activities or events, and housing without that person's prior permission
- Failure to comply with school policies or directives
- Any action that interferes with the learning environment or the rights of others

While students have the right to freedom of expression, including the right to dissent, protest, or articulate exception to the material and assessments offered in any course, this expression cannot interfere with the rights of others, hinder instruction, or disrupt the process of the school. Students have a responsibility to express ideas in a safe and respectful manner.

Limitations on Students with Pending Disciplinary Matters

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

- Graduate or participate in graduation ceremonies; or
- Engage in any other school-related activities determined by the school

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission or transfer to another campus prior to resolving the outstanding disciplinary issue. Disciplinary matters are addressed in accordance with written policies and procedures and follow accreditor standards and expectations.

Inquiry by the Campus President

If the Campus President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (or designee) determines that a violation has not

occurred, no further action shall be taken.

Conduct that does not Result in Suspension or Dismissal

If the school determines that the student's behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct Resulting in Suspension or Dismissal

If the school determines that a student's behavior should result in a suspension or dismissal, the school will promptly provide the student with a written notice of:
- The conduct resulting in the suspension or dismissal;
- The specific penalty being imposed;
- The student's right to submit a written appeal within five calendar days following the date of the school's suspension or dismissal determination

ANTIHAZING POLICY

Everest Florida Colleges, Institutes and Universities (collectively "the Schools") have adopted the following policy:

Hazing, whether conducted on campus or off campus, is strictly prohibited by the Schools. Violation of this policy by a student may subject the student to fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines, probation, suspension, or dismissal. Violation of this policy by an organization may subject the organization to rescission of permission for it to operate at the Schools.

For purposes of this policy, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

The Schools do not accept as defenses to a hazing charge against a student or organization that: (1) consent of the victim has been obtained; (2) the hazing was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or (3) the hazing was not done as a condition of membership to an organization.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

IT resources may only be used for legitimate purposes, and may not be used for 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 Zenith or Everest users or students to parties outside Zenith or Everest 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 Code of Student Conduct;
- Use of Zenith or Everest logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law.

SEXUAL HARASSMENT POLICY

Everest strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student 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.

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 Everest 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 Campus President. Students dismissed from the school remain responsible for any outstanding balance owed to 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 Campus President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus 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 Campus 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. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

STUDENT GRIEVANCE PROCEDURE

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to respond to your complaint within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to the President of the School. You may then appeal the President's decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School's Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor.

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, include as much detail as possible, supporting documentation, if available, and the complainant's name and contact The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4223
202-336-6780

Students may also contact and file a complaint with the state's agency and the state's Attorney General's Office at the following mailing addresses:

The Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite #1414
Tallahassee, FL 32399-0400
Toll free number (888) 224-6684

Office of the Attorney General
PL-01 The Capitol
Tallahassee, FL 32399-1050
Ph: 850-414-3990
Toll Free within Florida: 866-966-7226
Website: http://myfloridalegal.com

DRESS CODE

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that Everest promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their

education records*. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

   A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
   A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's 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.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the school may disclose individually identifiable information without notice.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

   Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

   Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students' names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar's Office and submit the completed form to the Registrar.

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: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

STUDENT RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records should be maintained on campus for five years.

TRANSCRIPT AND DIPLOMA RELEASE

Student academic transcripts 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 to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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 has established policies regarding campus security.

Everest 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.

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus President (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus President (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus President (or designee) in a timely manner. The Campus President (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

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 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.

DRUG-FREE SCHOOLS POLICY

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. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities.

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

STATISTICAL INFORMATION

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

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest 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)). Everest is 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.

STUDENT SERVICES

ORIENTATION

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

HEALTH SERVICES

Everest does not provide health services.

HOUSING

Everest 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 Student Services Department.

STUDENT ADVISING

Academic advising is coordinated by the Academic Dean/Director of Education and includes satisfactory academic progress and attendance. 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.

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

Everest 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. Everest 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 by contacting the Career Services Office.

PROGRAMS OFFERED

Program	Credential
Business Sales and Customer Service (No longer enrolling new students)	Diploma
Massage Therapy	Diploma
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Medical Insurance Billing and Coding	Diploma
Pharmacy Technician	Diploma
Accounting	Associate in Science
Applied Management	Associate in Science
Business	Associate in Science
Film and Video Production	Associate in Science
Paralegal	Associate in Science
Accounting	Bachelor of Science
Applied Management	Bachelor of Science
Business	Bachelor of Science
Criminal Justice	Bachelor of Science
Health Care Administration	Bachelor of Science
Business Administration	Master of Business Administration

MODULAR PROGRAMS

BUSINESS ACCOUNTING
Diploma Program
36 Weeks – 900 Hours, 72 Credits Units

This program consists of two pre-requisite modules, five self-contained modules, a capstone module, and a certification preparation module for Microsoft Excel and QuickBooks. Each student must successfully complete the pre-requisite modules before moving on to the next five modules and complete those five before moving on to the capstone and certification preparation modules. The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting program. In this program, students will receive training in the basic skills required of entry-level bookkeepers and accounting support workers using modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of related areas, including Payroll & Corporate Accounting, Computer Applications, Ethics & Etiquette in the workplace, and Job Search / Interviewing skills.

This program prepares the student for an entry-level position in an accounting department of a large company or as a bookkeeper in a small business. Each module is four (4) weeks in length.

Module ID and Title		Lecture Hours	Lab Hours	Total Hours	Total Weeks	Total Credits
ACCT 1001	Basic Computing	60	40	100	4	8.0
ACCT 1002	Accounting Foundations	60	40	100	4	8.0
ACCT 2001	Accounting II	60	40	100	4	8.0
ACCT 2002	Spreadsheet Applications	60	40	100	4	8.0
ACCT 2005	QuickBooks	60	40	100	4	8.0
ACCT 2006	Introduction to Business and Taxation	60	40	100	4	8.0
ACCT 2007	Bookkeeping and Payroll	60	40	100	4	8.0
ACCT 3001	Capstone	60	40	100	4	8.0
ACCT 3002	Certification Preparation	60	40	100	4	8.0
	Total	**540**	**360**	**900**	**36**	**72**

ACCT 1001 - Basic Computing	**8.0 Quarter Credits**

Entry-level topics related to the functionality, use, and troubleshooting of personal computer hardware and software will be examined. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: None

ACCT 1002 - Accounting Foundations	**8.0 Quarter Credits**

In this module, students will explore the uses, scope and functions of accounting processes commonly used to convert economic data into relevant financial information. Students will be introduced to the basic accounting standards, business math and top line data analysis with an emphasis on making sound financial decisions in actual business situations. Topics will include the recording of basic transactions, double entry accounting, and completing the accounting cycle. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: None

ACCT 2001 - Accounting II	**8.0 Quarter Credits**

Students in this Module will learn how managers use accounting to make critical business decisions by using various industry standard reporting and analysis methodologies. Students will focus on the use of accounting information for planning and control, measuring performance, statement of cash flows, financial statement analysis, and making financially sound decisions. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: ACCT 1001 & ACCT 1002

ACCT 2002 - Spreadsheet Applications	**8.0 Quarter Credits**

In this Module students will discover how Microsoft Excel can be used to accomplish the objectives of accounting and auditing. Students will learn how to utilize Excel in common accounting tasks such as calculating depreciation, payroll, accounts payable, calculating financial statement ratios and inventory management. Students will also be exposed to additional industry standard accounting and spreadsheet programs commonly used in businesses. Out-

of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: ACCT1001 & ACCT1002

ACCT 2005 - QuickBooks	**8.0 Quarter Credits**

In this Module, students will be introduced to using the QuickBooks software package to accomplish basic accounting functions. Students will cover the entire accounting cycle for a company using QuickBooks including sales, invoicing and receivables, payables and purchases, general accounting, financial statements, and end-of-period procedures. Training exercises will let students practice the entries for recording of sales, purchases, receivables, payables, and other common events. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: ACCT1001 & ACCT1002

ACCT 2006 - Introduction to Business and Taxation	**8.0 Quarter Credits**

This Module will introduce the student to the environment in which business is conducted, including examples of business industries, legal forms of business, stakeholders of a business, and the impact of the legal environment upon a business. Students will also learn how taxes affect decisions by studying sales and property taxes, calculating payroll taxes and preparing a basic individual tax return. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: ACCT1001 & ACCT1002

ACCT 2007 - Bookkeeping and Payroll	**8.0 Quarter Credits**

In this Module, students will be introduced to the bookkeeping process. Topics covered include journalizing and posting, special journals, financial statements, and completing the bookkeeping cycle. Students will also be exposed to basic payroll functions including processing payroll and maintaining personnel and payroll information in accordance to established laws. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: ACCT1001 & ACCT1002

ACCT 3001 - Capstone	**8.0 Quarter Credits**

In this Module, students will work on a Microsoft Excel project by demonstrating a mastery of accounting principles that will help prepare you to pursue a career and certification in the accounting field. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: ACCT 2001, ACCT 2002, ACCT 2005, ACCT 2006, ACCT 2007

ACCT 3002 - Certification Preparation	**8.0 Quarter Credits**

In this Module, students will work on a QuickBooks project by demonstrating a mastery of accounting principles that will help prepare you to pursue a career and certification in the accounting field. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: ACCT 2001, ACCT 2002, ACCT 2005, ACCT 2006, ACCT 2007

BUSINESS SALES AND CUSTOMER SERVICE
Diploma Program
36 Weeks – 900 Hours, 78 Credits Units

The Sales and Customer Service program is a uniquely designed "Work-Force Ready" training program aimed to deliver what employers are looking for today: (1) sales and customer service fundamentals, (2) soft skills / professional skills, (3) Microsoft certification, and (4) an education.

The Sales and Customer Service Program provides students the basic foundation and technical skill sets required for an entry level Sales and Customer Service job. The program explores the soft and professional skills for the Sales and Customer Service professional, and prepares students for key certification exams widely recognized in the business world.

The Sales and Customer Service program helps prepare students for careers such as Sales Representative, Sales Associate, Assistant Sales Manager, Sales Manager, Marketing Representative, Account Manager, Account Executive, Customer Service Representative / Associate / Agent, and Member Service Representative, to name a few.

This program consists of nine (9) units of learning called modules. Student must successfully complete the two 1000-level modules before moving on to the 2000-level modules. Upon completion of the 2000-level modules, students will move on to the 3000-level modules.

Upon successful completion of all areas of the Sales and Customer Service program, students will be awarded a diploma. Microsoft certification is not a requirement for program completion.

Module ID and Title	Lecture Hours	Lab Hours	Total Hours	Total Weeks	Total Credits
BUCO 1001 Computer Applications	60	40	100	4	8.0
BUCO 1002 Introduction to Business Writing	60	40	100	4	8.0
BUCO 2001 Introduction to Business	100	0	100	4	10.0
BUCO 2002 Applied Word Processing	60	40	100	4	8.0
BUCO 2003 Applied Spreadsheets	60	40	100	4	8.0
BUCO 2004 Customer Relations and Servicing	100	0	100	4	10.0
BUCO 3001 Certification Preparation	40	60	100	4	7.0
BUSC 3001 Introduction to Sales and Sales Techniques	100	0	100	4	10.0
BUSC 3002 Business Communications	80	20	100	4	9.0
Total	**660**	**240**	**900**	**36**	**78**

BUCO 1001 - Computer Applications   **8.0 Quarter Credits**
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: None.

BUCO 1002 - Introduction to Business Writing   **8.0 Quarter Credits**
In this Module, students will explore business writing from the ground up. A comprehensive overview of basic sentence structure, grammar, punctuation, and capitalization punctuation is provided. In addition, students will explore the writing process and writing style as they both apply to the development, editing, and formatting of business documents. Students will create a variety of business documents including email messages, memos, letters, business reports, proposals, and employment-related documents. Multimedia presentations and web-based communications are also discussed. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: None.

BUCO 2001 - Introduction to Business   **10.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0. Prerequisites: BUCO 1001 and BUCO 1002.

BUCO 2002 - Applied Word Processing	**8.0 Quarter Credits**

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. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: BUCO 1001 and BUCO 1002.

BUCO 2003 - Applied Spreadsheets	**8.0 Quarter Credits**

This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0. Prerequisites: BUCO 1001 and BUCO 1002.

BUCO 2004 - Customer Relations and Servicing	**10.0 Quarter Credits**

Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0. Prerequisites: BUCO 1001 and BUCO 1002.

BUCO 3001 - Certification Preparation	**7.0 Quarter Credits**

In this Module students will explore Microsoft Word and Microsoft Excel in a comprehensive manner. Each software application will be covered from basic document creation through advanced formatting and automation. This course is intended to prepare students for Microsoft Word and Microsoft Excel certification exams. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40.0 Lab Hours: 60.0 Outside Hours: 25.0. Prerequisites: BUCO 2001, BUCO 2002, BUCO 2003 and BUCO 2004.

BUSC 3001 - Introduction to Sales and Sales Techniques	**10.0 Quarter Credits**

In this Module students will explore sales and sales techniques from different perspectives. Selling models and a variety of sales-related strategies are discussed in detail. Communication styles, interpersonal skills, and ethics are reviewed as they relate to the sales process and customer interactions. Students will also examine procedures related to prospect information, the buying process, closing sales, and providing excellent customer service. Finally, management strategies used to run effective sales organizations are addressed. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0. Prerequisites: BUCO 2001, BUCO 2002, BUCO 2003 and BUCO 2004.

BUSC 3002 - Business Communications	**9.0 Quarter Credits**

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. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 80.0 Lab Hours: 20.0 Outside Hours: 25.0. Prerequisites: BUCO 2001, BUCO 2002, BUCO 2003 and BUCO 2004.

MASSAGE THERAPY
Diploma Program
36 Weeks – 750 Hours, 55.0 Credit Units

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), National Certification Exam for Therapeutic Massage (NCETM), 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	Modular Title	Contact Hours	Total Credits
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
	Total	**750**	**55.0**

*Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.
Courses comply with the requirements of the Florida Board of Massage Therapy.

MTD100 – Introduction to Massage Therapy   **6.0 Quarter Credits**
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 and 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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None*
Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

MTD201 – Business and Ethics   **6.0 Quarter Credit s**
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. Also covered are clinical practice in Swedish massage and chair massage. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MTD100*
Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage
6.0 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MTD100* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

MTD263 – Eastern Theory and Practice	**6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MTD100* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0	

MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR	**6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MTD100* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0	

MTD282 – Deep Tissue, Myofascial Release & Pin and Stretch	**6.0 Quarter Credits**
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 massage. In addition, students will develop an understanding of the digestive system, urinary system, and the anterior neck muscles. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MTD100* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0	

MTD214 – Neuromuscular/Trigger Point Therapy and Muscle Energy Techniques	**6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MTD100* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0	

MTD246 – Clinical and Sports Massage	**6.0 Quarter Credits**
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 of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MTD100* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0	

MTD295 – Health and Wellness	**6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MTD100* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0	

MTD278 – Massage Therapy Clinic	**1.0 Quarter Credit**
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. *Prerequisites: Successful Completion of 6 Modules* Lecture Hours: 00.0 Lab Hours:30.0 Other Hours: 00.0	

MEDICAL ADMINISTRATIVE ASSISTANT
Diploma Program
33 Weeks – 760 Hours, 48.0 Credit Units

The objective of 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. 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. 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 Code	Modular Title	Contact Hours	Total Credits
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	200	6.0
	Total	**760**	**48.0**

Module A - Office Finance   **6.0 Quarter Credits**
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 Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0 Outside Hours: 20.0

Module B - Patient Processing and Assisting   **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0 Outside Hours: 20.0

Module C - Medical Insurance   **6.0 Quarter Credits**
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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0 Outside Hours: 20.0

Module D - Insurance Plans and Collections	**6.0 Quarter Credits**

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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0 Outside Hours: 20.0

Module E - Office Procedures	**6.0 Quarter Credits**

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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0 Outside Hours: 20.0

Module F - Patient Care and Computerized Practice Management	**6.0 Quarter Credits**

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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0 Outside Hours: 20.0

Module G - Dental Administrative Procedures	**6.0 Quarter Credits**

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. Students will be exposed to Electronic Health Records software applications used within the healthcare setting in both ambulatory and hospital environments. 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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0 Outside Hours: 20.0

Module X – Medical Administrative Assistant Externship	**6.0 Quarter Credits**

This course is 200 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. *Prerequisites: Completion of Modules A-G.* Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 200.0

MEDICAL ASSISTANT
Diploma Program
41 Weeks – 920 Hours, 60 Credit Units

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. Medical offices and ambulatory care providers, clinics, urgent care centers and insurance providers are seeking their services.

The Medical Assistant diploma program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. 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.

The goal of the Medical Assistant 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.

Note: 100% of course competencies must be successfully completed in order to pass each course/module.
Medical Assistant graduates are immediately eligible to sit for the Registered Medical Assistant or Certified Medical Assistant Examinations. Candidates who pass the exam are considered Registered Medical Assistants (RMA) or Certified Medical Assistants (CMA).

Module Code	Modular Title	Clock Hours	Total Credits
Module MAINTRO	Introduction to Medical Assisting	80	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	80	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	80	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	80	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	80	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	80	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	80	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	80	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	80	6.0
Module X	Medical Assistant Diploma Program Externship	200	6.0
	Total	**920**	**60.0**

MODULE MAINTRO - Introduction to Medical Assisting   **6.0 Quarter Credits**
Module MAINTRO introduces students to the medical assistant profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections - procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40   Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: None

MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication

6.0 Quarter Credits

Module A emphasizes patient care, including physical 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 skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge 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 check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.   Lecture Hours: 40   Clinical Lab Hours: 30 Computer Lab Hours: 10 Outside Hours: 20 Prerequisite: MAINTRO

MODULE B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology

6.0 Quarter Credits

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. 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 study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.   Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Outside Hours: 20 Prerequisite: MAINTRO

MODULE C - Digestive System, Nutrition, Financial Management, and First Aid   **6.0 Quarter Credits**

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40   Clinical Lab Hours: 30 Computer Lab Hours: 10 Outside Hours: 20 Prerequisite: MAINTRO

MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR   **6.0 Quarter Credits**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the

identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 30   Computer Lab Hours: 10 Outside Hours: 20 Prerequisite: MAINTRO

MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures

6.0 Quarter Credits

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 working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and 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, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Outside Hours: 20 Prerequisite: MAINTRO

MODULE F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics

6.0 Quarter Credits

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 examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist 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 and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40   Clinical Lab Hours: 30 Computer Lab Hours: 10 Outside Hours: 20 Prerequisite: MAINTRO

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures   6.0 Quarter Credits

Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what 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. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays 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, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40   Clinical Lab Hours: 30   Computer Lab Hours: 10 Outside Hours: 20 Prerequisite: MAINTRO

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing

6.0 Quarter Credits

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient

confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 30 Computer Lab Hours: 10 Outside Hours: 20 Prerequisite: MAINTRO

MODULE X - Medical Assistant Diploma Program Externship   **6.0 Quarter Credits**
Upon successful completion of all modules, medical assisting students participate in a 200-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 Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-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. Lecture Hours: 00 Lab Hours: 00 Other Hours: 200 Prerequisite: MAINTRO, Completion of Modules A-H

MEDICAL INSURANCE BILLING AND CODING
Diploma Program
33 Weeks – 760 Hours, 48 Credit Units

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 Insurance 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 learn 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.

Module Code	Modular Title	Clock Hours	Total Credits
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
MIBPC	Practicum	200	6.0
OR			
MIBXT	Externship	200	6.0
	Total	**760**	**48.0**

Module MEDINTRO-Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel   6.0 Quarter Credits
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 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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 40   Lab Hours: 40 Outside Hours: 20

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems   6.0 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO   Lecture Hours: 40   Lab Hours: 40   Outside Hours: 20

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System   **6.0 Quarter Credits**
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 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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO   Lecture Hours: 40   Lab Hours: 40   Outside Hours: 20

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology   **6.0 Quarter Credits**
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 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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO   Lecture Hours: 40   Lab Hours: 40   Outside Hours: 20

Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System   **6.0 Quarter Credits**

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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO
Lecture Hours: 40   Lab Hours: 40   Outside Hours: 20

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems   **6.0 Quarter Credits**

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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO Lecture Hours: 40   Lab Hours: 40   Outside Hours: 20

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology   **6.0 Quarter Credits**

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. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: MEDINTRO   Lecture Hours: 40   Lab Hours: 40   Outside Hours: 20

Once a student has completed all modules, he or she will be placed in their 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.

Module MIBPC – Practicum   **6.0 Quarter Credits**
Upon successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing and coding students participate in a 200-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. An instructor or department chair evaluates students at 100 and 200 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: All classes in the Medical Insurance Billing and Coding Diploma Program must be completed prior to enrollment. Lecture Hours: 00   Lab Hours: 00 Other Hours: 200

Module MIBXT – Externship   **6.0 Quarter Credits**
Upon successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-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 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: All classes in the Medical Insurance Billing and Coding Diploma Program must be completed prior to enrollment. Lecture Hours: 00 Lab Hours: 00 Other Hours: 200

PHARMACY TECHNICIAN
Diploma Program
33 Weeks – 760 Hours, 48.0 Credit Units

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.

The Pharmacy Technician diploma program provides both technical and practical training which will enable the graduate, 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 which prepares the student for the actual work setting. Upon completion of this program, the graduate will be prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

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.

Note: In order to be employed as a pharmacy technician in the state of Florida, registration with the Florida Board of Pharmacy is required.

Module Code	Modular Title	Contact Hours	Total Credits
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	200	6.0
	Total	**760**	**48.0**

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems
6.0 Quarter Credits

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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System   6.0 Quarter Credits
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription 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 on muscle relaxants. This module will include CPR certification. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice
6.0 Quarter Credits
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include the history and changing roles of pharmacists and pharmacy technicians. This module covers the laws 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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses
6.0 Quarter Credits
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 and drug interactions. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System
6.0 Quarter Credits
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportions 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 systems 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 is covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System
6.0 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System   **6.0 Quarter Credits**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/ePharmacy, 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 systems and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

Module X - Clinical Externship   **6.0 Quarter Credits**

This 200-hour module is designed to provide the student with supervised, practical, hands-on, and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. *Prerequisite: Completion of Didactic Program. Student must complete all modules prior to externship placement.* Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.

ASSOCIATE'S DEGREE PROGRAMS

ACCOUNTING, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96.0 Credit Units

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.

Course Code		Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
Choose courses to total 8.0 credits from the following options:			
LIS	2004	Introduction to Internet Research	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
MTB	1103	Business Math	4.0
OST	1149L	Keyboarding*	2.0
CGS	2573C	Applied Spreadsheets	4.0
TOTAL COLLEGE CORE QUARTER CREDIT HOURS			**18.0**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
APA	2141	Computerized Accounting	4.0
ACO	1806	Payroll Accounting	4.0
ACG	2551	Non-Profit Accounting	4.0
TAX	2000	Tax Accounting	4.0
MAN	1030	Introduction to Business	4.0
BUL	2131	Applied Business Law	4.0
Choose courses to total of 8.0 credits from the following options:			
CGS	2573C	Applied Spreadsheets	4.0
FIN	1103	Finance	4.0
ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
TOTAL MAJOR CORE QUARTER CREDIT HOURS			**48.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS			**30.0**
TOTAL PROGRAM CREDIT HOURS			**96.0**

*Course not offered online.

APPLIED MANAGEMENT, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96.0 Credit Units

The Associate in Science in Applied Management program is offered for those students who have completed a diploma program 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 Code	Course	Associate Degree Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
CGS 2060C	Computer Applications	4.0
	TOTAL MAJOR CORE CREDIT HOURS	**10.0**
Major Core Requirements		
MAN 1030	Introduction to Business	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**
Choose 8.0 units from the following:		
MAN 2300	Introduction to Human Resources	4.0
FIN 1103	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 MAJOR CORE 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 GENERAL EDUCATION CREDIT HOURS	**26.0**
	TOTAL PROGRAM CREDIT HOURS	**96.0**

*Major Core Electives: Credit will be applied from the student's previously completed certificate, diploma, or associate program. Students who have fewer than 36.0 transferable major core credits will be required to select additional courses from the business and management areas.

BUSINESS, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96.0 Credit Units

The Associate in Science in Business program is 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.

Management

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduates of this program will be prepared for entry-level positions in supervisory roles in business and government.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare them for entry-level positions in business and government.

Course Code		Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
Choose courses to total 4.0 credits from the following options:			
OST	1149L	Keyboarding*	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
CGS	2501C	Applied Word Processing	4.0
CGS	2573C	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	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
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
MANP	2501	Capstone Experience	4.0
And one of the following four concentrations:			
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
FIN	1103	Finance	4.0
MAR	2305	Customer Relations and Servicing	4.0
Choose two of the following courses:			
MAN	2727	Strategic Planning for Business	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
SBM	2000	Small Business Management	4.0

APA	2161	Introductory Cost/Managerial Accounting	4.0
TOTAL MAJOR CREDIT HOURS			**48.0**
OR			
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	4.0
TOTAL MAJOR CORE CREDIT HOURS			**48.0**
OR			
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2320	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2720	Marketing on the Internet	4.0
SBM	2000	Small Business Management	4.0
TOTAL MAJOR CORE CREDIT HOURS			**48.0**
OR			
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
TOTAL GENERAL EDUCATION CREDIT HOURS			**26.0**
APPROVED ELECTIVE REQUIREMENT			**8.0**
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 PROGRAM CREDIT HOURS			**96.0**

*Course not offered online.

COMPUTER INFORMATION SCIENCE, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96.0 Credit Units

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. Students in this program 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 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 (Online Only)
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 Code	Course	Associate Degree Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
CGS 2060C	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 1149L	Keyboarding*	2.0
MAN 2031	Let's Talk Business	2.0
SLS 1505	Basic Critical Thinking	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 2000C	Programming Concepts	4.0
COP 2505C	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# (4.0 credits each).	
COP 2170C	Computer Programming – Visual Basic I	4.0
COP 2171C	Computer Programming – Visual Basic II	4.0
COP 2224C	Computer Programming – C++ I	4.0
COP 2228C	Computer Programming – C++ II	4.0
COP 2250C	Computer Programming – Java I	4.0
COP 2805C	Computer Programming -– Java II	4.0
COPP 2280C	Computer Programming – C# I	4.0
COPP 2281C	Computer Programming -– C# II	4.0
	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
Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4.0 credits each).		
CENP 2345C	Network Security	4.0
CISP 2475C	Designing Network Security	4.0
CENP 2420C	Implementing and Administering Databases	4.0
CENP 2450C	Database Design	4.0
	NETWORK ADMINISTRATION MAJOR CORE:	**52.0**
Major Core Requirements – Web Design Concentration		
CNT 1003C	Computer Networking Fundamentals	4.0
COP 2000C	Programming Concepts	4.0
COP 2505C	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 2125C	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 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 2017	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 GENERAL EDUCATION QUARTER CREDIT HOURS		**24.0**
TOTAL PROGRAM CREDIT HOURS		**96.0**

*Course not offered online.

**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, CNT, COP, CTS and CET prefixes).

CRIMINAL JUSTICE, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96.0 Credit Units

The Criminal Justice program includes a comprehensive study of the national criminal justice system, correctional organizations, and law enforcement agencies. Students learn the nature and extent of crime and delinquency and the cause and explanation of criminal behavior. Additional areas of study include rules of evidence, basic investigative techniques and the philosophy of criminal law. The Criminal Justice program is designed to prepare graduates for entry-level career opportunities in probation, corrections, law enforcement and/or security.

Course Code		Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
CGS	2060C	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	1020	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
CJC	2000	Introduction to Corrections	4.0
CJE	2580	Introduction to Interviews and Interrogations	4.0
DSC	2002	Introduction to Terrorism	4.0
		TOTAL QUARTER CREDIT HOURS	**40.0**
Students will take 12.0 credits from following courses:			
CCJ	2501	Juvenile Justice	4.0
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	2017	Oral Communications*	4.0
SYG	2001	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 GENERAL EDUCATION QUARTER CREDIT HOURS	**34.0**
		TOTAL PROGRAM CREDIT HOURS	**96.0**

*Course not offered online.

FILM AND VIDEO PRODUCTION, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96 Credit Units

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 Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
MAN	2031	Let's Talk Business	2.0
CGS	2060C	Computer Applications	4.0
TOTAL COLLEGE CORE QUARTER CREDIT HOURS			**12.0**
MAJOR CORE REQUIREMENTS			
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	2576C	Post Production I*	4.0
FIL	1801	Film Analysis 1970 to 1989*	2.0
FIL	1802	Film Analysis 1990 to Present*	2.0
FIL	2743C	Advanced Video Techniques*	4.0
FIL	2577C	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
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	2360	Documentary Production*	4.0
FIL	2732C	Computer Graphics II*	4.0
FIL	2105	Script Development II*	4.0
FIL	2530	Sound *	4.0
FIL	2945	Film/Video Externship*	4.0
FIL	2942C	Film/Video Production Workshop*	4.0
TOTAL MAJOR CORE QUARTER CREDIT HOURS			**60.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	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	2030	20th Century American History	4.0
TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS			**24.0**
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			**96.0**

*This course is not offered online.

MEDICAL INSURANCE BILLING AND CODING, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96.0 Credit Units

The Medical Insurance Billing and Coding Associate 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 96.0 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.

Course Code	Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS		
CGS 2060C	Computer Applications	4.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
TOTAL COLLEGE CORE QUARTER CREDIT HOURS		**10.0**
MAJOR CORE REQUIREMENTS		
HIM 2326C	Computer Applications for MIBC	4.0
HSC 1527	Medical Terminology	4.0
HSA 1550	Medical Law and Ethics	2.0
BSC 2080	Anatomy and Physiology of the Body Systems	4.0
HIM 2512	Medical Office Management and Compliance	4.0
HIM 2260C	Introduction to Hospital Billing	4.0
HSC1529	Diseases of the Human Body	4.0
HIM 2278C	Medical Finance and Insurance	4.0
HIM 2272	Medical Insurance Billing	4.0
HIM1222C	Introduction to ICD-9 Coding	4.0
HIM1253	Introduction to CPT Coding	4.0
HIM2255	Advanced CPT Coding	4.0
HIM2273	Third Party Payers	4.0
HIM2283	Abstract Case Coding - OR -	2.0
MEAP 1302	Introduction to ICD-10 Coding	2.0
MEAP 2246	Pharmacology for MIBC	4.0
MEAP 2808	Externship for MIBC*	4.0
TOTAL MAJOR CORE QUARTER CREDIT HOURS		**60.0**
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2017	Oral Communications*	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SLS 1505	Basic Critical Thinking	2.0
EVS 1001	Environmental Science	4.0
TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS		**26.0**
TOTAL PROGRAM CREDIT HOURS		**96.0**

*This course is not offered online.

PARALEGAL, ASSOCIATE IN SCIENCE DEGREE
24 Months – 96.0 Credit Units

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.

Course Code		Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
CGS	2060C	Computer Applications	4.0
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
CGS	2501C	Applied Word Processing	4.0
		TOTAL COLLEGE CORE 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 MAJOR CORE QUARTER CREDIT HOURS	**40.0**
Students 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	2017	Oral Communications*	4.0
SYG	2001	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 GENERAL EDUCATION QUARTER CREDIT HOURS	**34.0**
		TOTAL PROGRAM CREDIT HOURS	**96.0**

*This course is not offered online.

PHARMACY TECHNICIAN, ASSOCIATE IN SCIENCE DEGREE
24 Months – 97.0 Credit Units

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.

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 prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Note: In order to be employed as a pharmacy technician in the state of Florida, registration with the Florida Board of Pharmacy is required.

Course Code	Course	Associate Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS		
CGS 2060C	Computer Applications	4.0
MAN 2021	Principles of Management	4.0
OST 1149L	Keyboarding	2.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	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 1527	Medical Terminology	4.0
HSC1529	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
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
SPC 2017	Oral Communications*	4.0
GENERAL EDUCATION TOTAL QUARTER CREDIT HOURS		**26.0**
TOTAL PROGRAM CREDIT HOURS		**97.0**

*This course is not offered online.

BACHELOR'S DEGREE PROGRAMS

ACCOUNTING, BACHELOR OF SCIENCE DEGREE
48 Months – 192.0 Credit Units

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 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, to provide advice on taxation and management services, and to perform analysis of information systems.

Course Code		Course	Bachelor's Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
Choose courses to total 10.0 credits from the following options			
LIS	2004	Introduction to Internet Research	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
MTB	1103	Business Math	4.0
OST	1149L	Keyboarding**	2.0
CGS	2573C	Applied Spreadsheets	4.0
TOTAL COLLEGE CORE QUARTER CREDIT HOURS			**20.0**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
APA	2141	Computerized Accounting	4.0
ACO	1806	Payroll Accounting	4.0
ACG	2551	Non-Profit Accounting	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
ACGP	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*	
TAX	2000	Tax Accounting	4.0
SLS	1354	Workplace Relationships	2.0
MAN	1030	Introduction to Business	4.0
MAN	3554	Workplace Continuity and Contingency Planning	4.0
Choose courses to total 8.0 credits from the following options:			
CGS	2573C	Applied Spreadsheets	4.0
FIN	1103	Finance	4.0
ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
TOTAL MAJOR CORE QUARTER CREDIT HOURS			**90.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications**	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
AMH	2030	20th Century American History	4.0
SYG	2001	Principles of Sociology	4.0
CPO	4003	Global Politics	4.0
SOP	4005	Social Psychology	4.0
STA	2014	Statistics	4.0
ENC	3211	Report Writing	4.0
TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS			**62.0**
APPROVED ELECTIVE REQUIREMENTS			**20.0**
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 PROGRAM CREDIT HOURS			**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.

APPLIED MANAGEMENT, BACHELOR OF SCIENCE DEGREE
48 Months – 192.0 Credit Units

The Bachelor of Science in 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. 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	Bachelor's Degree Quarter Credit Hours
COLLEGE CORE		
CGS 2060C	Computer Applications	4.0
MAN 2031	Let's Talk Business	2.0
TOTAL COLLEGE CORE CREDIT HOURS		**6.0**
MAJOR CORE		
MAN 2021	Principles of Management	4.0
FIN 1103	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 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 2017	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**
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**
TOTAL PROGRAM CREDIT HOURS		**192.0**

*This course is not offered online.

**Additional Major Core: Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40.0 transferable major core credits will be required to select additional courses from the business and management areas.

In the event that a student transfers more than 40.0 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40.0 credit requirement. For example, a student who transfers 50.0 major core credits may have his/her Elective requirement reduced by 10.0 credits.

***General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:

- Communications/Humanities
    -may include ENC 3211, AML 2000
- Social Sciences
     -may include SYG 2000, SOP 4005, CPO 4003, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
    -may include: STA 2014

Upper Division Requirement: Students must complete a minimum of 60.0 Quarter Credit Hours in upper division coursework. The major core requires 36.0 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, BACHELOR OF SCIENCE DEGREE
48 Months – 192.0 Credit Units

The Bachelor of Science in Business program is 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 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 and government.

Management
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 and government.

Marketing
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 and government.

Course Code		Course	Bachelor's Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
CGS	2060C	Computer Applications	4.0
		TOTAL COLLEGE CORE CREDIT HOURS	**4.0**
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
MAN	1030	Introduction to Business	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
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
MAN	3554	Workplace Continuity & Contingency Planning	4.0
MANP	4501	Applied Management Senior Capstone Experience	4.0
And one of the following four concentrations:			
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
FIN	1103	Finance	4.0
MAR	2305	Customer Relations and Servicing	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 courses to total 8.0 credits from the following options:			

MAN	2727	Strategic Planning for Business	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
SBM	2000	Small Business Management	4.0
APA	2161	Introductory Cost/Managerial Accounting	4.0
TOTAL MAJOR CORE CREDIT HOURS			**92.0**
OR			
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	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			**92.0**
OR			
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2320	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2720	Marketing on the Internet	4.0
SBM	2000	Small Business Management	4.0
MAR	3310	Public Relations	4.0
MAR	3400	Salesmanship	4.0
MAR	3503	Consumer Behavior	4.0
MAR	4333	Promotional Policies and Strategies	4.0
MAR	4613	Marketing Research	4.0
MAR	3156	Global Marketing	4.0
MAR	3231	Retailing	4.0
MAR	4200	Marketing Channels and Distribution	4.0
TOTAL MAJOR CORE CREDIT HOURS			**92.0**
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	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 GENERAL EDUCATION QUARTER CREDIT HOURS			**54.0**
APPROVED ELECTIVE REQUIREMENT			**42.0**
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 PROGRAM CREDIT HOURS			**192.0**

*This course is not offered online.

Students with less than 36.0 credits upon admission to the BS program are required to take SLS1105 Strategies for Success as an elective in the first term of enrollment.

**General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:

☐ Communications/Humanities
    -may include ENC 3211, AML 2000
☐ Social Sciences
    -may include SYG 2000, SOP 4005, CPO 4003, AMH 2030, POS 2041
☐ Mathematics and Science
    -may include: STA 2014

COMPUTER INFORMATION SCIENCE, BACHELOR OF SCIENCE DEGREE
48 Months – 192.0 Credit Units

The Bachelor of Science Degree in Computer Information Science 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.

Course Code	Course	Bachelor's Degree Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
CGS 2060C	Computer Applications	4.0
Choose one of the following courses:		
CEN 1056	Project Development	2.0
OST 1149L	Keyboarding*	2.0
MAN 2031	Let's Talk Business	2.0
SLS 1505	Basic Critical Thinking	2.0
TOTAL COLLEGE CORE 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 2000C	Programming Concepts	4.0
COP 2505C	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 (4.0 credits each).		**16.0**
COP 2170C	Computer Programming – Visual Basic I	4.0
COP 2171C	Computer Programming – Visual Basic II	4.0
COP 2224C	Computer Programming – C++ I	4.0
COP 2228C	Computer Programming – C++ II	4.0
COP 2250C	Computer Programming – Java I	4.0
COP 2805C	Computer Programming – Java II	4.0
COPP 2280C	Computer Programming – C# I	4.0
COPP 2281C	Computer Programming – C# II	4.0
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
TOTAL PROGRAMMING MAJOR CORE CREDITS		**92.0**
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. 8.0 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 2017	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 2001	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 4003	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.
**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).

CRIMINAL JUSTICE, BACHELOR OF SCIENCE DEGREE
48 Months – 192.0 Credit Units

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 36.0 or more transferable quarter (24.0 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 96.0 credits. 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 1020	Introduction to Criminal Justice	4.0
CJL 2134	Criminal Procedure and the Constitution	4.0
CJE 1600	Criminal Investigations	4.0
CJL 2130	Criminal Evidence	4.0
CJC 2000	Introduction to Corrections	4.0
CJE 2580	Introduction to Interviews and Interrogations	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 3670	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 Criminal Justice Professionals	4.0
CCJ 4127	Criminal Justice in the Community **--OR--**	4.0
CCJP 4550	Criminal Justice Externship*	
INVP 3100	Theoretical Aspects of Conspiracy Investigations	4.0
SCC 3004	Private Investigation I	4.0
CCJ3644	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 2017	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 PROGRAM CREDIT HOURS	**192.0**

*This course is not offered online.

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96.0 transfer credits applied to the overall degree requirement of 192.0 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36.0 semester or 54.0 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 96.0 credits in the program will fulfill all course requirements for the bachelor's 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 192.0 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 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:

☐ Communications/Humanities
   -may include ENC 3211, AML 2000
☐ Social Sciences
   -may include SYG 2000, SOP 4005, CPO 4003, 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 46.0 credits in the electives category.

HEALTH CARE ADMINISTRATION, BACHELOR OF SCIENCE DEGREE
48 Months – 192.0 Credit Units

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 Hours
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
		Continuation of College Core: Select 6.0 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	1354	Workplace Relationships	2.0
SYP	2742	Death and Dying	4.0
		Total College Core Credit Hours	**16.0**
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	1100	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 three concentrations:	
NURSING HOME ADMINISTRATION			
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 1	4.0
ENC	1102	Composition II	4.0
SPC	2017	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
SYG	2001	Principles of Sociology	4.0
		TOTAL GENERAL EDUCATION CORE CREDIT HOURS	**54.0**
		TOTAL PROGRAM CREDIT HOURS	**192.0**

*Course not offered online

PARALEGAL, BACHELOR OF SCIENCE DEGREE
48 Months – 192 Credit Units

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 36.0 or more transferable quarter (24.0 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelor's with an additional 96.0 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
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	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 Professionals	4.0
SCC	3004	Private Investigations I **OR**	4.0
PLAP	4450	Paralegal 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	2017	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**

*This course is not offered online.

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree will have 96.0 transfer credits applied to the overall degree requirement of 192.0 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36.0 semester or 54.0 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 96.0 credits in the program will fulfill all course requirements for the bachelor's 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 192.0 credits in the major core, general education, and elective categories.

**General Education Requirements: To include a minimum of 54.0 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories. In addition to the courses specified in the general education section of the program outline, students must complete a total of 24.0 credits from the following subject areas, with a minimum of 4.0 credits taken from each area:

- ☐ Communications/Humanities
  -may include ENCP 3211, AML 2000
- ☐ Social Sciences
  -may include SYG 2000, SOP 4005, CPO 4003, 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 46.0 credits in the electives category.

MASTER'S DEGREE PROGRAMS

The admissions procedures, program regulations, transfer policies, graduation requirements, degree objectives, program requirements and course descriptions specific to the Master of Business Administration degree program are described in the following section. The policies and procedures applicable to all Everest University students, as stated in the catalog, are also applicable to students enrolled in graduate degree programs.

ADMISSIONS REQUIREMENTS

GRADUATE PROGRAM ADMISSIONS REQUIREMENTS
- Applicants must have successfully completed a bachelor's degree program from an accredited college or university. Official transcripts must be provided.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.
- Certain prerequisite courses are necessary for the pursuit of many courses offered at the graduate level. Such prerequisites must have been completed before entrance into a specific course.

Prerequisite Requirements for Graduate Programs
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.

Graduate Categories of Enrollment
Applicants to the graduate programs may be classified in one of two categories: Regular Graduate Student or Provisional Graduate Student.

Regular Graduate Students
Applicants must have achieved a cumulative grade point average of not less than 3.0 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) to become a candidate for a master's degree.

Provisional Graduate Students
Applicants who do not meet the requirements to be classified as a Regular Graduate Student may enroll and matriculate as a Provisional Graduate 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 16.0 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program.

ACADEMIC POLICIES

ONLINE COURSE REQUIREMENTS
Online courses are offered at the campus through the Online Division of CCi using the eCollege platform via the Internet. Online courses have the same course objectives and outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. Students registering for an online course must obtain prior approval from their Program Director or the Academic Dean. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

Windows Systems
Windows 7, XP, or Vista
56K modem or higher
Sound Cards & Speakers

Firefox, Chrome, or Microsoft Internet Explorer

Mac Systems
Mac OS X or higher (in classic mode)
56K modem or higher
Sound Cards & Speakers
Apple Safari, Chrome, Firefox

In addition, students taking online courses must:
- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

DIRECTED STUDY
- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Students may not take more than one directed study course in a single academic term.
- Graduate students may complete a maximum of three courses (12.0 quarter credits) through directed study.

The following statement pertaining to course offerings in degree programs has been added to the catalog:

Courses in the degree programs are offered on-ground at the campus or online unless otherwise specified in the catalog. Courses that are not offered online are specified in each program outline in the catalog. During the course of a student's program, a class may not be offered on-ground during a given term, but students always have the option to take the course online. Tutoring and support services are provided at the campus to students taking online courses and the Online Café with desktop computers and a lounge area for students with laptops is available. Computers are also available in the library during library hours and in the computer labs when classes are not in session.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE PROGRAMS
Accreditor and federal regulations for receiving title IV financial assistance require that students enrolled in a graduate program meet certain qualitative and quantitative standards in order to continue their studies. The qualitative and quantitative standards must be cumulative and must include all periods of the student's enrollment regardless of whether or not financial aid was received. Completion of prerequisite requirements for admission to a master's program does not count toward the credit requirement for a master's degree. Therefore, these credits do not count toward meeting SAP requirements.

Evaluation Periods
School shall evaluate academic progress for all graduate students at the end of each academic term.

Satisfactory Academic Progress Requirements
Graduate students must maintain a minimum CGPA of 3.0. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Withdrawals and transfer credits have no effect on the student's CGPA.

Rate of Progress Toward Completion
Graduate students must maintain a minimum cumulative completion rate of two-thirds of credits attempted (67%). ROP is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed credits, transfer credits, withdrawals, and repeated courses.

Maximum Time Frame
The maximum time frame for completion of all graduate programs is limited to 150% of the published length of the program. Additionally, all requirements for graduate degrees must be completed within five (5) calendar years from the start of the initial term of enrollment.

Satisfactory Academic Progress Tables for Graduate Programs

GRADUATE DEGREES – 56 QUARTER CREDITS				
Total Credits Attempted*	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if rate of progress is below	SAP Not Met if rate of progress is below
1 - 16	3.0	N/A	66.66%	N/A
17 – 27	3.0	2.75	66.66%	50%
28 – 39	3.0	2.9	66.66%	60%
40 – 84	3.0	3.0	66.66%	65%

TRANSFER CREDITS

In addition to the transfer policies stated in the Academic Policies section of the catalog, the following applies to individuals enrolled in graduate level programs:

Maximum Transfer Credits Accepted

- 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 school. The school will accept no more than 24.0 graduate-level hours in transfer, and no graduate-level course may be transferred in which the student received a grade below a "B."

Requirements for Graduation

- Successfully complete all courses in the program with a 3.0 CGPA within the maximum time frame for completion as stated in the school catalog.
- Meet any additional program specific requirements as stated in the catalog.

TUITION, FEES AND FINANCIAL AID

Quarter-based programs will be charged for the student's first quarter (or mini-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 8 credits per quarter for graduate programs. MBA students taking undergraduate courses as pre-requisites for graduate-level courses are ineligible to receive Title IV funding for those courses. Additional tuition and fee information may be found in "Tuition and Fees" section of the catalog. Additional Financial Aid information may be found in the "Financial Information" section of the catalog.

MASTER'S DEGREE PROGRAMS

BUSINESS ADMINISTRATION, MASTER OF BUSINESS ADMINISTRATION DEGREE
24 Months - 56.0 Credit Units

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 courses, from any one concentration category listed: Accounting, Human Resources Management 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 coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement following review of official transcripts. Course descriptions for the undergraduate courses in the table below may be found in the *Course Descriptions - Undergraduate Degree Programs* section that begins on page 87. Undergraduate courses are those that have a Course Level Code of "4" or below. Undergraduate courses may not be taken as an elective as part of the Master of Business Administration Degree program.

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 56.0 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 GRADUATE CORE 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.

Course Code		Course	Quarter Credit Hours
ACCOUNTING CONCENTRATION*			
Students enrolled in the Accounting concentration take a minimum of 16.0 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 ACCOUNTING CONCENTRATION 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 HUMAN RESOURCES MANAGEMENT CONCENTRATION 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 INTERNATIONAL BUSINESS CONCENTRATION 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 16.0 Quarter Credit Hours from any combination of the courses listed for the areas of concentration above.			
TOTAL GENERAL MANAGEMENT CONCENTRATION 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.			

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

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 students 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 SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	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, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills 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, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain 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 that has the same prefix and course number but 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, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. 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. **NOTE**: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory 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

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. 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. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS 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.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to **Tinamarie Aguilar in the Transfer Center (877) 727-0058** in the **Zenith Education Group Corporate office located at 5 Hutton Centre Drive, Suite 500, Santa Ana, CA 92707** or to 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 SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

COURSE DESCRIPTIONS – ACADEMIC DEGREE PROGRAMS

ACG2021 - Introduction to Corporate Accounting	**4.0 Quarter Credits**

This course defines financial accounting objectives and their relationship to business. Students learn about the fundamental principles of accounting and the accounting cycle as it applies to corporations. *Prerequisites: APA2121* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG2178 - Financial Statement Analysis	**4.0 Quarter Credits**

This course covers the basics of financial statement analysis in directing a firm's operations. 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. *Prerequisites: None.* Lec Hrs: 40.0, Lab Hrs: 00.0, Other Hrs: 00.00

ACG2551 - Non-Profit Accounting	**4.0 Quarter Credits**

In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. *Prerequisites: ACG2021* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3073 - Accounting for Managers	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3103 - Intermediate Accounting I	**4.0 Quarter Credits**

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. *Prerequisites: APA2161* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3113 - Intermediate Accounting II	**4.0 Quarter Credits**

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. *Prerequisites: ACG3103* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3123 - Intermediate Accounting III	**4.0 Quarter Credits**

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. *Prerequisites: ACG3113* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3341 - Cost Accounting I	**4.0 Quarter Credits**

This course examines the development and operation of cost accounting systems. Topics include basic cost accounting concepts and product costing techniques. *Prerequisites: APA2161* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG3351 - Cost Accounting II	**4.0 Quarter Credits**

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. *Prerequisites: ACG3341* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG4201 - Consolidation Accounting	**4.0 Quarter Credits**

In this course students will study the major areas of emphasis in consolidation accounting which include business combinations, consolidation procedures, and foreign currency accounting. *Prerequisites: ACG3123* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACGP4632 - Auditing I	**4.0 Quarter Credits**

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. *Prerequisites: ACG3123* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG5027 - Financial Accounting	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG5216 - Advanced Accounting Topics	**4.0 Quarter Credits**

A study of advanced accounting subjects including multinational corporations, real estate and franchise accounting, partnership formation and liquidation, not-for-profit and fiduciary accounting. *Prerequisites: ACG3123 or equivalent* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG5405 - Accounting Information Systems	**4.0 Quarter Credits**

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. *Prerequisites: ACG3123 or equivalent* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG5516 - Governmental Accounting	**4.0 Quarter Credits**

An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations. *Prerequisites: ACG3123 or equivalent* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACG5647 - Auditing II	**4.0 Quarter Credits**

A continuation of ACGP4632. 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. *Prerequisites: ACG3123 or equivalent* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ACO1806 - Payroll Accounting	**4.0 Quarter Credits**

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. *Prerequisites: APA2111* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

AMH2030 - 20th Century American History	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

AML2000 - Introduction to American Literature	**4.0 Quarter Credits**

This course concentrates on the major writers of modern American literature. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

APA2121 - Principles of Accounting II	**4.0 Quarter Credits**

This course emphasizes accrual accounting based upon generally accepted accounting principles. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

APA2141 - Computerized Accounting	**4.0 Quarter Credits**

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. *Prerequisites: APA2121* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

APA2161 - Introductory Cost/Managerial Accounting	**4.0 Quarter Credits**

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. *Prerequisites: APA2121* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BSC1085 - Anatomy and Physiology I	**4.0 Quarter Credits**

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. *Prerequisites: HSC1527 (Except for nursing students)* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BSC1086 - Anatomy and Physiology II	**4.0 Quarter Credits**

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: BSC 1085* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BSC2080 - Anatomy and Physiology of the Body Systems	**4.0 Quarter Credits**

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. *Prerequisites: HSC1527* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BUL2131 - Applied Business Law	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BUL3246 - Business Law I	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

BUL3247 - Business Law II	**4.0 Quarter Credits**

A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code. *Prerequisites: BUL3246* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ1017 - Criminology	**4.0 Quarter Credits**

The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ1020 - Introduction to Criminal Justice	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ1910 - Career Choices in Criminal Justice	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ2358 - Criminal Justice Communications	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ2501 - Juvenile Justice	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ2679 - Introduction to Victims Advocacy	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020 (None for Homeland Security Major)* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ2943 - Current Issues in Criminal Justice	**4.0 Quarter Credits**

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: None Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ3334 - Alternatives to Incarceration	**4.0 Quarter Credits**

This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. *Prerequisites: CCJ1020* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ3450 - Criminal Justice Management	**4.0 Quarter Credits**

An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. *Prerequisites: CCJ1020* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ3666 - Victimology	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020 (None for Homeland Security Major)* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ3670 - Women, Crime, and Criminal Justice	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020 (DSC2010 for Homeland Security Major)* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ4054 - Criminal Justice Ethics and Liability	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020 (PLA1003 for Paralegal major)* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ4127 - Criminal Justice in the Community	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ4129 - Cultural Diversity for Criminal Justice Professionals	**4.0 Quarter Credits**

This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. *Prerequisites: CCJ1020 (PLA1003 for Paralegal major)* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ4656 - Gang Activity and Drug Operations	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJP2288 - Spanish for the Criminal Justice Professional	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJP4400 - Criminal Justice Senior Capstone Experience	**4.0 Quarter Credits**

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. *Prerequisites: 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.* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJP4550 - Criminal Justice Externship	**4.0 Quarter Credits**

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 120.0 Hours. *Prerequisites: 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.* Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0

CEN1056 - Project Development	**2.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

CENP2345C - Network Security	**4.0 Quarter Credits**

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 lecture and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. *Prerequisites: CTS2303C, CTS2383C, CNT2400C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CENP2420C - Implementing and Administering Databases	**4.0 Quarter Credits**

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. *Prerequisites: CTS1327C, CTS1334C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CENP2450C - Database Design	**4.0 Quarter Credits**

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: CTS1327C , CTS1334C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CET1605C - Network Routing I	**4.0 Quarter Credits**

This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lecture 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. *Prerequisites: CNT1003C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CET2607C - Network Routing II	**4.0 Quarter Credits**

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. *Prerequisites: CET1605C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS1280C - Computer Hardware Concepts	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS1800C - Web Site Design Methodology	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS1821C - Web Content Development	**4.0 Quarter Credits**

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. *Prerequisites: CGS1800C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2060C - Computer Applications	**4.0 Quarter Credits**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. *Prerequisites: None* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2177C - E-Commerce Systems Administration	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2501C - Applied Word Processing	**4.0 Quarter Credits**

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. *Prerequisites: CGS2060C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2573C - Applied Spreadsheets	**4.0 Quarter Credits**

This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. *Prerequisites: CGS2060C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2820C - Web Authoring	**4.0 Quarter Credits**

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. *Prerequisites: CGS1800C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2877C - Web Animation	**4.0 Quarter Credits**

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. *Prerequisites: CGS 2820C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CGS2910C - Web Design Portfolio Project	**2.0 Quarter Credits**

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. *Prerequisites: GRA2125C, CGS2877C* Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0

CIS2252 Ethics in Computing	**4.0 Quarter Credits**

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 2167. Lecture hours: 40 hours. Lab hours: 0 Other Hours: 0

CIS2321 - Introduction to the Systems Development Life Cycle	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CIS3303C - Object-Oriented Analysis and Design	**4.0 Quarter Credits**

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. *Prerequisites: CIS2321 and COP2170C or COP2224C or COP2250C or COPP2280 or COPP2280C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CIS3345 - Database Concepts I	**4.0 Quarter Credits**

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. *Prerequisites: CIS2321* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CIS3615 - Designing Secure Software	**4.0 Quarter Credits**

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: CIS3303 and COP2171C or COP2228C or COPP2281 or COP2805C* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CIS4328C - Senior Project: Systems Implementation and Integration	**4.0 Quarter Credits**

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. *Prerequisites: CIS3303C and Senior Standing* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CIS4329C - Senior Project: Systems Analysis and Design	**4.0 Quarter Credits**

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: CIS3303C and Senior Standing* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CISP2475C - Designing Network Security	**4.0 Quarter Credits**

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 lecture and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. *Prerequisites: CTS2303C, CTS2383C, CNT2400C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CJC2000 - Introduction to Corrections	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE1600 - Criminal Investigations	**4.0 Quarter Credits**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2100 - Policing in America	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2580 - Introduction to Interviews and Interrogations	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE2670 - Introduction to Forensics	**4.0 Quarter Credits**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. *Prerequisites: CCJ1020* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJE4668 - Computer Crime	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020 -or- CGS2060C (for non Criminal Justice majors)* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJL2130 - Criminal Evidence	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJL2134 - Criminal Procedure and the Constitution	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CJL3215 - Concepts of Criminal Law	**4.0 Quarter Credits**

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. *Prerequisites: CCJ1020 (CJL1100 for Homeland Security Major; PLA1003 for Paralegal major)* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CNT1003C - Computer Networking Fundamentals	**4.0 Quarter Credits**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. *Prerequisites: None* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CNT2400C - Network Security Fundamentals	**4.0 Quarter Credits**

This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. *Prerequisites: CNT1003C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2000C - Programming Concepts	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

COP2170C - Computer Programming - Visual Basic I	**4.0 Quarter Credits**

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. *Prerequisites: COP2505C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2171C - Computer Programming - Visual Basic II	**4.0 Quarter Credits**

This course is a continuation of COP2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. *Prerequisites: COP2170C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2224C - Computer Programming - C++ I   **4.0 Quarter Credits**
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. *Prerequisites: COP2505C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2228C - Computer Programming - C++ II   **4.0 Quarter Credits**
This course is a continuation of COP2224C, 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. *Prerequisites: COP2224C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2250C - Computer Programming - Java I   **4.0 Quarter Credits**
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. *Prerequisites: COP2505C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2505C - Fundamental Programming Techniques   **4.0 Quarter Credits**
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. *Prerequisites: COP2000C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2805C - Computer Programming - Java II   **4.0 Quarter Credits**
This course is a continuation of COP2250C. 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. *Prerequisites: COP2250C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP2840C - Content Generation - Scripting Languages   **4.0 Quarter Credits**
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. *Prerequisites: CGS1821C, COP2505C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP3764C - Structured Query Language   **4.0 Quarter Credits**
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. *Prerequisites: CIS3345* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COP4724C - Database Application Development   **4.0 Quarter Credits**
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: COP2228C or COP2805C or COPP2281 or COP2171C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP2280C - Computer Programming – C# I   **4.0 Quarter Credits**
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#. *Prerequisites: COP2505C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

COPP2281C - Computer Programming – C# II   **4.0 Quarter Credits**
This course is a continuation of COPP2280C, 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. *Prerequisites: COPP2280C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CPO4003 - Global Politics   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CTS1110C - Computer Operating Systems   **4.0 Quarter Credits**
This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. *Prerequisites: None* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS1327C - Network Operating Systems – Client	4.0 Quarter Credits

This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. *Prerequisites: CNT1003C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS1334C - Network Operating Systems – Server	4.0 Quarter Credits

This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. *Prerequisites: CNT1003C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS2303C - Network Directory Services	4.0 Quarter Credits

This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. *Prerequisites: CNT1003C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS2383C - Network Management	4.0 Quarter Credits

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. *Prerequisites:* CTS2303C, CTS2386C Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS2386C - Network Infrastructure	4.0 Quarter Credits

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. *Prerequisites: CNT1003C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CTS4107 - Survey of Operating Systems	4.0 Quarter Credits

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. *Prerequisites: CTS1110C* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC2002 - Introduction to Terrorism	4.0 Quarter Credits

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

DSC3214 - Catastrophic Event Response Planning	4.0 Quarter Credits

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECO3007 – Macroeconomics	4.0 Quarter Credits

This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECO3028 – Microeconomics	4.0 Quarter Credits

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECO5010 - Economic Analysis of the Firm	4.0 Quarter Credits

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECO5709 - International Economic Systems	4.0 Quarter Credits

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. *Prerequisites: ECO3007* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECOP1021 - General Economics	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ECP5705 - Managerial Economics	**4.0 Quarter Credits**

A comprehensive examination of microeconomic data employed in management analysis and decision rendering. *Prerequisites: ECO3028 or ECO3007 or ECO5010 or equivalent* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENC1101 - Composition I	**4.0 Quarter Credits**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENC1102 - Composition II	**4.0 Quarter Credits**

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. *Prerequisites: ENC1101* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENC3211 - Report Writing	**4.0 Quarter Credits**

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. *Prerequisites: ENC1102* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENGP0011 - Basic English Studies	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ENGP1132 - English Usage	**4.0 Quarter Credits**

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. 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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

EVS1001 - Environmental Science	**4.0 Quarter Credits**

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

FIL1244 - Electronic Field Production	**4.0 Quarter Credits**

This course emphasizes the principal concepts and techniques needed in production. Students acquire the skills in camera operation, audio, lighting, and other peripheral devices. *Prerequisites: None* Lecture Hours; 40.0 Lab Hours 0.0; Other Hours: 00.0

FIL1034 - History of Motion Pictures	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours 40.0; Lab Hours 0.0; Other Hours: 00.0

FIL2724C - Computer Graphics I	**4.0 Quarter Credits**

Introduction to computer graphics. Students learn system operations, 2-D graphics, 2-D animation, and multimedia applications. *Prerequisites: None* Lecture Hours 30.0; Lab Hours 20.0; Other Hours: 00.0

FIL1421 - Film Production I	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours 40.0; Lab Hours 0.0; Other Hours: 00.0

FIL2576C - Post Production I	**4.0 Quarter Credits**

This course is designed to introduce students to the post production process. Students learn fundamental editing techniques and aesthetics. *Prerequisite: None* Lecture Hours: 30; Lab Hours: 20; Other Hours. 00.0

FIL1801 - Film Criticism I	**2.0 Quarter Credits**

Films produced (Circa 1970-1989) will be screened weekly, followed by a lecture and discussion analyzing the film's structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. *Prerequisites: None* Lecture Hours 20.0; Lab Hours 0.0; Other Hours: 00.0

FIL1802 - Film Criticism II	**2.0 Quarter Credits**

Films produced (Circa 1990 - present) will be screened weekly, followed by a lecture and discussion analyzing the films' structural elements. Styles of editing, writing, directing, acting, cinematography, and sound will be the many styles explored. *Prerequisites: None* Lecture Hours 20.0; Lab Hours 0.0; Other Hours: 00.0

FIL2743C - Advanced Video Techniques	**4.0 Quarter Credits**

Students incorporate and demonstrate advanced skills in cameras, lighting, and sound. Various programs and projects will be produced by students. *Prerequisite: FIL1244* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

FIL22577C - Post Production II	**4.0 Quarter Credits**

This course covers the postproduction process and provides students with the advanced skills of editing. *Prerequisite: FILP246* Lecture Hours: 30.0 Lab Hours: 20.0; Other Hours: 00.0

FIL1430 - Film Production II	**4.0 Quarter Credits**

Students will receive training in the operation of film cameras and will learn procedures used by professional camera people in the industry. *Prerequisites: FIL1421* Lecture Hours: 40.0; Lab Hours: 0.0; Other Hours: 00.0

FIL2104 - Script Development I	**4.0 Quarter Credits**

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: ENC1101* Lecture Hours: 40.0; Lab Hours: 0.0; Other Hours: 00.0

FIL1610 - Business Management of Film and Video	**4.0 Quarter Credits**

Course designed to prepare students in management and business considerations related to the video/film industry. *Prerequisite: None* Lecture Hours: 40.0; Lab Hours: 0.0; Other Hours: 00.0

FIL2482 - Directing and Acting	**4.0 Quarter Credits**

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: FIL1244* Lecture Hours: 40.0; Lab Hours: 0.0; Other Hours: 00.0

FIL1243C - Production Techniques	**4.0 Quarter Credits**

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: FIL1244* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

FIL2360 - Documentary Production	**4.0 Quarter Credits**

This course explores the uses and analysis of the non-fiction film. *Prerequisite: FIL1244* Lecture Hours: 40.0; Lab Hours: 0.0; Other Hours: 00.0

FIL2732C - Computer Graphics II	**4.0 Quarter Credits**

Students apply advanced computer techniques in animation. Skills acquired in Computer Graphics I will be expanded. *Prerequisite: FIL2724C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

FIL2105 - Script Development II	**4.0 Quarter Credits**

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: FIL2104* Lecture Hours: 40.0; Lab Hours: 0.0; Other Hours: 00.0

FIL2530 - Sound	**4.0 Quarter Credits**

This course emphasizes two basic aspects of audio: studio and field recording techniques, and the post production process. *Prerequisite: FIL1244* Lecture Hours 40.0; Lab Hours: 0.0; Other Hours: 00.0

FIL2945 - Film/Video Externship	**4.0 Quarter Credits**

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 hours in the major core component and minimum "C" (GPA) grade.* Lecture Hours: 0.0; Lab Hours 0.0; Other Hours 120.0

FIL2942C - Film/Video Production Workshop	**4.0 Quarter Credits**

Guidance, instruction, and evaluation of film/video projects from initial concept through release. Prerequisites: FIL2743C or FIL1430. Lecture Hours 30.0 Lab Hours 20.0 Other Hrs. 000.

FIN1103 - Finance	**4.0 Quarter Credits**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

FIN3005 - Principles of Finance	**4.0 Quarter Credits**

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* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

FIN3501 - Investments	**4.0 Quarter Credits**
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. *Prerequisites: None.* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
FIN5609 - International Finance	**4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
FIN6409 - Financial Management	**4.0 Quarter Credits**
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. *Prerequisites: ACG5027 or Accounting Principles (equivalent to APA2111 and APA2121) coursework at the undergraduate level* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
GEB4361 - Management of International Business	**4.0 Quarter Credits**
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. *Prerequisites: MAN1030 or MAN2021* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
GRA2125C - Graphic Design Using Adobe Photoshop	**4.0 Quarter Credits**
This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.	
HIM1213 - Ancillary Health Facilities	**4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
HIM2260C - Introduction to Hospital Billing	**4.0 Quarter Credits**
This course will cover the hospital-billing environment, including the completion of the UB-04 claim form using the software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-04 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. ICD-10 procedural coding and prospective payment systems are introduced. *Prerequisites: HIM1222C, HIM2272* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0	
HIM2278C - Medical Finance and Insurance	**4.0 Quarter Credits**
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. Students will be exposed to Electronic Health Records software applications used within the healthcare setting in both ambulatory and hospital environments. *Prerequisites: HIM2272 for MIBC students; HSC1527 for Medical Assistant students* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0	
HIM2272 - Medical Insurance Billing	**4.0 Quarter Credits**
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. *Prerequisites: HSC1527* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
HIM2326C - Computer Applications for MIBC	**4.0 Quarter Credits**
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 preparing claims, including the use of medical office management software. Students will be working from source documents to do data entry, code entry and assignment, and produce clean claims. *Prerequisites: CGS2060C* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0	
HIM2512 - Medical Office Management and Compliance	**4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	

HSA1100 - Health Care Delivery Systems	**4.0 Quarter Credits**

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* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA1550 - Medical Law and Ethics	**2.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

HSA2182 - Health Care Organization and Administration	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA2411 - Demographic Aspects and Cultural Diversity in Health Care	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA3140 - Health Care Planning/Evaluation	**4.0 Quarter Credits**

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. *Prerequisites: HSA2182* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA3150 - Public Policy in Health Care	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA3222 - Long Term Care Administration	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA4170 - Financial Management in Health Care	**4.0 Quarter Credits**

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. *Prerequisites: APA 2111* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA4191C - Information Systems and Computer Applications in Health Care	**4.0 Quarter Credits**

Overview of health care information systems with emphasis on computer applications. Discussion of software and hardware requirements. *Prerequisites: None* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

HSA4341 - Conflict Management in Health Care	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA4502 - Risk Management	**4.0 Quarter Credits**

Safety, liability and loss control issues with emphasis on risk retention, risk reduction, and risk transfer in health care. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSA4751 - Introduction to Health Statistics	**4.0 Quarter Credits**

Use of health record database for statistical and reporting purposes. Topics include inputting data and preparing reports as related to health care services. *Prerequisites: MAT1033, STA2014* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSAP1801 - Nursing Home Externship Part 1	**4.0 Quarter Credits**

This course is an out-of-classroom externship. This first externship is a method and process in which the student can acquire first-hand knowledge through observation of each nursing home department, while under the supervision of the Program Director, as well as under the direction of the nursing home administrator or assignee. Prerequisite: All Major Core courses in Health Care Administration program. Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 120

HSAP2802 - Nursing Home Externship Part 2   **6.0 Quarter Credits**

This course is a continuation of the out-of-classroom externship. Students will continue to acquire first-hand knowledge and experience in the field while under the supervision of the Program Director, as well as under the direction of a nursing home administrator or assignee. *Prerequisite: Nursing Home Externship-Part 1.* Lecture Hours: 000 Lab Hours: 000 Other Hours: 180

HSAP3803 - Nursing Home Externship Part 3   **6 .0 Quarter Credits**

This course is a continuation of the out-of-classroom externship. Students will continue to acquire first-hand knowledge and experience in the field while under the supervision of the Program Director, as well as under the direction of a nursing home administrator or assignee. *Prerequisite: Nursing Home Externship-Part 2.* Lecture Hours: 000 Lab Hours: 000 Other Hours: 180

HSAP4804 - Nursing Home Externship Part 4   **6.0 Quarter Credits**

This course is the final out-of-classroom externship. Students will continue to acquire first-hand knowledge and experience in the field while under the supervision of the Program Director, as well as under the direction of a nursing home administrator or assignee. *Prerequisite: Nursing Home Externship-Part 3.* Lecture Hours: 000 Lab Hours: 000 Other Hours: 180

HSC1527 - Medical Terminology   **4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSC1529 - Diseases of the Human Body   **4.0 Quarter Credits**

This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. *Prerequisites: BSC2080* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HSC3553 - Legal Aspects/Legislation in Health Care   **4.0 Quarter Credits**

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. *Prerequisites: BUL2131* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HUN1001 - Basic Nutrition   **2.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

IES 0101 - Introduction to American English I   **0.0 Quarter Credit**

This course is designed to introduce native speakers of languages other than English to foundational reading, writing, and conversation skills. An emphasis is placed on appropriate production of the consonant and vowel sounds as well as the stress, intonation, and rhythm patterns of American English as encountered in everyday communicative situations. Students will learn basic grammar and sentence structure through writing and reading assignments. This course will not count toward degree completion. Lecture Hours: 90.0 Lab Hours: 30.0 Other Hours: 0.0.

IES 0102 - Introduction to American English II   **0.0 Quarter Credit**

This course is a continuation of IES 0101. This course will not count toward degree completion. Lecture Hours: 90.0 Lab Hours: 30.0 Other Hours: 0.0.

IES 0201 - Fundamentals of English I   **0.0 Quarter Credit**

This course assists students in building vocabulary and more advanced knowledge of grammar and sentence structures. Students will practice these skills through reading and writing assignments. Additionally, students will enhance their verbal English skills through oral presentations and individual and group conversations. This course will not count toward degree completion. Lecture Hours: 90.0 Lab Hours: 30.0 Other Hours: 0.0.

IES 0202 - Fundamentals of English II   **0.0 Quarter Credit**

This course is a continuation of IES 0201. This course will not count toward degree completion. Lecture Hours: 90.0 Lab Hours: 30.0 Other Hours: 0.0.

IES 0301 - English Skills Application I   **0.0 Quarter Credit**

This course continues to build reading, writing, and conversation skills. Students will develop writing skills including more complex sentence structures. They will converse in English using real-life situations and consumer scenarios. Vocabulary is expanded through a variety of reading assignments. This course will not count toward degree completion. Lecture Hours: 90.0 Lab Hours: 30.0 Other Hours: 0.0.

IES 0302 - English Skills Application II   **0.0 Quarter Credit**

This course is a continuation of IES 0301. This course will not count toward degree completion. Lecture Hours: 90.0 Lab Hours: 30.0 Other Hours: 0.0.

IES 0401 - Advanced English Studies I   **0.0 Quarter Credit**
This is an advanced reading, writing, and conversation course that concentrates on complex grammatical structures that apply to daily life. It consists of oral presentations and the use of popular culture and reading assignments to build vocabulary and refine students' communication skills. Upon successful completion of IES 0401 and IES 0402, a student may be eligible to enroll in an undergraduate course of study at Everest University. This course will not count toward degree completion. Lecture Hours: 90.0 Lab Hours: 30.0 Other Hours: 0.0.

IES 0402 - Advanced English Studies II   **0.0 Quarter Credit**
This course is a continuation of IES 0401. Upon successful completion of IES 0401 and IES 0402, a student may be eligible to enroll in an undergraduate course of study at Everest University. This course will not count toward degree completion. Lecture Hours: 90.0 Lab Hours: 30.0 Other Hours: 0.0.

IES 0502 - Intensive English Capstone   **0.0 Quarter Credit**
This course is designed to enhance students' English skills and prepare them to successfully achieve a TOEFL score that qualifies them for admission into an undergraduate or master's program at Everest University. This course will not count toward degree completion. Lecture Hours: 144.0 Lab Hours: 72.0 Other Hours: 0.0. Prerequisites: IES 0401 and IES 0402 or a minimum TOEFL score of 450 (paper-based test) or its equivalent on a comparable test.

INVP3100 - Theoretical Aspects of Conspiracy Investigations   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

CCJ3644 - Methodology of Economic Crimes   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ISM5026 - Management Information Systems   **4.0 Quarter Credits**
A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

LIS2004 - Introduction to Internet Research   **2.0 Quarter Credits**
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to the Internet. *Prerequisites: None* Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0

LTCP3205 - Nursing Home Federal Guidelines   **4.0 Quarter Credits**
This course will provide students an overview of the specific LTC federal guidelines and requirements in preparation for a Department of Health Services survey. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN1030 - Introduction to Business   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN1733 – Management Today   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN2021 - Principles of Management   **4.0 Quarter Credits**
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN2031 - Let's Talk Business   **2.0 Quarter Credits**
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. *Prerequisites: None* Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

MAN2300 - Introduction to Human Resources   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN2604 - Introduction to International Management** | **4.0 Quarter Credits** |

A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN2727 - Strategic Planning for Business** | **4.0 Quarter Credits** |

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: MAN1030, APA2121* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN3100 - Human Relations in Management** | **4.0 Quarter Credits** |

A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. *Prerequisites: MAN2021* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN3344 - Principles of Supervision** | **4.0 Quarter Credits** |

A study of various aspects of the supervisor's job including work planning, organizing, leadership, decision making, and effective communication. *Prerequisites: MAN2021* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN3554 - Workplace Continuity and Contingency Planning** | **4.0 Quarter Credits** |

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN4302 - Management of Human Resources** | **4.0 Quarter Credits** |

An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. *Prerequisites: MAN2300 or MAN3100 (HSA2182 for Health Care Administration program).* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN4400 - Labor Relations and Collective Bargaining** | **4.0 Quarter Credits** |

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. *Prerequisites: MAN2021 or HFT1211* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN4701 - Business Ethics** | **4.0 Quarter Credits** |

This course applies the ethnical dimension to business decisions in today's complex political, social, economic and technological environment. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN4734 - Contemporary Management** | **4.0 Quarter Credits** |

This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. *Prerequisites: MAN2021* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN4764 - Business Policy and Strategy** | **4.0 Quarter Credits** |

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. *Prerequisites: MAN2021* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN5066 - Managerial Ethics** | **4.0 Quarter Credits** |

This course offers a comprehensive, integrated approach to business ethics which incorporates the principles of critical and ethical thinking and applies them to selected case studies. The course addresses ethics from the management, social, economic, and legal perspectives. An objective method of ethical analysis is emphasized for managerial decision making. The course provides a conceptual, systematic and practical study of ethics in business with an emphasis on the moral responsibilities of managers and organizations. *Prerequisites: None.* Lec Hrs: 40.0, Lab Hrs: 00.0, Other Hrs: 00.00

| **MAN5140 - Managerial Decision Making** | **4.0 Quarter Credits** |

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

| **MAN5245 - Organizational Behavior** | **4.0 Quarter Credits** |

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAN5266 - Management of Professionals	**4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MAN5285 - Organizational Development and Change	**4.0 Quarter Credits**
Theory and research related to management efforts to design and implement continual developmental activities to alter climate and improve productivity and effectiveness in organizations. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MAN5355 - Managerial Assessment and Development	**4.0 Quarter Credits**
Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MAN5601 - International Business	**4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MAN5910 - Business Research	**4.0 Quarter Credits**
An in-depth study of business research methods and practices vital to the business professional. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MAN6307 - Management of Human Resources	**4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MAN6721 - Business Policy and Strategy	**4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MANP2501 - Capstone Experience	**4.0 Quarter Credits**
This course, to be taken within the student's last 24.0 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. *Prerequisites: To be taken within the student's last 24.0 credits of the program.* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0	
MANP4501 - Applied Management Senior Capstone Experience	**4.0 Quarter Credits**
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. *Prerequisites: MAN2021* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MAR1011 - Introduction to Marketing	**4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MAR2141 - Introduction to International Marketing	**4.0 Quarter Credits**
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. *Prerequisites: MAR1011* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MAR2305 - Customer Relations and Servicing	**4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
MAR2320 - Advertising	**4.0 Quarter Credits**
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	

MAR2720 - Marketing on the Internet	**4.0 Quarter Credits**

A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. *Prerequisites: MAR1011* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

MAR3156 - Global Marketing	**4.0 Quarter Credits**

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. *Prerequisites: MAR1011 or MAR2141* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR3231 - Retailing	**4.0 Quarter Credits**

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. *Prerequisites: MAN1030 or MAR1011* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR3310 - Public Relations	**4.0 Quarter Credits**

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. *Prerequisites: MAR1011* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR3400 - Salesmanship	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR3503 - Consumer Behavior	**4.0 Quarter Credits**

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. *Prerequisites: MAR1011 or MAR2320* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR4200 - Marketing Channels and Distribution	**4.0 Quarter Credits**

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. *Prerequisites: MAR1011* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR4333 - Promotional Policies and Strategies	**4.0 Quarter Credits**

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: MAR1011 and MAR2320* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR4613 - Marketing Research	**4.0 Quarter Credits**

Research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. *Prerequisites: MAR1011* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR5153 - International Marketing	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAR5805 - Marketing Management	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAT0024 - Basic Math Studies	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MAT1033 - College Algebra	**4.0 Quarter Credits**

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HIM1222C - Introduction to ICD-9 Coding	**4.0 Quarter Credits**

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. *Prerequisites: HSC1527, BSC2080. May be taken with co-requisite of HSC1529* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEAP1302 - Introduction to ICD-10 Coding	**2.0 Quarter Credits**

This course will cover the basic guidelines and coding conventions in ICD-10-CM with a primary focus on the professional (outpatient) guidelines and code applications. The differences between the current ICD-9-CM and the ICD-10-CM systems will be explored and the impact on the healthcare environment. *Prerequisite: MEAP1301* Lecture Hours: 20.0: Lab Hours: 00.0: Other Hours: 00.0

HIM1253 - Introduction to CPT Coding	**4.0 Quarter Credits**

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. *Prerequisites: HSC1527, HSC1529, BSC2080* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

MEAP2246 - Pharmacology for MIBC	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HIM2273 - Third Party Payers	**4.0 Quarter Credits**

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. *Prerequisites: HIM2272* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HIM2255 - Advanced CPT Coding	**4.0 Quarter Credits**

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. *Prerequisites: MEAP1305* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

HIM2283 - Abstract Case Coding	**2.0 Quarter Credits**

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. *Prerequisites: MEAP2346* Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

MEAP2808 - Externship for MIBC	**4.0 Quarter Credits**

This course is 120 Hours 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. *Prerequisites: All classes in the MIBC CORE must be completed prior to enrollment* Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0

MTB1103 - Business Math	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

OST1149L - Keyboarding	**2.0 Quarter Credits**

Designed to familiarize the student with basic keyboarding and develop minimum typing skills. *Prerequisites: None* Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

OST2335 - Business Communications	**4.0 Quarter Credits**

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. *Prerequisites: ENC1102* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA1003 - Introduction to Paralegal	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA1105 - Legal Research and Writing I	**4.0 Quarter Credits**

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. *Prerequisites: PLA1003* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PLA2106 - Legal Research and Writing II	**4.0 Quarter Credits**

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. *Prerequisites: PLA1105* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PLA2201 - Civil Litigation I	**4.0 Quarter Credits**

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. *Prerequisites: PLA1003* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2203 - Civil Procedure	**4.0 Quarter Credits**

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. *Prerequisites: PLA1003* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2224 - Civil Litigation II	**4.0 Quarter Credits**

This course follows PLA2201, 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. *Prerequisites: PLA2201* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2273 - Torts	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2363 - Criminal Procedure and the Constitution	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2423 - Contract Law	**4.0 Quarter Credits**

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. *Prerequisites: PLA1003* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2433 - Business Organizations	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2460 - Bankruptcy   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2483 - Introduction to Administrative Law   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2600 - Wills, Trusts, and Probate   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2610 - Real Estate Law   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2631 - Environmental Law   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2763 - Law Office Management   **4.0 Quarter Credits**
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. *Prerequisites: PLA1003* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2800 - Family Law   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA2930 - Contemporary Issues and Law   **4.0 Quarter Credits**
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. *Prerequisites: PLA1003* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA3115 - Legal Research and Writing III   **4.0 Quarter Credits**
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. *Prerequisites: PLA2106* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PLA3570 - International Law   **4.0 Quarter Credits**
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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA4116 - Legal Research and Writing IV   **4.0 Quarter Credits**
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. *Prerequisites: PLA3115* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PLA4263 - Rules of Evidence   **4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA4274 - Advanced Tort Law   **4.0 Quarter Credits**

A continuation of PLA2273. 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. *Prerequisites: PLA2273* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA4470 - Employment Law   **4.0 Quarter Credits**

State and federal regulation of employment relationships with primary focus upon harassment laws; workers disability, unemployment compensation, wrongful discharge and discrimination. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA4473 - Worker's Compensation and Employment Benefit Law   **4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLA4523 - Law and Medicine   **4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLAP3210 - Elder Law   **4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLAP4400 - Paralegal Senior Capstone Experience   **4.0 Quarter Credits**

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. *Prerequisites: Student must be in final two quarters of the program.* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PLAP4450 - Paralegal Externship   **4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 120.0

PLAP4483 - Administrative Law   **4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

POS2041 - American National Government   **4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PSY2012 - General Psychology   **4.0 Quarter Credits**

This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PTN1702 - Administration of Medication and the History of Pharmacy   **4.0 Quarter Credits**

This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in this 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. A brief overview of pharmacy calculations are covered and an overview of body systems. Requirements for prescription processing and over-the-counter medications are explained. In addition, aseptic technique, pharmacy stock and billing and professional organizations are reviewed. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PTN1703 - Pharmaceutical Calculations	4.0 Quarter Credits

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. *Prerequisites: PTN1704* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PTN1704 - Professional Aspects of Pharmacy Technology	4.0 Quarter Credits

This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Students will learn about the Ambulatory, Institutional and Home Care practice settings. Student will review pharmaceutical terminology, medical abbreviations, pharmaceutical dosage forms, and pharmaceutical calculations. Students are introduced to basic biopharmaceutics, pharmacokinetics, pharmacodynamics, understanding physiology, drug classifications and pharmacologic actions. Aseptic technique, sterile compounding, and intravenous admixture is discussed. Students will discuss medication errors and what can be done to prevent medication errors. The use of computer technology in today's pharmacies is discussed. *Prerequisites: PTN1702* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PTN1740 - Externship	5.0 Quarter Credits

This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experience 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. *Prerequisites: Completion of didactic program* Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 160

PTN1780C - Administrative and Practical Aspects of Pharmacy Technology	4.0 Quarter Credits

This course is designed to provide the student with an overall understanding of the practical aspects and hands-on applications involved in working in a pharmacy. Included in this course are practical aspects of pharmacy dispensing including reading and interpreting prescription and medication orders, labeling dispensed products, handling controlled substances, setting beyond-use dates for both manufactured and compounded products, patient consultation and drug utilization review, and general pharmaceutical calculations. As so reviewed in this course is the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medication errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control. This course emphasis in on pharmaceutical compounding including dosage forms and their usage instructions with a review of description of ingredients, calculations, procedures, compatibility and stability evaluations, quality control procedures, and patient consultations. *Prerequisites: PTN1702* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

PTNP1200 - Home Infusion Pharmacy	2.0 Quarter Credits

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. *Prerequisites: PTNP2020, PTNP2030* Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

PTNP1300 - Communication Skills in Pharmacy	4.0 Quarter Credits

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PTNP2020 - Pharmacology I	4.0 Quarter Credits

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. *Prerequisites: BSC1086, HSC1527, BSC1085, PTN1703* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PTNP2030 - Pharmacology II	4.0 Quarter Credits

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. *Prerequisites: BSC1086, HSC1527, BSC1085, PTN1703, PTNP2020* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

PTNP2200 - Pharmacy Technology Lab	**2.0 Quarter Credits**

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. *Prerequisites: HSC1527, PTN 1702, PTN 1703, PTN1780C* Lecture Hours: 00.0; Lab Hours: 40.0; Other Hours: 00.0

QMB5305 - Statistics for Managers	**4.0 Quarter Credits**

A comprehensive introduction to statistical and quantitative business methods in decision making. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

QMB5355 - Quantitative Methods	**4.0 Quarter Credits**

Quantitative methods theory and problems relating to business and industry in supporting administrative decision making. *Prerequisites: None.* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SBM2000 - Small Business Management	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SCC3004 - Private Investigation I	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SLS1105 - Strategies for Success	**4.0 Quarter Credits**

This course is designed to equip students for transitions in their education and life. The course includes an introduction to the school and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SLS1321 - Career Skills and Portfolio Development	**2.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

SLS1354 - Workplace Relationships	**2.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

SLS1505 - Basic Critical Thinking	**2.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0

SLSP3130 - Principles and Applications of Adult Learning	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SOP4005 - Social Psychology	**4.0 Quarter Credits**

Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. *Prerequisites: PSY2012* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SPC2017 - Oral Communications	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

STA2014 – Statistics	**4.0 Quarter Credits**

This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. *Prerequisites: MAT1033* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SYG2001 - Principles of Sociology	**4.0 Quarter Credits**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

SYP2742 - Death and Dying	**4.0 Quarter Credits**

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. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.

TAX2000 - Tax Accounting	**4.0 Quarter Credits**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. *Prerequisites: None* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

TAX4001 - Federal Taxation I	**4.0 Quarter Credits**

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. *Prerequisites: APA2161* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

TAX4011 - Federal Taxation II	**4.0 Quarter Credits**

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. *Prerequisites: TAX4001* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

TAX6065 - Tax Research and Planning	**4.0 Quarter Credits**

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. *Prerequisites: TAX4011* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

ZENITH EDUCATION GROUP

The following schools are owned by Zenith Education Group:	
Everest College	Detroit, MI (branch of Everest Institute, Southfield, MI)
Arlington (Mid Cities), TX (additional location of Everest College, Springfield, MO)	Eagan, MN (additional location of Everest Institute, Cross Lanes, WV)
Aurora, CO (additional location of Everest College, Thornton, CO)	Gahanna, OH (branch of Everest Institute, Southfield, MI)
Atlanta West, GA (branch of Everest Institute, Southfield, MI)	Grand Rapids, MI (main campus)
Bedford Park, IL (branch of Everest Institute, Southfield, MI)	Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
Bremerton, WA (main campus)	Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
Burr Ridge, IL (branch of Everest College, Skokie, IL)	Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
Chesapeake, VA (additional location of Everest College, Newport News, VA)	Jonesboro, GA (branch of Everest Institute, Southfield, MI)
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Everett, WA (additional location of Everest College, Bremerton, WA)	Norcross, GA (branch of Everest Institute, Southfield, MI)
Fort Worth North, TX (additional location of Everest College, Salt Lake City, UT)	Pittsburgh, PA (main campus)
Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)	Portland (Tigard), OR (additional location of Everest College, Seattle, WA)
Henderson, NV (main campus)	San Antonio, TX (main campus)
Kansas City, MO (additional location of Everest University, Pompano Beach)	Silver Spring, MD (additional location of Everest College, Portland, OR)
Melrose Park, IL (branch of Everest College, Skokie, IL)	Southfield, MI (main campus)
Merrillville, IN (additional location of Everest Institute, Grand Rapids, MI)	South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)	
Newport News, VA (main campus)	**Everest University**
Portland, OR (main campus)	Tampa (Brandon), FL (additional location of Everest University North Orlando, FL)
Renton, WA (main campus)	Jacksonville, FL (additional location of Everest University, North Orlando, FL)
Salt Lake City, UT (main campus)	Lakeland, FL (additional location of Everest University, North Orlando, FL)
Seattle, WA (main campus)	Largo, FL (additional location of Everest University, North Orlando, FL)
Skokie, IL (main campus)	Melbourne, FL (additional location of Everest University, North Orlando, FL)
Springfield, MO (main campus)	North Orlando, FL (main campus)
St. Louis, MO (additional location of Everest College, Bremerton, WA)	Orange Park, FL (additional location of Everest University, North Orlando, FL)
Tacoma, WA (additional location of Everest College, Bremerton, WA)	Pompano Beach, FL (additional location of Everest University, North Orlando, FL)
Thornton, CO (main campus)	South Orlando, FL (additional location of Everest University, North Orlando, FL)
Vancouver, WA (additional location of Everest College, Portland, OR)	Tampa, FL (additional location of Everest University, North Orlando, FL)
Vienna, VA (Tyson's Corner) (additional location of Everest College, Colorado Springs, CO)	
Woodbridge, VA (additional location of Everest College, Seattle, WA)	**WyoTech**
	Blairsville, PA (branch of WyoTech, Laramie, WY)
Everest Institute	Daytona Beach, FL (main campus)
Austin, TX (branch of Everest Institute, Southfield, MI)	Laramie, WY (main campus)
Bensalem, PA (additional location of Everest College, Seattle, WA)	
Chelsea, MA (additional location of Everest Institute, Southfield, MI)	
Cross Lanes, WV (main campus)	
Dearborn, MI (branch of Everest Institute, Southfield, MI)	

STATEMENT OF OWNERSHIP

This campus is owned and operated by Zenith Education Group, Inc. (Zenith), a Delaware nonprofit corporation. Zenith's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for Zenith and ECMC Group are located at:

1 Imation Place
Building 2
Oakdale, MN 55128

ECMC Group	
Directors	**Officers**
John DePodesta, Chair	David Hawn, President and CEO
Gary Cook	Greg Van Guilder, Chief Financial Officer and Treasurer
Roberta Cooper Ramo	Dan Fisher, General Counsel and Corporate Secretary
David Hawn	
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James McKeon	
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Zenith Education Group	
Directors	**Officers**
John DePodesta, Chair	David Hawn, President
Gary Cook	Greg Van Guilder, Treasurer
I. King Jordan	Dan Fisher, Secretary
James McKeon	
Jack O'Connell	

ADMINISTRATION

Administration	
Louise Stienkeoway	Campus President
Heidi Pollpeter	Academic Dean
Linda Kaisrlik	Director of Student Finance
Kenny Anderson	Director of Adult Admissions
Danielle Thornton	Director of Career Service

CATALOG SUPPLEMENT

See the catalog supplement for information related to the faculty listing.

TUITION AND FEES

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Business Accounting	36 weeks	72	$10,456	$2,201
Business Sales and Customer Service	36 weeks	78	$10,890	$1,620
Massage Therapy	36 weeks	55	$8,834	$1,399
Medical Administrative Assistant	33 weeks	48	$10,586	$1,761
Medical Assistant	41 weeks	60	$13,151	$2,221
Medical Insurance Billing and Coding	33 weeks	48	$10,349	$1,969
Pharmacy Technician	33 weeks	48	$11,210	$1,015
Quarter Based Program	**Tuition Per Credit Hour**	**Estimated Books Per Quarter**		
Associate Degree in Film and Video Production	See Flat-rate term table	$425/Quarter		
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science*, Criminal Justice, Medical Insurance Billing and Coding, Paralegal, Pharmacy Technician	See Flat-rate term table	$550/Quarter		
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Health Care Administration, Paralegal	See Flat-rate term table	$425/Quarter		
Master of Business Administration	$445	$1,750/Program		

Tuition effective February 2, 2015
Book Price effective July 1, 2015
Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Associate Programs			
Number of Credits Enrolled In	**Credit Load**	**Cost Per Credit**	**Cost Per Quarter**
16 or more	20	$240.00	$4,800.00
	19	$252.63	$4,800.00
	18	$266.67	$4,800.00
	17	$282.35	$4,800.00
	16	$300.00	$4,800.00
12 to 15	15	$240.00	$3,600.00
	14	$257.14	$3,600.00
	13	$276.92	$3,600.00
	12	$300.00	$3,600.00
8 to 11	11	$312.73	$3,440.00
	10	$344.00	$3,440.00
	9	$382.22	$3,440.00
	8	$430.00	$3,440.00
Less than 8	7	$480.00	$3,360.00
	6	$480.00	$2,880.00
	5	$480.00	$2,400.00
	4	$480.00	$1,920.00
	3	$480.00	$1,440.00
	2	$480.00	$960.00
	1	$480.00	$480.00

Effective February 2, 2015
Note: For new and students who are enrolling in school at the mini-term, tuition is $2,400. Thereafter, students are subject to the tiered quarterly tuition rate.

Bachelor Programs			
Number of Credits Enrolled In	**Credit Load**	**Cost Per Credit**	**Cost Per Quarter**
16 or more	20	$256.00	$5,120.00
	19	$269.47	$5,120.00
	18	$284.44	$5,120.00
	17	$301.18	$5,120.00
	16	$320.00	$5,120.00
12 - 15	15	$256.00	$3,840.00
	14	$274.29	$3,840.00
	13	$295.38	$3,840.00
	12	$320.00	$3,840.00
8 - 11	11	$334.55	$3,680.00
	10	$368.00	$3,680.00
	9	$408.89	$3,680.00
	8	$460.00	$3,680.00
Less than 8	7	$480.00	$3,360.00
	6	$480.00	$2,880.00
	5	$480.00	$2,400.00
	4	$480.00	$1,920.00
	3	$480.00	$1,440.00
	2	$480.00	$960.00
	1	$480.00	$480.00

Effective February 2, 2015

Note: For new and students who are enrolling in school at the mini-term, tuition is $2,560. Thereafter, students are subject to the tiered quarterly tuition rate.

Intensive English Courses (total tuition per level)

Intensive English Studies I-IV	$2,198
Intensive English Studies I-IV (Mini Term)	$1,099
Intensive English V Capstone	$2,332

ACADEMIC CALENDARS

MODULAR PROGRAMS

All Modular Programs 2015 - 2017		
Start Dates	**End Dates**	**Break/ Holiday**
5/27/2015	6/23/2015	
6/24/2015	7/22/2015	7/3/15
7/23/2015	8/19/2015	
8/20/2015	9/17/2015	9/7/15
9/21/2015	10/16/2015	
10/19/2015	11/13/2015	
11/16/2015	12/15/2015	11/26/15 – 11/27/15
12/16/2015	1/25/2016	12/23/15 – 1/1/16
12/16/2015	1/25/2016	12/24/2015-1/3/2016; 1/18/2016
1/26/2016	2/23/2016	2/15/2016
2/24/2016	3/22/2016	
3/23/2016	4/26/2016	4/4/2016-4/10/2016
4/27/2016	5/24/2016	
5/25/2016	6/22/2016	5/30/2016
6/23/2016	7/22/2016	7/4/2016; 7/5/2016
7/25/2016	8/19/2016	
8/22/2016	9/19/2016	9/5/2016
9/20/2016	10/17/2016	
10/18/2016	11/14/2016	
11/15/2016	12/14/2016	11/24/2016-11/27/2016
12/15/2016	1/20/2017	12/24/2016-1/2/2017; 1/16/2017
1/23/2017	2/17/2017	
2/21/2017	3/20/2017	
3/21/2017	4/24/2017	4/3/2017-4/9/2017
4/25/2017	5/22/2017	
5/23/2017	6/20/2017	5/29/2017
6/21/2017	7/20/2017	7/3/2017; 7/4/2017
7/21/2017	8/17/2017	
8/18/2017	9/15/2017	9/4/2017
9/18/2017	10/13/2017	
10/16/2017	11/10/2017	
11/13/2017	12/12/2017	11/23/2017-11/26/2017
12/13/2017	1/18/2018	12/23/2017-1/1/2018; 1/15/2018

QUARTER-BASED PROGRAMS

Academic Year 2014 - 2015				
	To:	January	4	2015
Classes Resume		January	5	2015
Fall Term Ends		January	11	2015
Winter Term Starts		January	12	2015
M.L. King Jr. Birthday Holiday		January	19	2015
Winter Term Drop/Add Deadline		January	26	2015
Presidents' Day		February	16	2015
Mini-Term Starts		February	23	2015
Mini Term Drop/Add Deadline		March	1	2015
Winter Term Ends		April	5	2015
Spring Vacation	From:	April	6	2015
	To:	April	12	2015
Spring Term Starts		April	13	2015
Spring Term Drop/Add Deadline		April	26	2015
Memorial Day Holiday		May	25	2015
Mini-Term Starts		May	26	2015
Mini Term Drop/Add Deadline		June	1	2015
Independence Day Holiday	From:	July	3	2015
	To:	July	4	2015
Spring Term Ends		July	5	2015
Summer Vacation	From:	July	6	2015
	To:	July	12	2015

Academic Year 2015 - 2016				
Summer Term Starts		July	13	2015
Summer Term Drop/Add Deadline		July	27	2015
Mini-Term Starts		August	24	2015
Mini-Term Drop/Add Deadline		August	31	2015
Labor Day Holiday		September	7	2015
Summer Term Ends		October	4	2015
Fall Break	From:	October	5	2015
	To:	October	11	2015
Fall Term Start		October	12	2015
Fall Term Drop/Add Deadline		October	26	2015
Mini-Term Starts		November	23	2015
Thanksgiving Day Holiday	From:	November	26	2015
	To:	November	29	2015
Mini-Term Drop/Add Deadline		December	7	2015
Winter Holiday	From:	December	24	2015
	To:	January	3	2016
Classes Resume		January	4	2016
Fall Term Ends		January	10	2016
Winter Term Starts		January	11	2016

Academic Year 2016 - 2017				
Summer Term Starts		July	11	2016
Summer Term Drop/Add Deadline		July	25	2016
Mini-Term Starts		August	22	2016
Mini-Term Drop/Add Deadline		August	29	2016
Labor Day Holiday		September	5	2016
Summer Term Ends		October	2	2016
Fall Break	From:	October	3	2016
	To:	October	9	2016
Fall Term Start		October	10	2016
Fall Term Drop/Add Deadline		October	24	2016
Mini-Term Starts		November	21	2016
Thanksgiving Day Holiday	From:	November	24	2016
	To:	November	27	2016
Mini-Term Drop/Add Deadline		November	28	2016
Winter Holiday	From:	December	24	2016
	To:	January	1	2017
Classes Resume		January	2	2017
Fall Term Ends		January	8	2017
Winter Term Starts		January	9	2017

Event		Month	Day	Year	Event		Month	Day	Year
M.L. King Jr. Birthday Holiday		January	18	2016	M.L. King Jr. Birthday Holiday		January	16	2017
Winter Term Drop/Add Deadline		January	25	2016	Winter Term Drop/Add Deadline		January	23	2017
Presidents' Day		February	15	2016	Presidents' Day		February	20	2017
Mini-Term Starts		February	22	2016	Mini-Term Starts		February	21	2017
Mini Term Drop/Add Deadline		February	29	2016	Mini Term Drop/Add Deadline		February	28	2017
Winter Term Ends		April	3	2016	Winter Term Ends		April	2	2017
Spring Vacation	From:	April	4	2016	Spring Vacation	From:	April	3	2017
	To:	April	10	2016		To:	April	9	2017
Spring Term Starts		April	11	2016	Spring Term Starts		April	10	2017
Spring Term Drop/Add Deadline		April	25	2016	Spring Term Drop/Add Deadline		April	24	2017
Memorial Day Holiday		May	30	2016	Memorial Day Holiday		May	29	2017
Mini-Term Starts		May	23	2016	Mini-Term Starts		May	22	2017
Mini Term Drop/Add Deadline		May	31	2016	Mini Term Drop/Add Deadline		May	30	2017
Spring Term Ends		July	3	2016	Spring Term Ends		July	2	2017
Independence Day Holiday		July	4	2016	Independence Day Holiday		July	4	2017
Summer Vacation	From:	July	4	2016	Summer Vacation	From:	July	3	2017
	To:	July	10	2016		To:	July	9	2017

FLORIDA PHARMACY TECHNICIAN DISCLOSURE

This disclosure includes important information for students enrolling in Everest's Pharmacy Technician program. Pharmacy technicians are required to be registered with and be certified by the Florida Board of Pharmacy prior to obtaining employment as a pharmacy technician in the state of Florida. This disclosure provides information on registration requirements. Please review this information and be sure that you understand it. If you have any questions, please contact Everest or the Florida Board of Pharmacy for additional information. If you plan to seek employment in a state other than Florida, please contact that state's board of pharmacy, or equivalent agency, for any relevant licensure or registration requirements. The Pharmacy Technician program at Everest meets requirements as a recognized course of training by the Florida State Board of Pharmacy. In addition to state-mandated minimum requirements, Everest's Pharmacy Technician curriculum includes a variety of additional skills focused subjects, as well as coursework in Pharmacology.

Pharmacy Technicians must be registered with the Florida Board of Pharmacy. To gain registration, a pharmacy technician must complete a training program approved by the Board of Pharmacy.

The board shall register each applicant who is at least 17 years of age, has completed a pharmacy technician training program approved by the Board of Pharmacy, completed the application form, and has remitted a registration fee set by the board at $105. The fee is composed of the following: a non-refundable application processing fee of $50; initial registration fee of $50 and unlicensed activity fee of $5.00. Checks are to be made payable to the "Department of Health" and applications will be reviewed within 30 days.

As a condition of biennial registration renewal, a registered pharmacy technician shall submit a $55 renewal fee and complete 20 hours of continuing education courses approved by the board or the Accreditation Council for Pharmacy Education, of which 4 hours must be via live presentation and 2 hours must be related to the prevention of medication errors and pharmacy law. Additionally, for the first renewal of registration a registered pharmacy technician must complete 1 hour of continuing education on the topic of HIV/AIDS.

Applications must be completed online through the Florida Board of Pharmacy website: http://www.doh.state.fl.us/mqa/pharmacy.