

# Everest

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## UNIVERSITY

### SOUTH ORLANDO COURSE CATALOG

2011 - 2012

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Everest University South Orlando campus is located at 9200 South Park Center Loop, Orlando, FL 32819  
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2011 - 2012 CATALOG

Everest | UNIVERSITY

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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.

A handwritten signature in cursive script, appearing to read "John A. Buck". The signature is written in black ink and is positioned above the printed name and title.

John Buck  
Campus President

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### MISSION

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

### INSTITUTIONAL GOALS

In support of its mission, 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.

### HISTORY

The South Orlando campus, formerly known as Orlando College, was opened in 1987. It joined the Florida Metropolitan University system in 1996 and was renamed Everest University in 2007.

### INSTITUTIONAL ACCREDITATION

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate, bachelor's, and master's 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.

### PROGRAMMATIC ACCREDITATION

The Medical Assistant diploma program (South Orlando campus) is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Further information can be obtained by contacting the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, (727) 210-2354 (fax), [www.caahep.org](http://www.caahep.org).

### LICENSURE

Everest University, Orlando South (License # 2594) a branch of the Orlando North 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.

### APPROVALS

- Undergraduate and graduate programs are approved by the Florida State Approving Agency for Veterans Training.
- The Massage Therapy program is approved by the Florida Board of Massage Therapy.
- This campus is authorized under federal law to enroll nonimmigrant alien students.

### MEMBERSHIPS

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

NOTE: Copies of accreditation, approval and membership documentation is available for inspection at each campus. Please contact the School President to review this material.

### LIBRARY

Everest libraries are designed to support the programs offered on each of its campuses and its Everest University Online Division. Students and faculty have access to a wide variety of resources both on and off campus. All on-ground campuses have their own unique collection of books, periodicals, audio-visual materials and digital resources to support its curriculum. All students and faculty including those in its online division have access to digital resources that include full-text general and specialized databases, internet links and other resources providing a wide variety of informational content. All on-ground campuses are staffed with librarians or trained professionals to assist in the research needs of students and faculty, and libraries are conveniently open to meet class schedules.

### PHYSICAL FACILITIES

The Orlando South campus is located at 9200

## **About Everest University**

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Southpark Center Loop in Orlando, FL. The physical facility is a large one story building and incorporates close to 59,000 square feet including 19 classrooms, six computer laboratories, three medical laboratories, a pharmacy tech laboratory, two massage therapy laboratories, a public massage therapy clinic, bookstore, library, staff and faculty offices, testing room, two student lounges, staff lounge, conference rooms, restrooms, lobby and storage areas. The parking lot is equipped with exterior lighting during evening hours. An alarm system provides security when campus is closed.

## Admissions Information

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### UNDERGRADUATE ADMISSIONS REQUIREMENTS

- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Prospective students enrolling in a fully online program will complete a distance learning quiz to assess their ability to complete an online course.
- Applicants are informed of their acceptance status shortly after all required information is received and their qualifications are reviewed.
- Applicants who determine that they would like to apply for admission 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. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

### PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

#### Criminal Background Check

- Students enrolling or re-entering into programs leading to licensure, or requiring an externship, may be subjected to a criminal background check at the point of enrollment.
- 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.

NOTE: Online students will not be required to undergo the Criminal Background Check. Online students will complete a Program Disclosure Form for those enrolling in Computer Information Science, Criminal Justice, Homeland Security and Paralegal programs.

#### Massage Therapy Diploma Program

- Applicants must reach 18 years of age on or prior to the expected date of graduation.
- Applicants must pass a criminal background check and complete a student disclosure form.

#### Pharmacy Technician Diploma and Associate in Science Program

- Applicants must reach 18 years of age on or prior to the expected date of graduation.

- Students must meet with the Program Director in their first term.
- Must complete a board-approved pharmacy technician training program.

#### Associate in Science, Applied Management Program

- Applicants must have successfully completed a diploma or certificate 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.

#### Bachelor of Science, Criminal Justice Program

- Applicants must have completed 36.0 or more quarter (24.0 semester) transferable college credits.
- Students who do not have the requisite number of credits for direct admission into the bachelor's program may be admitted into the Criminal Justice Associate in Science program.

### ACADEMIC SKILLS ASSESSMENT (ON-GROUND STUDENTS ONLY)

All students are required to go complete the institution's assessment test. 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.

### ABILITY TO BENEFIT POLICY (RE-ENTRY ON-GROUND STUDENTS ONLY)

Students who previously enrolled under the Ability To Benefit (ATB) provision and withdrew are eligible for re-entry. Students will not be required to retake and pass the exam prior to re-entry if the original passing test result is in the student's academic file. All ATB re-entry students shall receive academic and career advising during their first and third evaluation periods. Therefore, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 2.5 in associate degree programs or 80% (or equivalent) in diploma programs.

### GRADUATE ADMISSIONS REQUIREMENTS

- Applicants must complete the enrollment agreement.
- Applicants must have successfully completed a bachelor's degree program from an accredited college or university. Official transcripts must be provided.
- 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.

## Admissions Information

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### 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 (On-Ground Students Only)

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 (On-Ground Students Only)

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.

## INTERNATIONAL STUDENTS

- Everest University is authorized by the Department of Homeland Security to issue the Form I-20 to international students (not applicable for fully online students).
- A Form I-20 will be sent to the applicant upon acceptance, receipt of evidence of financial support, and payment of appropriate tuition deposits and/or fees.

NOTE: Everest University does not issue Form I-20 to fully online students.

### Undergraduate Admissions Requirements for International Students

- Evidence of High School diploma or recognized equivalent.
- 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.

NOTE: Fully online students will only be required to provide bank letter(s) verifying available funds.

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

NOTE: Fully online students will not be required to provide Evidence of English Proficiency.

- International students must obtain an ACT score of at least 15, an SAT combined score on critical reading and math of at least 700 or a CPAT score of at least 120. (This does not apply to fully online students.)
- International students must meet the same programmatic entrance requirements as domestic students.

NOTE: Fully online international students are not required to complete a background check.

### Admissions Requirements to Intensive English Courses (On-Ground Students Only)

- Evidence of High School diploma or recognized equivalent.
- Evidence of Financial Support

### Graduate Admissions Requirements for International Students (On-Ground Students Only)

- Graduation from a college or university approved and evaluated based on United States Department of Education guidelines with a Bachelor's degree.
- Provide official transcript of all colleges or universities attended, both undergraduate and graduate.
- Evidence of Financial Support.
- Evidence of English Proficiency (on-ground students only). Such evidence may be one of the following:
  - a) TOEFL score of 550 (paper-based) or 213 (computer-based) or 79 (Internet-based);
  - b) Score of 6.0 on the International English Language Testing System exam (IELTS);
  - c) Score of 79 on Michigan English Language Assessment Battery (MELAB).

NOTE: Students who have not achieved the minimum TOEFL or IELTS score may be evaluated for equivalent English proficiency by the Graduate



## **Admissions Information**

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Academic Committee. Those students who successfully pass the evaluation may be granted Provisional Student admission status.

### **Graduate Admission Requirements for Provisional International Graduate Students**

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 a TOEFL score of not less than 550, a 6.0 on the IELTS, a 79 on the MELAB, or has satisfactorily completed 16.0 credits of graduate course work at the University with a minimum GPA of 3.0. Failure to reach Regular Graduate Student status within 16.0 credits of graduate work at the University will result in the student being dismissed from the University. Students admitted on a provisional basis will be admitted as Regular Graduate Student status only upon evaluation and favorable action by the Committee on Admissions for the graduate program.

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

### 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. For online learning purposes, one quarter credit is equivalent to a minimum of 10 hours of online learning.

### TRANSFER OF CREDIT—INTO AND OUT OF 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).

### 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.
- Students enrolled in a master's program may transfer no more than 24.0 quarter credits.

### TRANSFER CREDIT FOR GRADUATE-LEVEL COURSES

- A student attempting to transfer a graduate-level course from another accredited institution must provide evidence that the course is related in

content to the program of study at the University.

- The University will accept no more than 24.0 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). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

### 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 PROFESSIONAL CERTIFICATIONS

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

### EXPERIENTIAL LEARNING PORTFOLIO

Students may earn credit for life experience through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's/Director of Education's office.

### PROFICIENCY EXAMINATION (ON-GROUND STUDENTS ONLY)

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. All requests for Proficiency Examinations must be approved by the appropriate Program Director and the Academic Dean/Director of Education.

### TRANSFER FROM EVEREST TO OTHER INSTITUTIONS

Everest neither implies nor guarantees that credits completed at the school will be accepted by other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. The student must independently determine whether or not the program, course, or courses of study will be accepted by those other institutions into which future enrollment is intended.

### 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 is provided in the Course Offering section of the catalog.

### ARTICULATION AGREEMENTS

Everest University, South Orlando, 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 Transfer Center at (877)727-0058 or email [transfercenter@cci.edu](mailto:transfercenter@cci.edu).

### EVEREST CONSORTIUM AGREEMENT

The Everest Consortium Agreement enables students to attend a limited number of classes 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. Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

### ONLINE PROGRAMS AND COURSE REQUIREMENTS

Online courses are offered using the eCollege platform via the Internet. Online courses have the same objectives as courses taught on-ground although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period. To maximize success within the online courses, students must have available to them:

A computer with a system profile that meets or exceeds the following:

### Windows Systems

- Windows 2000, XP, or Vista
- 64 MB RAM
- 28.8 kbps modem (56K recommended)
- Sound Card and Speakers
- Recommended Browser: Microsoft Internet Explorer 7.0
- Recommended Browser: Mozilla Firefox 2.0
- Supported Browser: Microsoft Internet Explorer 6.0
- Supported Browser: Mozilla Firefox 3.0

### Mac Systems

- Mac OS X or higher (in classic mode)
- 32 MB RAM (64 recommended)
- 28.8 kbps modem (56K recommended)
- Sound Card and Speakers
- Recommended Browser: Safari 3.0
- Recommended Browser: Mozilla Firefox 2.0
- Supported Browser: Safari 2.0
- Supported Browser: Mozilla Firefox 3.0

### 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 activities weekly throughout the course.

NOTE: Students who enroll in online courses for the MIBC program must have a PC (not a Mac) and high-speed internet access.

### ORIENTATION FOR FULLY ONLINE STUDENTS

Fully online students enrolling in the online programs will be required to participate in an online orientation course. The orientation course includes information on Everest University and the online degree programs, how to use the University system to access academic advisors and other services, how to access the course and find the syllabus, and how to use the major platform tools. In addition there is an online orientation course developed by eCollege that further explains the course tools and their use.

### DIRECTED STUDY (ON-GROUND STUDENTS ONLY)

- 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

## Academic Information

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- to the major core of study.
- Graduate students may complete a maximum of one course (4.0 quarter credits) through directed 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

*(See following page for grading scale)*

Final grades are reported at the completion of each grading term and are provided to each student.

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

### GPA AND CGPA CALCULATIONS

- Grades may be expressed as letter grades or percentage grades depending on the program.
- The Grade Point (Percent) Average (GPA) and Cumulative Grade Point (Percent) Average (CGPA) are calculated at the end of each evaluation period to determine the student's qualitative progress.
- For programs using letter grades, 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 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. 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.
- For programs using percentage grades, the percentage equivalencies to letter grades are provided on the following page.

### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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 timeframe allowed to complete, which is 150% of total number of credits in the program of study (MTF).

### EVALUATION PERIODS FOR SAP

Satisfactory Academic Progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Students in jeopardy of not making SAP may be advised at any point and be placed on probation to be monitored closely.

NOTE: Satisfactory Academic Progress for fully online students is measured at the end of each academic term.

### CGPA EFFECT ON SAP

At the end of each academic term, the student's CGPA is reviewed to determine the student's qualitative progress. Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program (A student pursuing a master's degree must maintain a minimum cumulative grade point average of 3.0). For modular programs, students must pass each module of the program with the minimum required passing grade, which may be expressed as a percentage, as stated in the catalog.

### RATE OF PROGRESS TOWARD COMPLETION

The school catalog contains a schedule designating the minimum percentage or amount of work that students must successfully complete at the end of each evaluation period to complete their educational program within the maximum timeframe (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.

### MAXIMUM TIMEFRAME TO COMPLETE

The maximum timeframe for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

## Academic Information

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** or Fail	0.0	Failing	59-0**
P or Pass	Not Calculated	Pass (for externship/Internship or thesis classes only)	
IP***	Not Calculated	In Progress (for externship/Internship or thesis courses only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
EL	Not Calculated	Experiential Learning Credit	
PE	Not Calculated	Pass by Proficiency Exam	
W	Not Calculated	Withdrawal	
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	

\*Not used in Allied Health Programs.

\*\*Due to Florida Board and programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Allied Health Programs, F (failing) is 69-0%. Once the required hours are completed, the student's grade will be entered in both courses.

\*\*\*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.

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

### TREATMENT OF GRADES IN THE SATISFACTORY ACADEMIC PROGRESS/RATE OF PROGRESS CALCULATION

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 or Fail	Y	Y	N
P or Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
W	N	Y	N
WZ	N	Y	N
TR	N	Y	Y

### **SATISFACTORY ACADEMIC PROGRESS TABLES** (*Tables can be reviewed on the following pages*).

#### **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 in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of P, EL, or 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) to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers from, or completes, one program and enrolls in another program, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.

#### **ACADEMIC PROBATION**

At the end of any evaluation period, when students fall below the required academic progress standards (CGPA and/or ROP) for their program, they shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in their academic file.

#### **NOTIFICATION OF PROBATION**

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

- For programs with an Add/Drop period;
  - Students must be notified in writing by the end of the add/drop period of the probationary term; and
  - Must receive academic advising within thirty (30)

days from the start date of the probationary term.

- For programs without an Add/Drop period:
  - Students must be notified in writing by the end of the first week of the probationary term; and
  - Must receive academic advising by the end of the second week of the probationary term.

#### **SUSPENSION**

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

#### **ACADEMIC APPEALS**

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

- It is mathematically possible for the student to complete the program within the maximum timeframe with the required CGPA
- The student must be placed on probation and monitored under an Academic Advising Plan

The student must demonstrate improvement in their CGPA and/or ROP at the end of each subsequent evaluation period

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

#### **DISMISSAL**

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program unless it is determined that it would take more than one period to meet SAP and the students have made the necessary progress toward achieving the requirements. Students who have reached the maximum timeframe for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

## Academic Information

### SATISFACTORY ACADEMIC PROGRESS TABLES

47.0 Quarter Credit Hour Modular Program with letter grades. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	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	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

55.0 Quarter Credit Hour Modular Program with letter grades. (Massage Therapy V. 3.0). Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-54	2.0	1.5	66.7%	55%
55-66	2.0	1.8	66.7%	64%
67-82	N/A	2.0	N/A	66.7%

55.0 Quarter Credit Hour Modular Program with percentage grades. Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.66%	N/A
13-24	70%	60%	66.66%	25%
25-55	70%	63%	66.66%	55%
56-66	70%	66%	66.66%	64%
67-82	70%	70%	N/A	66.66%

59.0 Quarter Credit Hour Modular Program with letter grades. (Medical Assistant V. 2.0) Total credits that may be attempted: 88 (150% of 55).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1	66.7%	30%
25-54	2.0	1.5	66.7%	60%
55-66	2.0	1.7	66.7%	64%
67-88	N/A	2.0	66.7%	66.66%

96.0, 97.0, and 98.0 Quarter Credit Hour with letter grades. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

192.0 Quarter Credit Hour Program with letter grades. Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-288	N/A	2.0	N/A	66.66%

## Academic Information

### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE STUDENTS

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

A student will be permitted to attempt 15.0 quarter hours of graduate work before the application of the following standards.

GRADUATE DEGREES - QUARTER CREDITS				
Total Credits Attempted*	Probation if CGPA is below	Suspension if CGPA is below	Probation if rate of progress is below	Suspension if rate of progress is below
0 - 16	3.0	N/A	67%	N/A
17 - 27	3.0	2.75	67%	50%
28 - 39	3.0	2.9	67%	60%
40 - 84	3.0	3.0	67%	65%

\*The maximum number of credits that may be attempted for a 54.0-credit graduate program is 81.0 (150% of 54.0). The maximum number of credits that may be attempted for a 56.0-credit graduate program is 84.0 (150% of 56.0).

- All other elements of Satisfactory Academic Progress as outlined in the section on Satisfactory Academic Progress are applicable to graduate programs. Additionally, all requirements for graduate degrees must be completed within five calendar years from the start of the initial term of enrollment.
- In all cases of academic dismissal, the student will be notified by the Program Director of the graduate program or the Academic Dean/Director of Education.
- When the presence of mitigating circumstances causes the student's grade point average to fall below the minimum standards, a letter from the student requesting reinstatement may be submitted to the Graduate Academic Committee for review. The Committee will determine whether a probationary reinstatement is necessary or if the decision for dismissal is warranted.

### ATTENDANCE POLICY

#### QUARTER-BASED PROGRAMS ONLY

##### Verifying Enrollment and Tracking Academic-Related Activities

Enrollment for quarter-based programs is tracked during the first 21 calendar days of the term, and for a mini-term, the first fourteen calendar days, excluding scheduled breaks and holidays. Students who fail to attend a course during this period will be withdrawn

from the course and students who fail to attend any courses during this period will be withdrawn from the school. In addition, student participation in academically-related activities will be tracked during the 7th and 8th week of a full term course, and the 4th week of a mini-term course. Regularly scheduled academic-related activities occur throughout the school term and participation in these activities is essential to student success. Examples of academic activities include, but are not limited to: instructor lecture, mid-term assessment, quiz, field trip and academic advising. Students who fail to participate in any academically-related events during this period shall be withdrawn from school, unless the student participates in an advising session in the 9th week of the term (5th week of the mini-term).

#### Add/Drop Period

- The first 14 calendar days of each academic quarter are designated as the add/drop period for students in quarter-based programs. Holidays that fall during this timeframe are not counted as part of the add/drop period. Students who wish to make course changes must request approval from the Academic Dean/Director of Education and the Student Finance Office.
- The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the add/drop period.
- For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the add/drop period. Holidays that fall during this timeframe are not counted as part of the add/drop period.
- There is no add/drop period for micro-terms.

#### Date of Withdrawal

The date of withdrawal for students who officially withdraw is the date the student begins the official withdrawal process or provides written notice of their intent to withdrawal, whichever is earlier. 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 the date that the school determines is related to the circumstance beyond the student's control. The withdrawal date for all other instances where a student withdraws without providing official notification is the mid-point of the quarter or the last documented date of attendance at an academic activity, whichever is later.

#### Date of Determination (DOD)

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 after rescinding an official withdrawal, the DOD is the date the school becomes aware that the student did not, or will not, complete the period of enrollment. For a student who withdraws without notification, the DOD is the date that the school becomes aware that the stu-



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dent has ceased attendance. In this latter case, the school must determine the withdrawal date no later than 30 days after the end of the earlier of the:

1. payment period or the period of enrollment (as appropriate),
2. academic year, or
3. student's educational program

### MODULAR PROGRAMS ONLY

#### Establishing and Monitoring Student Attendance

Attendance in modular programs is taken each class session beginning with the first day of scheduled classes. Students registered for a class shall attend by the second scheduled class session, or be withdrawn. Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule"). There is no add/drop period for these programs.

#### Consecutive Absence Rule

When a student's absences from any course or module exceed 14 consecutive calendar days, excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education, who shall ultimately be responsible for determining whether the student plans to return to school or has withdrawn.

#### Percentage Absence Rule

For 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 total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Dismissed from the program

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 total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Dismissed from the program

#### Date of Withdrawal

The date of withdrawal for students who officially withdraw is the date the student begins the official withdrawal process or provides written notice of their intent to withdrawal, whichever is earlier. If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same term, the withdrawal date is the student's original withdrawal date from the previous official notification.

When a student is withdrawn for consecutive absences within the term or module, the date of his or her with-

drawal shall be the last date of attendance (LDA). When a student is withdrawn for violating the applicable percentage absence rule, the date of his or her withdrawal shall be the date of the violation. Students who state they will return to school must file an attendance appeal (see Appeals Policy).

#### Date of Determination

The Date of Determination (DOD) is the earliest of the following three dates:

- The date the student notifies the school that he or she is not returning;
- The date the student violates the published attendance policy; or
- No later than the 14<sup>th</sup> calendar day after the LDA (excluding scheduled breaks).

#### Attendance Records

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five calendar days following the end of a session. Without an appeal, after the 14th calendar day following the end of the session, 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 leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

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 re-entry from the 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 LOA

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

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- 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 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.

### 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 an LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of re-entry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected

When a student returns from an LOA 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 purposes of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

### WITHDRAWAL PROCEDURES (All Programs)

- 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 (for fully online students, please contact the re-entry department) about re-entry.

### REPEATING COURSES

Students in both modular and quarter-based programs may repeat a course taken to improve the cumulative grade point average. The credit is given for the better of the two grades earned when repeating a course. All repeated courses will be charged at the current tuition rate.

### 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.

### EXTERNSHIP TRAINING (ON-GROUND STUDENTS ONLY)

Upon successful completion of all classroom requirements, students enrolled in programs that require an externship are expected to begin that portion of the program. Externships must be successfully completed within three months from the date students begin their externship. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who do not start their externship for more than 14 calendar days after completion of all classroom requirements may be dropped from the program. Students who do not complete their externship training within the required three-month completion time may be dropped from the program.

### REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 (70%) cumulative grade point average (for master's degrees a 3.0 CGPA) within the maximum timeframe 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.
- Be current on all financial obligations to the school.

### Graduation

Graduates must be current on all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted. For on-ground students, commencement exercises are held at least once a year.

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

### VETERANS' EDUCATION BENEFITS

#### Prior Credit for Veterans Affairs (VA) Beneficiaries

Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student, and shorten the program certified accordingly.

#### Retroactive Veterans' Benefits

Veterans' benefits can be paid for enrollments up to one year before VA receives a student's application. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

#### Attendance Requirements for Veteran Students

VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veterans' benefits.

#### Veterans' Leave of Absence (Modular Programs Only)

A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. VA will be notified immediately when a veteran student is granted leave.

#### Make-Up Assignments

Make-up work and assignments may not be certified for veteran students for VA pay purposes.

#### Maximum Timeframe for Veteran Students

Students funded by the VA must complete their programs within the program's standard timeframe to receive veterans' benefits.

#### Satisfactory Academic Progress for Undergraduate Students Receiving VA Benefits

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic probation or dismissed for failing to make Satisfactory Academic Progress.
- At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status.
- A veteran student who fails to make Satisfactory Academic Progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

#### Veterans' Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination due to failure to maintain Satisfactory Academic Progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a

student must meet minimum standards of satisfactory progress to remain in school. The VA will determine whether or not to resume payments of education benefits to a reinstated student.

#### Satisfactory Academic Progress for Graduate Students Receiving VA Benefits

- Students must maintain a cumulative grade point average of B (3.0) each term to remain eligible for VA benefits. A veteran student failing to achieve a B (3.0) cumulative grade point average for any term will be placed on probation for the next academic term.
- Failure to achieve a B (3.0) cumulative grade point during the next two consecutive terms will result in the veteran student being terminated from veteran benefits and Veterans Affairs notified.
- A veteran student terminated for not making Satisfactory Academic Progress at the graduate level may be certified to the VA to receive veterans' benefits after attaining the 3.0 cumulative GPA required for Satisfactory Academic Progress.
- These standards are applicable only for the determination that veteran students remain eligible to receive VA benefits. The University's regular academic standards apply for all students in determining academic suspension.

### APPEALS POLICY

#### Student Academic Appeals Policy

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility. In all instances, 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 on an Academic Appeal Form to the Academic Dean/Director of Education within five calendar days of the date the student has notice of the adverse academic decision:

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

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes will support the conclusion that the academic decision was incorrect. Once a formal appeal is filed, no action based on

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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 shall convene an Appeal Committee. 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 calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five 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 calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

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

### Assignment/Test Grades

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

### Final Course Grades

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

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

### Attendance Violations (Modular Programs Only)

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 calendar days of the violation (Percentage Absence Rule violations)

2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

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

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

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

### Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete his/her 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 the failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

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

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

### 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 the **Appendix B: Tuition and Fees** section of the catalog.

#### Quarter-Based Programs

The tuition and fees listed on the enrollment agreement will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12.0 credits per quarter for undergraduate programs and 8.0 credits per quarter for graduate programs. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. For fully online students, textbook costs are included in the tuition. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for which the student is enrolled. Everest charges the student's account for tuition at the beginning of each term for which the student is enrolled.

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

#### Modular Programs

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

#### Textbooks

Textbooks and workbooks are sold through the bookstore in accordance with 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.

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

### BUYER'S RIGHT TO CANCEL—CANCELLATION

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

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

### OFFICIAL AND UNOFFICIAL WITHDRAWALS

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date the student provides to Everest official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from Everest are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide the official date of withdrawal and the reason for withdrawal. 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). If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same term, the withdrawal date is the student's original withdrawal date from the previous official notification.

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

## Financial Information

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date is the mid-point of the quarter or the last documented date of attendance at an academic activity, whichever is later.

**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.

**Micro-Terms (On-Ground Students Only):** Refunds for students who withdraw from one of the three week micro-terms will receive refunds based on the following calculation.

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

### REFUND POLICIES

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

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

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

**NOTE:** Students will be given the benefit of the refund policy that results in the largest refund to the students.

Any unpaid balance of tuition and fees that remains after calculating the tuition refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the

student to Everest. Monthly payment plans can be set up if the student cannot pay the entire balance in one lump sum.

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

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

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, Everest will make a settlement that is reasonable and fair to both parties.

### EFFECT OF LEAVES OF ABSENCE ON REFUNDS (ON-GROUND MODULAR STUDENTS ONLY)

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

### TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

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

### FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

The percentage of days attended indicates the percentage of aid earned by the student and therefore the school. This percentage is calculated against the Title IV aid that was disbursed or could have been disbursed (if the student was eligible at the time of withdrawal) to determine the amount of aid earned by the student and the amount of aid, if any, is due back to the fund source (i.e. Pell Grant or Stafford Loan). In some cases the student may be eligible for a post-withdrawal disbursement of aid. The Student Finance

## Financial Information

Office will communicate with the student to determine the appropriate disbursement criteria. In other cases the return of Federal and/or state aid and refund calculation of tuition may create a balance of tuition due. This balance will be due and payable by the student.

Everest must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time-frame.

Refunds are allocated in the following order:

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

### RETURN OF UNEARNED SFA PROGRAM FUNDS

The School must return the lesser of:

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

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

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

### INSTITUTIONAL REFUND CALCULATION FOR FIRST-TIME STUDENTS

The School will perform a pro-rata refund calculation for first-time students who terminate their training after the Add/Drop period but before completing more than 60% of the period of enrollment. Under a pro-rata refund calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by

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

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

### INSTITUTIONAL REFUND POLICY FOR CONTINUING STUDENTS IN QUARTER-BASED PROGRAMS

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

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

### STUDENTS CALLED TO ACTIVE MILITARY DUTY

#### Newly Admitted Students

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

#### Continuing Students

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

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete.

## Financial Information

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plete following withdrawal for active military service.

Note: The pro rata refund will be calculated as follows: The total number of scheduled classroom hours up to and including the student's LDA divided by the total number of classroom hours in the program.

### Continuing Modular Diploma Students

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

### 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 Student Financial Planning process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

### STUDENT ELIGIBILITY

To receive financial assistance you must:

1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (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 postsecondary level, or have satisfactorily completed six credits of college work that are applicable to a degree or certificate offered by the school.

NOTE: MBA students taking undergraduate courses as pre-requisites for graduate-level courses are ineligible to receive Title IV funding for those courses.

### 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 Brochure, 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](http://studentaid.ed.gov/students/publications/student_guide/index.html)

- Federal Pell Grant
- Federal Supplemental Educational Opportunity

Grant (FSEOG)

- Federal Perkins Loan
- Federal Work Study (FWS)
- Federal Direct Stafford Loan (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Academic Competitiveness Grant (ACG)
- National Science and Mathematics Access to Retain Talent (SMART) Grant

### ALTERNATIVE FINANCING OPTIONS

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

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment 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

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

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

#### 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.

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



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counselors or by contacting the Technical Assistance Unit of the Florida Department of Education at (888) 827-2004.

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

- Florida Academic Scholars Award—An award equal to the amount required to pay tuition, fees and \$600 annually (prorated if part time) for college-related expenses. The award may cover up to 45.0 semester or 67.0 quarter credit hours per academic year. A 3.0 cumulative GPA is required for renewal of the award each year. If a student receiving the award fails to achieve a 3.0 GPA but makes a 2.75 or higher, he or she will automatically be transferred to the Florida Merit Scholars Award level for the remainder of the college career.
- Florida Merit Scholars Award—An award equal to the amount required to pay 75% of tuition and fees for up to 45.0 semester or 67.0 quarter credit hours per year. A 2.75 cumulative GPA is required for renewal of the award each year.
- Florida Gold Seal Vocational Scholars Award—An award equal to the amount required to pay 75% of tuition and fees. This is a two-year scholarship. A student may use the scholarship for up to 90.0 semester or 135.0 Quarter Credit Hours. However, a recipient may become eligible to continue to a four-year degree by transferring to a Merit Scholars award upon being accepted into an upper division program and having maintained a 2.75 or higher GPA. A Gold Seal Vocational Scholar may not transfer to an Academic Scholars award. A 2.75 cumulative GPA is also required for renewal of the Gold Seal award each year.

### DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferable nor can they be exchanged for cash.

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

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

**Corinthian Dream Award:** Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges

Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:

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

### High School Scholarships

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

### Florida High School Principal Scholarships

Each of the campus locations of Everest University will award three High School Principal Scholarships of \$2000 each. The principals of participating Florida high schools are invited to recommend a senior whose academic achievements and personal career goals have been recognized and would be enhanced by scholarship assistance. Recommended seniors must complete application procedures, provide letters of recommendation, and take the CPAT. Those who receive the top scores at each Everest University campus will be invited to submit an essay.

### Other High School Scholarships

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

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

High school seniors may obtain scholarship applications and guidelines from a participating high school guidance department, or they may call Everest University for an application. Students must fill out the application completely and provide acceptable letters of recommendation. All applicants must take the CPAT. Those who receive the top scores will be invited to submit an essay. If a recipient chooses not to accept the award, the next qualified student, as determined by an independent panel, will receive the scholarship.

### Everest University Annual Scholarships

Each Everest University campus annually awards

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

1. Be a full-time student (minimum 36.0 credit hours per academic year)
2. Have earned a cumulative grade point average of 3.5 or better at the end of the summer term
3. Have completed an application for scholarship
4. Have been in attendance at the awarding campus for a minimum of two successive terms
5. Provide two letters of recommendation from faculty (one of the letters must be from a faculty member within the program of study)
6. Write an essay of 100 words minimum on why the applicant is deserving of the scholarship
7. Be enrolled in the subsequent winter quarter to qualify for the scholarship to be awarded. Applications are available in the Academic Dean's Office. Application deadline is December 15.

### Sophomore Honor Scholarship

Applicants must have completed 48.0 credit hours.

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

### Junior Honor Scholarship

Applicants must have completed 96.0 credit hours.

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

### Senior Honor Scholarship

Applicants must have completed 144.0 credit hours.

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

### Florida Association of Proprietary Schools and Colleges (FAPSC) Scholarship

Scholarships are available for graduating high school seniors and GED recipients. Applicants must complete

an application, maintain a cumulative GPA of 2.0 or higher, and submit a 300-word essay answering three specific questions pertaining to the career field and institution they have chosen. Applicants may apply for no more than three scholarships at any single institution. Awarding of the scholarships is done through an evaluation committee assembled by FAPSC. Please contact the Student Finance Office for further details.

### Continuing Education Scholarships (Online only)

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

### Emergency Hardship Grant Program (Online Only)

This need-based grant is an institutionally financed award to continuing students who demonstrates an unusual or extenuating circumstance that requires financial assistance in order to continue to participate in the educational program at Everest University Online. Only one-time exceptional hardship circumstances will qualify and be considered for approval in any 12-month period. Students must provide specific written details on how this is a hardship need that is not recurring and how this one-time grant will resolve that specific financial hardship. Applications will be reviewed by a committee and all decisions are final. The program is available to all students on the same terms while funding is available. A student cannot receive more than \$1,000 in any 12-month period. Applications are continuously being accepted as long as there are funds for the program. There is no set deadline.

To be eligible, a student must

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

### VETERAN'S ASSISTANCE PROGRAMS

## Financial Information

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](http://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](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](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](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](http://www.gibill.va.gov/pamphlets/ch32/ch32_pamphlet.pdf)
- Reserve Educational Assistance Program (REAP):  
[http://www.gibill.va.gov/pamphlets/ch1607ch1607\\_pamphlet.pdf](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](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](http://www.airforce.com/opportunities/officer/education)
- Marine Corps:  
[http://www.marines.com/main/index/quality\\_citizens/benefit\\_of\\_services/education](http://www.marines.com/main/index/quality_citizens/benefit_of_services/education)

### MILITARY SCHOLARSHIPS

**Military Scholarship:** As a sign of appreciation to our friends in uniform and their families, the following are eligible to apply for the Military Scholarship: military personnel serving in the Armed Forces, which include the U.S. Army, Navy, Marines, Air Force, Activated Guard/Reserve and U.S. Coast Guard, military spouses of active military personnel serving in the Armed Forces, veterans using Veterans Affairs ("VA") education benefits, and spouses or other dependents using VA education benefits.

The Scholarship includes a quarterly tuition stipend applied as a credit to the student's account and no cash payments will be awarded to the student. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied.

**Applications may be requested from the Admis-**

**sions Office.**

**Eligibility:** Applicants must meet entrance requirements for their program of study. Applicants must meet the eligibility requirements listed above and provide proof of eligibility by submitting a copy of official military documentation with their application. Proof of eligibility includes valid military identification card, Leave and Earnings Statement, DD214, Certificate of Eligibility. The scholarship may be renewed from quarter-to-quarter so long as the recipient continues to meet the eligibility requirements, remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

### Payment Schedule:

Member Status	Military Scholarship Amount
<b>US Military Service Member (All Programs)</b> - Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard, and Reservists	50% Military Scholarship
<b>Military Spouse (On-Ground Only)</b> - spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard	10% Military Scholarship
<b>Military Spouse (Online Only)</b> - spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard	50% Military Scholarship
<b>Veteran (Online Only)</b> - veterans using VA education benefits	15% Military Scholarship
<b>Veteran (On-Ground Only)</b> - veterans using VA education benefits	10% Military Scholarship
<b>Military Dependents (On-Ground Only)</b> - military dependents using VA education benefits	10% Military Scholarship

### STATEMENT OF NON-DISCRIMINATION

Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

### CODE OF STUDENT CONDUCT

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

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

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

### CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

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

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

### OTHER PROHIBITED CONDUCT

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

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
  - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law

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

### LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

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

- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School President

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

### INQUIRY BY THE SCHOOL PRESIDENT

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

### CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

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

### CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

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

## Administrative Policies

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

### 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, or federal law and regulation
- Disruption or unauthorized monitoring of electronic communications
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music
- Violations of licensing agreements
- Accessing another person's account without permission
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization
- Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission
- Downloading or storing company or student private information on portable computers or mobile storage devices
- Making computing resources available to any person or entity not affiliated with the school
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material
- Academic dishonesty as defined in the Code of Student Code
- Use of CCI 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 sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to \$150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the 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 School President. The School 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 CCI school.

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

**Dismissal** – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President. Students dismissed for violations of this Code 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 calendar days of the date of the written notice. If the student files a timely appeal, the School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the

## Administrative Policies

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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 the Campus Support Center or Division Human Resources.

The Committee Chair shall schedule a timely hearing date and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two 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 calendar days of the date of the hearing which may:

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

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

### RECORD OF DISCIPLINARY MATTER

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA).

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement

authorities for investigation and prosecution. Additionally, disciplinary records may be reported to third parties as applicable (e.g. Veteran's Affairs).

### STUDENT COMPLAINT PROCEDURE

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the School President. The President will meet with the student to discuss the complaint and provide the student with a written response within seven calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

Students who feel that the school has not adequately addressed a complaint may consider contacting the accrediting agency. All complaints submitted to the agency must be in written form and directed 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 licensure agency at the following mailing address:

Florida Department of Education  
Commission for Independent Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Fax: (850)245-3238  
Email: [amy.lefstead@fldoe.org](mailto:amy.lefstead@fldoe.org)

### DRESS CODE (ON-GROUND STUDENTS ONLY)

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 professional atmosphere. 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 (including law enforcement unit personnel and health staff); 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 or collection agent); 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.

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.

From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included

should put that request in writing 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

### TRANSCRIPTS

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, and awards received.

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.

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

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

## **Administrative Policies**

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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 AWARENESS**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31<sup>st</sup> 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 School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified. In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment 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 1<sup>st</sup> 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**

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### **ORIENTATION (ON-GROUND STUDENTS ONLY)**

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 (ON-GROUND STUDENTS ONLY)**

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, attendance, and personal matters. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

### **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 [www.everestcares.com](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 Department 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 Department to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Office.

## Programs Offered

<b>Diploma Programs (<i>On-ground only</i>)</b>	
Massage Therapy	Diploma
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Pharmacy Technician	Diploma
<b>Associate Degree Programs</b>	
Accounting	Associate in Science
Applied Management	Associate in Science
Business	Associate in Science
Computer Information Science	Associate in Science
Criminal Investigations	Associate in Science
Criminal Justice	Associate in Science
Homeland Security ( <i>Online only</i> )	Associate in Science
Medical Assistant ( <i>On-ground only; no longer enrolling new students</i> )	Associate in Science
Medical Insurance Billing and Coding	Associate in Science
Paralegal	Associate in Science
Pharmacy Technician ( <i>On-ground only; no longer enrolling new students</i> )	Associate in Science
<b>Bachelor's Degree Programs</b>	
Accounting	Bachelor of Science
Applied Management	Bachelor of Science
Business	Bachelor of Science
Computer Information Science	Bachelor of Science
Criminal Justice	Bachelor of Science
Health Care Administration ( <i>On-ground only</i> )	Bachelor of Science
Homeland Security ( <i>Online only</i> )	Bachelor of Science
Paralegal	Bachelor of Science
<b>Master's Degree Programs</b>	
Business	Master of Business Administration

## Diploma Programs



### Massage Therapy, Diploma Program

9 Months – 750.0 Hours – 55.0 Credit Units

Version: 3.0—(This program is available on-ground only)

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	Quarter Credit Units
<b>Prerequisites: course:</b>			
MTD100	Introduction to Massage Therapy	80.0	6.0
<b>Modular courses:</b>			
MTD201	Business and Ethics	80.0	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80.0	6.0
MTD263	Eastern Theory and Practice	80.0	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	80.0	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	80.0	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	80.0	6.0
MTD246	Clinical and Sports Massage	80.0	6.0
MTD295	Health and Wellness	80.0	6.0
MTD278	Massage Therapy Clinic*	30.0	1.0
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>750.0</b>	<b>55.0</b>

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

## Diploma Programs

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### Course Content Compliance Requirements with the Florida Board of Massage Therapy:

#### **MTD100 – Introduction to Massage Therapy**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This course is designed to prepare the student for future course work in more advanced modalities presented in the program. The topics covered in this course are Joint Classification, Range of Motion of the Shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movement and Directional Terms, and Indications/Contraindications for Massage Therapy.

*Prerequisites: None*

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

#### **MTD201 – Business and Ethics**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This module is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills.

*Prerequisites: MTD100*

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

#### **MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

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.

*Prerequisites: MTD100*

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

#### **MTD263 – Eastern Theory and Practice**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

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.

*Prerequisites: MTD100*

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

#### **MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

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.

*Prerequisites: MTD100*

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

#### **MTD282 – Deep Tissue, Myofascial Release & Pin and Stretch**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques

will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck.

*Prerequisites: MTD100*

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

#### **MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques,**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

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.

*Prerequisites: MTD100*

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

#### **MTD246 – Clinical and Sports Massage**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

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.

*Prerequisites: MTD100*

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

#### **MTD295 – Health and Wellness**

**6.0 Quarter Credit Hours, Total Hours: 80.0**

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.

*Prerequisites: MTD100*

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

#### **MTD278 –Massage Clinic**

**1.0 quarter credit Hour, Total Hours: 30.0**

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:00.0 Other Hours: 30.0**

## Diploma Programs



### Medical Administrative Assistant, Diploma Program

8 Months – 720.0 Hours – 47.0 Credit Units

Version: 1.0—(This program is available on-ground only)

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	Quarter Credit Units
Module A	Office Finance	80.0	6.0
Module B	Patient Processing and Assisting	80.0	6.0
Module C	Medical Insurance	80.0	6.0
Module D	Insurance Plans and Collections	80.0	6.0
Module E	Office Procedures	80.0	6.0
Module F	Patient Care and Computerized Practice Management	80.0	6.0
Module G	Dental Administrative Procedures	80.0	6.0
Module X	Medical Administrative Assistant Externship	160.0	5.0
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>720.0</b>	<b>47.0</b>

#### Module A—Office Finance

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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.

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0; Spelling/Skillbuilding Hours: 20.0**

#### Module B—Patient Processing and Assisting

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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.

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0; Spelling/Skillbuilding Hours: 20.0**

#### Module C—Medical Insurance

**6.0 Quarter Credit Hours ; Total Hours: 80.0**

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.

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0; Spelling/Skillbuilding Hours: 20.0**

#### Module D—Insurance Plans and Collections

**6.0 Quarter Credit Hours; Total Hours: 80.0**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain

## Diploma Programs

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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.

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Key-boarding Hours: 20.0;  
Spelling/Skillbuilding Hours: 20.0**

### Module E—Office Procedures

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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.

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;  
Spelling/Skillbuilding Hours: 20.0**

### Module F—Patient Care and Computerized Practice Management

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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 Assistant Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;  
Spelling/Skillbuilding Hours: 20.0**

### Module G—Dental Administrative Procedures

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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

*Prerequisites: None*

**Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;  
Spelling/Skillbuilding Hours: 20.0**

### Module X – Medical Administrative Assistant Externship

**5.0 Quarter Credit Hours; Total Hours: 160.0**

Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant.

*Prerequisites: Completion of Modules A-G.*

**Lecture Hours: 00.0; Computer/Keyboarding Hours: 00.0  
Spelling/Skillbuilding Hours: 00.0; Other Hours: 160.0**

## Diploma Programs



### Medical Assistant, Diploma Program

10 Months – 880.0 Hours – 59.0 Credit Units

Version: 2.0—(This program is available on-ground only)

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

This program is divided into ten learning units called modules. The first nine modules, MAINTRO through H, are classroom modules. Students are required to complete all modules, starting with a prerequisite introductory module, MAINTRO, and continuing in any sequence until all modules have been completed. If students do not complete any portion of a module, the entire module must be repeated. Following the successful completion of the first nine modules, MAINTRO through Module H, students participate in a 160-hour externship. This constitutes a supervised, practical in-service experience in a medical office or clinic in which the student practices direct application of administrative and clinical tasks as a medical assistant.

Modular Code	Modular Title	Contact Hours	Quarter Credit Units
MAINTRO	Introduction to Medical Assistant	80.0	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	80.0	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	80.0	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	80.0	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	80.0	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	80.0	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	80.0	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	80.0	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	80.0	6.0
Module X	Externship	160.0	5.0
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>880.0</b>	<b>59.0</b>

#### MODULE MAINTRO—Introduction to Medical Assistant

**6.0 Quarter Credit Units ; Total Hours: 80.0**

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

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for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety.

*Prerequisites:* None

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

### **MODULE B—Muscular System, Infection Control, Minor Office Surgery, and Pharmacology**

**6.0 Quarter Credit Units ; Total Hours: 80.0**

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).

*Prerequisites:* MAINTRO

**Lecture Hours: 40.0 (20.0 in Theory/10.0 in Clinical Lab/10.0 in Computer) Lab Hours: 40.0 (30.0 in Clinical Lab/10.0 in Computer Lab); Other Hours: 00.0**

### **MODULE C—Digestive System, Nutrition, Financial Management, and First Aid**

**6.0 Quarter Credit Units ; Total Hours: 80.0**

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).

*Prerequisites:* MAINTRO

**Lecture Hours: 40.0 (20.0 in Theory/10.0 in Clinical Lab/10.0 in Computer); Lab Hours: 40.0 (30.0 in Clinical Lab/10.0 in Computer Lab); Other Hours: 00.0**

### **MODULE D—Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR**

**6.0 Quarter Credit Units ; Total Hours: 80.0**

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).

*Prerequisites:* MAINTRO

**Lecture Hours: 40.0s (20.0 in Theory/10.0 in Clinical Lab/10.0 in Computer); Lab Hours: 40.0 (30.0 in Clinical Lab/10.0 in Computer Lab); Other Hours: 00.0**

### **MODULE E—Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures**

**6.0 Quarter Credit Units ; Total Hours: 80.0**

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).

*Prerequisites:* MAINTRO

**Lecture Hours: 40.0 (20.0 in Theory/10.0 in Clinical Lab/10.0 in Computer) Lab Hours: 40.0 (30.0 in Clinical Lab/10.0 in Computer Lab); Other Hours: 00.0**

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

**6.0 Quarter Credit Units ; Total Hours: 80.0**

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



## Diploma Programs

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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).

*Prerequisites: MAINTRO*

**Lecture Hours: 40.0 (20.0 in Theory/10.0 in Clinical Lab/10.0 in Computer); Lab Hours: 40.0 (30.0 in Clinical Lab/10.0 in Computer Lab); Other Hours: 00.0**

### **MODULE G—Medical Law, and Ethics, Psychology, and Therapeutic Procedures**

**6.0 Quarter Credit Units ; Total Hours: 80.0**

Module G covers the history and science of the medical field, as well as the Medical Assistant 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).

*Prerequisites: MAINTRO*

**Lecture Hours: 40.0 (20.0 in Theory/10.0 in Clinical Lab/10.0 in Computer); Lab Hours: 40.0 (30.0 in Clinical Lab/10.0 in Computer Lab); Other Hours: 00.0**

### **MODULE H—Health Insurance Basics, Claims Processing, and Computerized Insurance Billing**

**6.0 Quarter Credit Units ; Total Hours: 80.0**

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.

*Prerequisites: MAINTRO*

**Lecture Hours: 40.0 (20.0 in Theory/10.0 in Clinical Lab/10.0 in Computer); Lab Hours: 40.0 (30.0 in Clinical Lab/10.0 in Computer Lab); Other Hours: 00.0**

### **MODULE X—Medical Assistant Diploma Program Externship 5.0 Quarter Credit Hours; Total Hours: 160.0**

Upon successful completion of all modules, Medical Assistant students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level Medical Assistant skills in working with patients. Medical Assistant 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 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

*Prerequisites: MAINTRO and Modules A-H.*

**Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 160.0**

## Diploma Programs



### Pharmacy Technician, Diploma Program

8 Months – 720.0 Hours – 47.0 Credit Units

Version: 1.0—(This program is available on-ground only)

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

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

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

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program are prepared to become active participants in this growing field by exhibiting competence through knowledge and skills learned through completion of this program.

Any person who wishes to work as a pharmacy technician in the State of Florida must register with the Board of Pharmacy. Applicants for registration must submit:

- Pharmacy Technician Registration Application
- \$105.00 Fee (\$50.00 non-refundable application fee, \$50.00 registration fee, \$5.00 unlicensed application fee)
- Proof of completion of a board-approved pharmacy technician-training program.

Module Code	Modular Title	Contact Hours	Quarter Credit Units
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80.0	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80.0	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	80.0	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80.0	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80.0	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80.0	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80.0	6.0
MODULE X	Clinical Externship	160.0	5.0
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>720.0</b>	<b>47.0</b>

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

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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

## Diploma Programs

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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.

*Prerequisites: None*

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

### **Module B—Aspects of Retail Pharmacy and Pharmacology of the Nervous System**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescriptions and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion of muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed.

*Prerequisites: None*

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

### **Module C—History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed.

*Prerequisites: None*

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

### **Module D—Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed.

*Prerequisites: None*

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

### **Module E—Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine

headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed.

*Prerequisites: None*

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

### **Module F—Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

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.

*Prerequisites: None*

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

### **Module G—Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System**

**6.0 Quarter Credit Hours; Total Hours: 80.0**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed.

*Prerequisites: None*

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

### **Module X—Clinical Externship**

**5.0 Quarter Credit Hours; Total Hours: 160.0**

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites.

*Prerequisite: Completion of the Didactic Program.*

**Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 160.0**

## Degree Programs



### Accounting, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 1.0

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.

Modula Code		Course	Associate Degree Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>			
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
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	1141L	Keyboarding*	2.0
CGS	2510C	Applied Spreadsheets	4.0
<b>TOTAL COLLEGE CORE QUARTER CREDIT HOURS</b>			<b>18.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
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 (Previously known as Introduction to Business Enterprise)	4.0
BUL	2131	Applied Business Law	4.0
Choose courses to total of 8.0 credits from the following options:			
CGS	2510C	Applied Spreadsheets	4.0
FIN	1103	Introduction to Finance	4.0
ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>			<b>48.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
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
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>			<b>30.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>			<b>96.0</b>

\*Course not offered online.

\*\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

## Degree Programs



### Accounting, Bachelor of Science Degree

48 Months – 192.0 Credit Units

Version: 1.0

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
<b>COLLEGE CORE REQUIREMENTS</b>			
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
Choose courses to total 10.0 credits from the following options Choose from the following:			
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	1141L	Keyboarding**	2.0
CGS	2510C	Applied Spreadsheets	4.0
<b>TOTAL COLLEGE CORE QUARTER CREDIT HOURS</b>			<b>20.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
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
ACG	4632	Auditing I	4.0
TAX	4001	Federal Taxation I	4.0
TAX	4011	Federal Taxation II	4.0
BUL	2131	Applied Business Law -OR-	4.0
BUL	3246	Business Law I* - OR-	
BUL	3247	Business Law II*	
TAX	2000	Tax Accounting	4.0
SLS	1354	Workplace Relationships	2.0
MAN	1030	Introduction to Business (Previously known as Introduction Business Enterprise)	4.0
MAN	3554	Workplace Continuity and Contingency Planning	4.0

## Degree Programs

Choose courses to total 8.0 credits from the following options :			
CGS	2510C	Applied Spreadsheets	4.0
FIN	1103	Introduction to Finance	4.0
ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>			<b>90.0</b>
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	2000	Principles of Sociology	4.0
CPO	4004	Global Politics	4.0
SOP	4005	Social Psychology	4.0
STA	2014	Statistics	4.0
ENC	3211	Report Writing	4.0
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>			<b>62.0</b>
<b>APPROVED ELECTIVE REQUIREMENTS</b>			<b>20.0</b>
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.			
<b>TOTAL PROGRAM CREDIT HOURS</b>			<b>192.0</b>

\*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.

\*\*\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

## Degree Programs



### Applied Management, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 1.0

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

Course Code	Course	Associate Degree Quarter Credit Hours
College Core Requirements		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS 2167C	Computer Applications	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>		<b>10.0</b>
Major Core Requirements – All Concentrations		
MAN 1030	Introduction to Business (Previously known as Introduction to Business Enterprise)	4.0
MAN 2021	Principles of Management	4.0
APA 2111	Principles of Accounting I	4.0
BUL 2131	Applied Business Law	4.0
	Major Core Electives*	36.0
Choose 8.0 units from the following:		
MAN 2300	Introduction to Human Resources	4.0
FIN 1103	Introduction to Finance	4.0
MAR 2305	Customer Relations and Servicing	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>		<b>60.0</b>
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
<b>TOTAL GENERAL EDUCATION CREDIT HOURS</b>		<b>26.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>96.0</b>

\*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.

## Degree Programs



### Applied Management, Bachelor of Science Degree

48 Months – 192.0 Credit Units

Version: 1.0

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
<b>COLLEGE CORE</b>		
CGS 2167C	Computer Applications	4.0
MAN 2031	Let's Talk Business	2.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>		<b>6.0</b>
<b>MAJOR CORE</b>		
MAN 2021	Principles of Management	4.0
FIN 1103	Introduction to Finance	4.0
MAR 1011	Introduction to Marketing	4.0
SBM 2000	Small Business Management	4.0
MAN 3344	Principles of Supervision	4.0
MAN 3554	Workplace Continuity and Contingency Planning	4.0
MAN 3100	Human Relations in Management	4.0
ACG 3073	Accounting for Managers	4.0
MAN 4701	Business Ethics	4.0
MAN 4302	Management of Human Resources	4.0
MAR 3310	Public Relations	4.0
MAN 4734	Contemporary Management	4.0
MANP 4501	Applied Management Senior Capstone Experience	4.0
	Additional Major Core**	40.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>		<b>92.0</b>
<b>GENERAL EDUCATION</b>		
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		
Must include at least one course from each of the following subject areas:		
<ul style="list-style-type: none"> <li>• Communications/Humanities</li> <li>• Math/Science</li> <li>• Social Science</li> </ul>		
<b>TOTAL GENERAL EDUCATION CREDIT HOURS:</b>		<b>54.0</b>
<b>ELECTIVE REQUIREMENT**</b>		<b>40.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>192.0</b>

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



## Degree Programs

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-may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028

- Mathematics and Science
  - may include: STA 2014

\*This course is not offered online. Students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

\*\*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.

**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.

## Degree Programs



### Business, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 2.0

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.

#### International Business

International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce.

Course Code	Course	Associate Degree Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
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
Choose courses to total 4.0 credits from the following options:		
OST	1141L Keyboarding*	2.0
OST	2335 Business Communications	4.0
LIS	2004 Introduction to Internet Research	2.0
CGS	2501 Applied Word Processing	4.0
CGS	2510C Applied Spreadsheets	4.0
MTB	1103 Business Math	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>		<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS</b>		
MAN	1030 Introduction to Business (Previously known as Introduction to Business Enterprise)	4.0
MAN	2021 Principles of Management	4.0
BUL	2131 Applied Business Law	4.0
MAN	2300 Introduction to Human Resources	4.0
MAR	1011 Introduction to Marketing	4.0
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:		
<b>BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>		
FIN	1103 Introduction to Finance	4.0
MAR	2305 Customer Relations and Servicing	4.0

## Degree Programs

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
<b>TOTAL MAJOR CREDIT HOURS</b>			<b>48.0</b>
OR			
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
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
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
OR			
INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS			
MAR	2141	Introduction to International Marketing	4.0
MAN	2604	Introduction to International Management	4.0
GEB	2353	International Competitiveness	4.0
BUL	2261	International Business Law	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
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
<b>TOTAL GENERAL EDUCATION CREDIT HOURS</b>			<b>26.0</b>
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.			
<b>TOTAL PROGRAM CREDIT HOURS</b>			<b>96.0</b>

\*Course not offered online.

\*\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

## Degree Programs



### Business, Bachelor of Science Degree

48 Months – 192.0 Credit Units

Version: 2.0

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.

#### International Business

The Bachelor of Science degree in Business with concentration in International Business provides students with business tools for understanding and dealing in foreign markets. The graduate of this program will be prepared for entry-level and middle-management positions in companies involved in international business.

Course Code		Course	Bachelor's Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS			
CGS	2167C	Computer Applications	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>			<b>4.0</b>
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS			
MAN	1030	Introduction to Business (Previously known as Introduction to Business Enterprise)	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
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:			
<b>BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
FIN	1103	Introduction to 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

## Degree Programs

GEB	4361	Management of International Business	4.0
MAN	3100	Human Relations in Management	4.0
<b>Choose courses to total 8.0 credits from the following options :</b>			
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
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>92.0</b>
OR			
<b>MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to 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
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>92.0</b>
OR			
<b>MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
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 Strategy	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
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>92.0</b>
OR			
<b>INTERNATIONAL BUSINESS CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2141	Introduction to International Marketing	4.0
MAN	2604	Introduction to International Management	4.0
GEB	2353	International Competitiveness	4.0
BUL	2261	International Business Law	4.0
FIN	3005	Principles of Finance	4.0
FIN	4602	International Business and Finance	4.0
GEB	4363	Import/Export Management	4.0
GEB	4352	International and Comparative Industrial Relations	4.0
GEB	4361	Management of International Business	4.0
MAR	3156	Global Marketing	4.0
MAR	4156	International Marketing Analysis	4.0
MAR	3310	Public Relations	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>92.0</b>

## Degree Programs

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
SISP	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
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>			<b>54.0</b>
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.			
<b>TOTAL PROGRAM CREDIT HOURS</b>			<b>192.0</b>
*This course is not offered online. Students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.			
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:			
<ul style="list-style-type: none"> <li>• Communications/Humanities -may include ENC 3211, AML 2000</li> <li>• Social Sciences -may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041</li> <li>• Mathematics and Science -may include: STA 2014</li> </ul>			

## Degree Programs



### Computer Information Science, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 2.0

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

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
<b>College Core Requirements</b>		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS 2167C	Computer Applications	4.0
Choose one of following courses (students taking Web Design concentration must take Project Development and one of the other two choices):		
CEN 1056	Project Development	2.0
OST 1141L	Keyboarding*	2.0
MAN 2031	Let's Talk Business	2.0
SLS 1505	Basic Critical Thinking	2.0
<b>TOTAL QUARTER CREDIT HOURS:</b>		<b>12.0</b>
<b>FOR WEB DESIGN STUDENTS:</b>		<b>14.0</b>
<b>Major Core Requirements – Programming Concentration</b>		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CNT 1003C	Computer Networking Fundamentals	4.0
CTS 1110C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CIS 2321	Introduction to the Systems Development Life Cycle (Previously known as System Analysis Methods)	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).		8.0
COP 2170C	Computer Programming – Visual Basic I	4.0
COP 2171C	Computer Programming – Visual Basic II	4.0

## Degree Programs

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
<b>PROGRAMMING MAJOR CORE:</b>		<b>52.0</b>
<b>Major Core Requirements – Network Administration Concentration</b>		
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).		8.0
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
<b>NETWORK ADMINISTRATION MAJOR CORE:</b>		<b>52.0</b>
<b>Major Core Requirements – Web Design Concentration</b>		
CNT 1003C	Computer Networking Fundamentals	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CGS 1800C	Web Site Design Methodology	4.0
CGS 1821C	Web Content Development	4.0
COP 2840C	Content Generation – Scripting Languages	4.0
CGS 2820C	Web Authoring	4.0
CGS 2877C	Web Animation	4.0
GRA 2225C	Graphic Design Using Adobe Photoshop	4.0
CGS 2177C	E-Commerce Systems Administration	4.0
CGS 2910C	Web Design Portfolio Project	2.0
	Approved IT Electives***	8.0
<b>WEB DESIGN MAJOR CORE:</b>		<b>50.0</b>
<b>Approved Electives</b>		<b>8.0</b>
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.		
<b>General Education Requirements</b>		
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
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS:</b>		<b>24.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>96.0</b>



## **Degree Programs**

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\*Course not offered online.

\*\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

\*\*\*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).

## Degree Programs



### Computer Information Science, Bachelor of Science Degree

48 Months – 192.0 Credit Units

Version: 2.0

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 (Previously known as Career Skills)	2.0
CGS 2167C	Computer Applications	4.0
Choose one of the following courses:		
CEN 1056	Project Development	2.0
OST 1141L	Keyboarding*	2.0
MAN 2031	Let's Talk Business	2.0
SLS 1505	Basic Critical Thinking	2.0
<b>TOTAL COLLEGE CORE QUARTER CREDIT HOURS:</b>		<b>12.0</b>
Major Core Requirements – Programming Concentration		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
CNT 1003C	Computer Networking Fundamentals	4.0
CTS 1110C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0
CIS 2321	Introduction to the Systems Development Life Cycle (Previously known as	4.0
	Approved IT Electives***	8.0
<b>Choose two of the two-course language sequences from the choices listed (4.0 credits each).</b>		<b>16.0</b>
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
<b>TOTAL PROGRAMMING MAJOR CORE CREDITS</b>		<b>92.0</b>
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.		

## Degree Programs

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 2000	Principles of Sociology	4.0
AMH 2030	20 <sup>th</sup> Century American History	4.0
ECO 3007	Macroeconomics	4.0
ECO 3028	Microeconomics	4.0
STA 2014	Statistics	4.0
SOP 4005	Social Psychology	4.0
CPO 4004	Global Politics	4.0
ENC 3211	Report Writing	4.0
<b>TOTAL QUARTER CREDIT HOURS:</b>		<b>56.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:</b>		<b>192.0</b>

\*Course not offered online.

\*\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

\*\*\*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).

## Degree Programs



### Criminal Investigations, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 1.0

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

Course Code		Course	Associate Degree Quarter Credit Hrs
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS	2167C	Computer Applications	4.0
<b>TOTAL COLLEGE CORE QUARTER CREDIT HOURS</b>			<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
CJE	1640	Criminalistics I	4.0
CJE	1641	Criminalistics II	4.0
CJE	2673	Graphics & Documentation I	4.0
CJE	2602	Graphics & Documentation II	4.0
CJE	2671	Fingerprints Classification & Latents I	4.0
CJE	2672	Fingerprints Classification & Latents II	4.0
CJE	1770	Crime Scene Photography I	4.0
CJE	1772	Crime Scene Photography II	4.0
CJE	2676	Biological Evidence I	4.0
CJE	2682	Biological Evidence II	4.0
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>			<b>40.0</b>
The student will select 16.0 additional credits from the following courses:			
CJE	2640	Crime Scene Dynamics I	4.0
CJE	2679	Crime Scene Dynamics II	4.0
CJE	2690	Technology Crimes I	4.0
CJE	2691	Technology Crimes II	4.0
CJL	2614	Collecting and Presenting Audio & Visual Evidence*	4.0
CCJ	2358	Criminal Justice Communications	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>16.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
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
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>			<b>30.0</b>
<b>TOTAL PROGRAM QUARTER CREDIT HOURS</b>			<b>96.0</b>

\*Course not offered online.

\*\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

## Degree Programs



### Criminal Justice, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 1.0

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

Course Code	Course	Associate Degree Quarter Credit Hours	
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS	2167C	Computer Applications	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>10.0</b>	
<b>MAJOR CORE REQUIREMENTS</b>			
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
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>40.0</b>	
Associate degree 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
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>12.0</b>	
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications**	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>		<b>34.0</b>	
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>96.0</b>	

\*Course not offered online.

\*\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

## Degree Programs



### Criminal Justice, Bachelor of Science Degree

48 Months – 192.0 Credit Units

Version: 2.0

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. Students also have the option to pursue a concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

Course Code	Course	Bachelor's Degree Quarter Credit Hours
<b>MAJOR CORE</b>		
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 Interrogation	4.0
DSC 2002	Introduction to Terrorism	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 3450	Criminal Justice Management	4.0
CCJ 4656	Gang Activity and Drug Operations	4.0
CCJ 3334	Alternatives to Incarceration	4.0
DSC 3214	Catastrophic Event Response Planning	4.0
CJE 4668	Computer Crime	4.0
CJL 3215	Concepts of Criminal Law	4.0
CCJP 4400	Criminal Justice Senior Capstone Experience	4.0
CCJ 3675	Women, Crime, and Criminal Justice	4.0
CCJ 3666	Victimology	4.0
CCJ 4054	Criminal Justice Ethics and Liability	4.0
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	4.0
CCJ 4127	Criminal Justice in the Community --OR--	4.0
CCJP 4550	Criminal Justice Externship*	4.0
INVP 3100	Theoretical Aspects of Conspiracy Investigations	4.0
SCC 3004	Private Investigation I	4.0
INVP 3300	Methodology of Economic Crimes	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS:</b>		<b>92.0</b>
<b>GENERAL EDUCATION</b>		
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
<b>General Education Electives***</b>		<b>24.0</b>
Must include at least one course from each of the following subject areas:		
<ul style="list-style-type: none"> <li>• Communications/Humanities</li> <li>• Math/Science</li> <li>• Social Science</li> </ul>		
<b>TOTAL GENERAL EDUCATION CREDIT HOURS:</b>		<b>54.0</b>
<b>APPROVED ELECTIVE REQUIREMENT</b>		<b>46.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>192.0</b>

## Degree Programs

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\*This course is not offered online. Fully online students may take CCJ 4127 Fundamentals of Interpersonal Communication to satisfy this requirement.

\*\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

**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 Bachelors degree.

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

- **Credits requirements for degree:** students must complete a minimum of 192.0 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 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
  - Mathematics and Science  
-may include: STA 2014

**Elective Requirements:** Students may fulfill the balance of the credit requirements for the degree by taking up to 46.0 credits in the electives category.

\*\*\*To include a minimum of 54.0 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.

### CONCENTRATION IN INVESTIGATIONS

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

- *These courses may be available only online.*

CJE 2640	Crime Scene Dynamics I	4.0
CJE 2679	Crime Scene Dynamics II	4.0
CJE 2673	Graphics and Documentation I	4.0
CJE 2602	Graphics and Documentation II	4.0
CJE 2690	Technology Crimes I	4.0
CJE 2691	Technology Crimes II	4.0
CJE 2676	Biological Evidence I	4.0
	<b>TOTAL</b>	<b>28.0</b>

### Concentration in Homeland Security

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

- *These courses may be available only online.*

CJL 1100	Civil & Criminal Justice	4.0
DSC1030	Tactical Communications	4.0
DSC 1011	Domestic & International Terrorism I	4.0
SCC 1102	Business & Ethics for Security Specialists	4.0
DSC 2210	Emergency Planning & Security Measures I	4.0
DSC2008	Security: Principles, Planning & Procedures I	4.0
DSC 2812	Information Technology Security I	4.0
	<b>TOTAL</b>	<b>28.0</b>

## Degree Programs



### Health Care Administration, Bachelor of Science Degree

48 Months – 192 Credit Units

Version: 1.0—(This program is available to on-ground students only)

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
<b>Continuation of College Core: Select 10.0 credit hours from the following list:</b>			
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
SYG	2000	Principles of Sociology	4.0
SYP	2742	Death and Dying	4.0
<b>Total College Core Credit Hours</b>			<b>20.0</b>
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



## Degree Programs

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
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>76.0</b>
And one of the following 3 concentrations:			
<b>NURSING HOME ADMINISTRATION</b>			
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
<b>TOTAL CONCENTRATION CREDIT HOURS</b>			<b>30.0</b>
		Additional Approved Elective Requirements	16.0
<b>HUMAN RESOURCES PROFESSIONAL</b>			
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
<b>TOTAL CONCENTRATION CREDIT HOURS</b>			<b>20.0</b>
		Additional Approved Elective Requirements	26.0
<b>GENERAL MANAGEMENT</b>			
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
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC	1101	Composition I	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	2014	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
<b>TOTAL GENERAL EDUCATION CORE CREDIT HOURS</b>			<b>50.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>192.0</b>

\*This course is not offered online.

## Degree Programs



### Homeland Security, Associate in Science Degree

24 months – 96.0 credit units

Version: 1.0—(This program is available to fully online students only)

The Homeland Security program focuses on the issues of security, intelligence operations, emergency services and crisis management. The Homeland Security program is designed to serve three types of students:

- Students wishing to continue their education and pursue an upper-level degree in an area of homeland security studies.
- Students wishing to secure employment in the field of corporate or government security.
- Professionals who need to increase their skills for their present duties.

The Homeland Security program provides a broad understanding of the intelligence cycle, business continuity cycle and security. The degree programs prepare graduates for entry-level career opportunities in corporate or government security operations.

The Associate in Science degree offers a broad range of skills training. The student is offered an interdisciplinary approach to the understanding of the mechanisms of intelligence, business continuity, crisis management, threat assessments and emergency services.

Course Code	Course Title	Associate Degree Quarter Credit Hours
College Core Requirements		
SLS	1105 Strategies for Success	4.0
SLS	1321 Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS	2167C Computer Applications	4.0
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>		<b>10.0</b>
Major Core Requirements		
CJL	1100 Civil & Criminal Justice	4.0
DSC	2210 Emergency Planning & Security Measures I	4.0
DSC	2008 Security: Principles, Planning & Procedures I	4.0
DSC	2010 Security: Principles, Planning & Procedures II	4.0
DSC	1030 Tactical Communications	4.0
DSC	1011 Domestic & International Terrorism I	4.0
DSC	1005 Domestic & International Terrorism II	4.0
HSSP	1610 Emergency Medical Services & Fire Operations I	4.0
SCC	1102 Business & Ethics for Security Specialists	4.0
DSC	2812 Information Technology Security I	4.0
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>		<b>40.0</b>
<b>The Associates students will select 12.0 additional credits from the following courses:</b>		
DSC	2211 Emergency Planning & Security Measures II	4.0
HSSP	1620 Emergency Medical Services & Fire Operations II	4.0
CJE	1600 Criminal Investigations	4.0
CCJ	2679 Introduction to Victims Advocacy	4.0
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>		<b>12.0</b>
General Education Core Requirements		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
SPCP	2300 Fundamentals of Interpersonal Communication	4.0
SYG	2012 Principles of Sociology	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0

## Degree Programs

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SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
<b>TOTAL GENRAL EDUCATION QUARTER CREDIT HOURS</b>			<b>34.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>			<b>96.0</b>

## Degree Programs



### Homeland Security, Bachelor of Science Degree

48 months – 192.0 Credit Units

Version: 1.0—(This program is available to totally online students only)

The Homeland Security program focuses on the issues of security, intelligence operations, emergency services and crisis management. The Homeland Security program is designed to serve three types of students:

- Students wishing to continue their education and pursue an upper-level degree in an area of homeland security studies.
- Students wishing to secure employment in the field of corporate or government security.
- Professionals who need to increase their skills for their present duties.

The Homeland Security program provides a broad understanding of the intelligence cycle, business continuity cycle and security. The degree programs prepare graduates for entry-level career opportunities in corporate or government security operations.

The Bachelor of Science degree in Homeland Security enhances the study of homeland security and expands into areas such as crisis management planning, contingency planning, and directing emergency response operations. Graduates are prepared for entry-level and middle management positions in government or corporate security.

Course Code		Course	Bachelor's Degree Quarter Credit Hours
College Core Requirements			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
SLS	1354	Workplace Relationships	2.0
CGS	2167C	Computer Applications	4.0
<b>TOTAL COLLEGE CORE QUARTER CREDIT HOURS</b>			<b>12.0</b>
Major Core Requirements			
CJL	1100	Civil & Criminal Justice	4.0
DSC	2210	Emergency Planning & Security Measures I	4.0
DSC	2008	Security: Principles, Planning & Procedures I	4.0
DSC	2010	Security: Principles, Planning & Procedures II	4.0
DSC	1030	Tactical Communications	4.0
DSC	1011	Domestic & International Terrorism I	4.0
DSC	1005	Domestic & International Terrorism II	4.0
HSSP	1610	Emergency Medical Services & Fire Operations I	4.0
SCC	1102	Business & Ethics for Security Specialists	4.0
DSC	2812	Information Technology Security I	4.0
HSSP	3100	Critical Incident Management	4.0
HSSP	3200	Facilitating Psychological Support for Catastrophic Events	4.0
HSSP	3301	Case Study 1	1.0
HSSP	4100	Post Catastrophic Event Documentation and Reporting	4.0
HSSP	4200	Critical Issues in Hostage Negotiations	4.0
HSSP	4300	Current Events in Homeland Security Management	4.0
HSSP	3302	Case Study 2	1.0
HSSP	3400	Anti-Terrorism Risk Assessment	4.0
HSSP	4400	Communications and Technology Security	4.0
CJE	4668	Computer Crime	4.0
DSC	3214	Catastrophic Event Response Planning	4.0
HSSP	4500	Weapons of Mass Destruction	4.0
HSSP	4600	Mass Casualty Management Planning	4.0
HSSP	4700	Capstone Simulation	4.0
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>			<b>90.0</b>

## Degree Programs

<b>The Bachelor students will select 12.0 additional credits from the following courses:</b>			
DSC	2211	Emergency Planning & Security Measures II	4.0
HSSP	1620	Emergency Medical Services & Fire Operations II	4.0
CJE	1600	Criminal Investigations	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>12.0</b>
<b>The Bachelor students will take the following courses:</b>			
CCJ	3666	Victimology	4.0
CCJ	3675	Women, Crime, and Criminal Justice	4.0
CCJ	4129	Cultural Diversity for Criminal Justice Professional	4.0
CJL	3215	Concepts of Criminal Law	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>16.0</b>
<b>General Education Core Requirements</b>			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SYG	2000	Principles of Sociology	4.0
SPCP	2300	Fundamentals of Interpersonal Communication	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
STA	2014	Statistics	4.0
SOP	4005	Social Psychology	4.0
CPO	4004	Global Politics	4.0
ENC	3211	Report Writing	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
AMH	2030	20th Century American History	4.0
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>			<b>62.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>			<b>192.0</b>

## Degree Programs



### Medical Assistant, Associate in Science Degree

24 Months – 97.0 Credit Units

Version: 1.0—(On-ground only; no longer enrolling new students in this program)

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

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

Course Code		Course	Associate Degree Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>			
CGS	2167C	Computer Applications	4.0
OST	1141L	Keyboarding*	2.0
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
<b>TOTAL COLLEGE CORE QUARTER CREDIT HOURS</b>			<b>12.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
HSC	1531	Medical Terminology	4.0
BSC	1085	Anatomy and Physiology I	4.0
BSC	1086	Anatomy and Physiology II	4.0
HSA	1529	Diseases of the Human Body	4.0
HSA	1551	Medical Law and Ethics	2.0
MEA	1207	Basic Clinical Procedures	4.0
MEA	1207L	Basic Clinical Procedures (Lab)	2.0
MEA	1226C	Exams and Specialty Procedures	4.0
MEA	1226L	Exams and Specialty Procedures (Lab)	2.0
MEA	2260	Diagnostic Procedures	4.0
MLS	2260L	Diagnostic Procedures (Lab)	2.0
MEA	2244	Pharmacology	4.0
MEA	1243L	Pharmacology (Lab)	2.0
MEA	1304	Medical Office Procedures	4.0
HIM	2278C	Medical Finance and Insurance	4.0
MEA	2561	Professional Procedures	2.0
MEA	2804	Medical Externship	5.0
Student will select 4.0 credits from the following courses:			
MEA	2257L	Introduction to X-ray	4.0
HIM	2346C	Medical Computer Applications	2.0
HUN	1001	Basic Nutrition	2.0
MEA	1006C	Therapeutic Communication	2.0
MEA	2285L	EKG Interpretation	2.0
MEA	2245L	Phlebotomy	2.0
MEA	1105	Domestic Violence	2.0
SYP	2742	Death & Dying	4.0
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>			<b>61.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0

## Degree Programs

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MAT	1033	College Algebra	4.0
EVS	1001	Environmental Science	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>			<b>24.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>			<b>97.0</b>

\*This course is not offered online.

## Degree Programs



### Medical Insurance Billing and Coding, Associate in Science Degree

24 Months – 96.0 Credit Units

Version: 2.0

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
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS2167C	Computer Applications	4.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
<b>TOTAL COLLEGE CORE QUARTER CREDIT HOURS:</b>		<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
HIM 2326C	Computer Applications for MIBC	4.0
HSC 1531	Medical Terminology	4.0
HSA 1551	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
HSA 1529	Diseases of the Human Body	4.0
HIM 2278C	Medical Finance and Insurance	4.0
HIM 2272	Medical Insurance Billing	4.0
MEAP 1301	Introduction to ICD-9 Coding	4.0
MEAP 1305	Introduction to CPT Coding	4.0
MEAP 2346	Advanced CPT Coding	4.0
MEAP 2345	Third Party Payers	4.0
MEAP 2348	Abstract Case Coding	2.0
MEAP 2246	Pharmacology for MIBC	4.0
MEAP 2808	Externship for MIBC*	4.0
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS:</b>		<b>60.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
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
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS:</b>		<b>26.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>96.0</b>

\*This course is not offered online. Fully online students may take MAR2305 Customer Relations & Servicing to satisfy this requirement.

\*\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.



## Degree Programs



### Paralegal, Associate in Science Degree

24 months – 96.0 Credit Units

Version: 1.0

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
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS	2167C Computer Applications	4.0
SLS	1105 Strategies for Success	4.0
SLS	1321 Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
CGS	2501 Applied Word Processing	4.0
<b>TOTAL COLLEGE CORE QUARTER CREDIT HOURS</b>		<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
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
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>		<b>40.0</b>
<b>The Associate student will select 8.0 credits from the following list:</b>		
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
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>8.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
SPC	2017 Oral Communications*	4.0
SYG	2000 Principles of Sociology	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
SLS	1505 Basic Critical Thinking	2.0
AML	2000 Introduction to American Literature	4.0
EVS	1001 Environmental Science	4.0
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>		<b>34.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>96.0</b>

\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

## Degree Programs



### Paralegal, Bachelor of Science Degree

48 months – 192 Credit Units

Version: 2.0

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 bachelors 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
<b>MAJOR CORE</b>		
<u>Lower division</u>		
PLA 1003	Introduction to Paralegal	4.0
CJL 2134	Criminal Procedure and the Constitution	4.0
PLA 1105	Legal Research and Writing I	4.0
PLA 2106	Legal Research and Writing II	4.0
PLA 2201	Civil Litigation I	4.0
PLA 2224	Civil Litigation II	4.0
PLA 2273	Torts	4.0
PLA 2423	Contract Law	4.0
<b>MAJOR CORE LOWER DIVISION</b>		<b>32.0</b>
<u>Upper division</u>		
PLA 3115	Legal Research and Writing III	4.0
PLA 3570	International Law	4.0
PLA 4473	Worker's Compensation and Employment Benefit Law	4.0
PLA 4116	Legal Research and Writing IV	4.0
PLA 4263	Rules of Evidence	4.0
PLA 4274	Advanced Tort Law	4.0
PLA 4523	Law and Medicine	4.0
PLAP 4483	Administrative Law	4.0
PLAP 3210	Elder Law	4.0
PLA 4470	Employment Law	4.0
CJL 3215	Concepts of Criminal Law	4.0
CCJ 4054	Criminal Justice Ethics and Liability	4.0
CCJ 4129	Cultural Diversity for Criminal Justice Professional	4.0
SCC 3004	Private Investigations I <b>OR</b>	4.0
PLAP 4450	Paralegal Senior Externship**	
PLAP 4400	Paralegal Senior Capstone Experience	4.0
<b>Major Core Upper Division</b>		<b>60.0</b>
<b>TOTAL MAJOR CORE CREDIT HOURS</b>		<b>92.0</b>
<b>GENERAL EDUCATION</b>		
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

## Degree Programs

<b>General Education Electives***</b> Must include at least one course from each of the following subject areas: <ul style="list-style-type: none"><li>• Communications/Humanities</li><li>• Math/Science</li><li>• Social Science</li></ul>	24.0
<b>TOTAL GENERAL EDUCATION CREDIT HOURS:</b>	<b>54.0</b>
<b>APPROVED ELECTIVE REQUIREMENT:</b>	<b>46.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:</b>	<b>192.0</b>

\*This course is not offered online. Fully online students may take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.

\*\*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 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science  
-may include: STA 2014

**Elective Requirements:** Students may fulfill the balance of the credit requirements for the degree by taking up to 46.0 credits in the electives category.

## Degree Programs



### Pharmacy Technician, Associate in Science Degree

24 months – 97.0 Credit Units

Version: 1.0—(On-ground only; no longer enrolling new students in this program)

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of pharmacy technology, coupled with a solid understanding of basic general education concepts. The degree prepares the graduate for an entry-level position in health care facilities and/or retail establishments (i.e.: hospitals and medical centers, teaching facilities, out-patient clinics, urgent care centers, and retail and wholesale pharmacies).

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

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

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

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

Any person who wishes to work as a pharmacy technician in the State of Florida must register with the Board of Pharmacy. Applicants for registration must submit:

- Pharmacy Technician Registration Application
- \$105.00 Fee (\$50.00 non-refundable application fee, \$50.00 registration fee, \$5.00 unlicensed application fee)
- Proof of completion of a board-approved pharmacy technician-training program.

Course Code	Course	Associate Degree Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS 2167C	Computer Applications	4.0
MAN 2021	Principles of Management	4.0
OST 1141L	Keyboarding*	2.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (Previously known as Career Skills)	2.0
<b>TOTAL QUARTER CREDIT HOURS:</b>		<b>16.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
HUN 1001	Basic Nutrition	2.0
BSC 1086	Anatomy and Physiology II	4.0
HSC 1531	Medical Terminology	4.0
HSA 1529	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

## Degree Programs

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PTNP 2200	Pharmacy Technology Lab*	2.0
<b>MAJOR CORE TOTAL QUARTER CREDIT HOURS:</b>		<b>55.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
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
<b>GENERAL EDUCATION TOTAL QUARTER CREDIT HOURS:</b>		<b>26.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>97.0</b>

\*This course is not offered online.

## Graduate Degree Programs



### Business Administration, Master of Business Administration Degree

56.0 Credit Units

Version: 1.0

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, or General Management.

Applicants whose undergraduate degrees are in a field outside the program areas are encouraged to apply.

NOTE: Prerequisite foundation work may be required before selected higher-level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses. Previous transcribed coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement.

Course Code		Course	Quarter Credit Hours
<b>PREREQUISITES</b>			
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
<b>GRADUATE CORE REQUIREMENTS (to be taken by all majors)</b>			
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
<b>TOTAL GRADUATE CORE CREDIT HOURS</b>			<b>40.0</b>

\*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.

## Graduate Degree Programs

Course Code	Course	Quarter Credit Hours	
<b>ACCOUNTING CONCENTRATION*</b>			
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
<b>TOTAL ACCOUNTING CONCENTRATION QUARTER CREDIT HOURS</b>		<b>16.0</b>	
<b>HUMAN RESOURCES MANAGEMENT CONCENTRATION</b>			
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
<b>TOTAL HUMAN RESOURCES MANAGEMENT CONCENTRATION</b>		<b>16.0</b>	
<b>INTERNATIONAL BUSINESS CONCENTRATION</b>			
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
<b>TOTAL INTERNATIONAL BUSINESS CONCENTRATION</b>		<b>16.0</b>	
<b>GENERAL MANAGEMENT CONCENTRATION</b>			
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.			
<b>TOTAL GENERAL MANAGEMENT CONCENTRATION QUARTER CREDIT HOURS</b>		<b>16.0</b>	
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>56.0</b>	
*Students pursuing this concentration in anticipation of meeting state of Florida CPA requirements must complete all elective coursework (5 courses) in the Accounting Concentration.			

## Course Offerings

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### 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 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System 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 Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

#### Example of Course Identifier:

Prefix	Level Code	Century Digit	Decade Digit	Unit Digit	Lab Code
	(first digit)	(second digit)	(third digit)	(fourth digit)	
<b>ENC</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	
English Composition	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. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 56 different 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, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, 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 the community college 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 semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.



## Course Offerings

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### THE COURSE PREFIX

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

### AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

- Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

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 varying topics courses that must be evaluated individually, or applied 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 non-regionally 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, Thesis and Dissertations.
- D. College preparatory and vocational preparatory 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 (i.e., portfolio, audition, interview, etc.).

### COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Non-regionally 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 Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to School President or Academic Dean in the campus or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, FL 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at <http://scns.fldoe.org>.

## Course Descriptions

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### **ACG2021 - Introduction to Corporate Accounting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations.

*Prerequisites:* APA2121

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

### **ACG2178 - Financial Statement Analysis**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds.

*Prerequisites:* ACG2021

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

### **ACG2551 - Non-Profit Accounting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **ACG4251 - International Accounting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Examination of the environmental factors affecting international accounting concepts and standards. Cross-country differences in accounting treatment are compared.

*Prerequisites:* None

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

### **ACG4632 - Auditing I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations.

## Course Descriptions

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*Prerequisites: ACG3123 or equivalent*

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

### **ACG5647 - Auditing II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A continuation of ACG4632. 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 Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **AMH2070 - History of Florida**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An examination of the history of the State of Florida from its origin as a Spanish colony to the present. Included is an analysis of such factors as historical tradition, climate, population, and locations as they relate to Florida's development.

*Prerequisites: None*

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

### **AML2000 - Introduction to American Literature**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **APA2111 - Principles of Accounting I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted.

*Prerequisites: None*

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

### **APA2121 - Principles of Accounting II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources.

*Prerequisites: APA2111*

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

### **APA2141 - Computerized Accounting**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **APAP3320 - Accounting and Control for Hospitality**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course serves as a survey of accounting methods, controls, and practices commonly found in hotels, motels, restaurants, clubs, and institutions.

*Prerequisites: None*

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

### **BSC1085 - Anatomy and Physiology I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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: HSC1531 (Except for nursing students)*

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

### **BSC1086 - Anatomy and Physiology II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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: HSC1531 (Except for nursing students), BSC 1085*

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

### **BSC2080 - Anatomy and Physiology of Body Systems**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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: HSC1531*

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

### **BSC2085L - Anatomy and Physiology I Laboratory**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress.

*Prerequisites: None*

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

### **BSC2086L - Anatomy and Physiology II Laboratory**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a continuation of BSC2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune,

## Course Descriptions

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respiratory, urinary, and reproductive systems will also be studied.

*Prerequisites:* BSC2085

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

### **BUL2131 - Applied Business Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **BUL2261 - International Business Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies.

*Prerequisites:* None

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

### **BUL3246 - Business Law I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **CAP2103 - Biometrics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces biometrics, the emerging human recognition technology. Three primary characteristics of biometrics will be explored: security, convenience, and cost. These characteristics will be applied in perspective to human beings and the efficiency of using such systems as authentication mechanisms.

*Prerequisites:* CGS2167C

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

### **CCJ1017 - Criminology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **CCJ2250 - Constitutional Law for the Criminal Justice Professional**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the United States Constitution and its implication for criminal justice system policies and practices.

*Prerequisites:* CCJ1020

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

### **CCJ2358 - Criminal Justice Communications**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020 for Criminal Justice majors (none for Criminal Investigation majors).

*Prerequisites:* None

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

### **CCJ3334 - Alternatives to Incarceration**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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

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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:* C CJ1020 (None for Homeland Security Major)

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

### **CCJ3675 - Women, Crime, and Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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:* C CJ1020 (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 Credit Hours; Total Hours: 40.0**

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:* C CJ1020 (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 Credit Hours; Total Hours: 40.0**

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:* C CJ1020

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

### **CCJ4129 - Cultural Diversity for Criminal Justice Professional**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations.

*Prerequisites:* C CJ1020 (DSC2010 for Homeland Security Major; 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 Credit Hours; Total Hours: 40.0**

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:* C CJ1020

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

### **CCJ5006 - Overview of Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to provide students with a broad overview of criminal justice and to orient them to the field and its foundations. Focusing on the underpinnings of the administration of justice as well as contemporary issues, students will examine the criminal justice system as a whole, its component parts, and its most significant processes.

*Prerequisites:* None

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

### **CCJ5019 - Crime and Criminology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an examination of the major theories in criminology and their application to understanding crime and responses to the crime problem.

*Prerequisites:* None

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

### **CCJ5405 - Criminal Justice Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Various concepts and methods of criminal justice management are explored in detail. Using a variety of justice system agencies as examples, the course will view the behavioral and functional aspects of modern supervision and examine contemporary management styles.

*Prerequisites:* None

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

### **CCJ5408 - Interpersonal Management Skills**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to increase knowledge and competence in managing interpersonal interaction in a variety of professional settings. Strategies and styles of conflict resolutions are examined, as well as techniques for motivating colleagues and clients.

*Prerequisites:* None

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

### **CCJ5489 - Ethics in Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An overview of ethical theory, doctrines, and controversies in the field of criminal justice. Emphasis will be placed upon the dilemmas faced by criminal justice practitioners seeking to make appropriate ethical judgments and decisions.

*Prerequisites:* None

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

### **CCJ5657 - Substance Use, Crime, and Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is an examination of the social response to illegal use of mood-altering substances. Major initiation in law enforcement, courts, corrections, and substance abuse therapy will be discussed. In addition, preventive strategies will be described and evaluated, and informal methods of response to substance abuse considered.

*Prerequisites:* None

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

### **CCJ5665 - Victimology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process.

*Prerequisites:* None

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

### **CCJ5672 - Women, Crime, and Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will be covered. The continuing emergence of women in justice-related occupations will also be discussed.

*Prerequisites:* None

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

### **CCJ5702 - Applied Research Methods**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an in-depth study of research methods designed to prepare students to conduct applied research in their major field of study in preparation for a research practicum, externship, thesis, or capstone.

*Prerequisites:* None

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

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### CCJ5704 - Statistics for Criminal Justice

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the major concepts, techniques, applications, and interpretations of statistical methods in criminal justice. Emphasis is placed on understanding when various statistical techniques are appropriate, and interpretation of the results of such techniques.

*Prerequisites: None*

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

### CCJ5781 - Writing for Research at the Graduate Level

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course permits students to begin to develop skills in reading and understanding research, writing research proposals, and writing formal research reports on original research. Emphasis will be placed on two important, yet often neglected, research methodologies.

*Prerequisites: None*

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

### CCJP2288 - Spanish for the Criminal Justice Professional

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 120.0**

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**

### CCJP5000 - Navigating Graduate School in Justice Studies

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course is designed to provide students with a basic knowledge of what the successful graduate student needs by establishing the transition from passive to active learning strategies and techniques. Transition will be achieved through addressing psychological, philosophical and mechanical processes in graduate studies.

*Prerequisites: None*

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

### CCJP5450 - Critical Issues in Criminal Justice

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A course designed to provide students with an opportunity to explore a variety of topics related to the field of Criminal Justice. During the term, the course will contain an overview of the problems associated with business, industry and government crime. The history and antecedent conditions related to white collar crime will be reviewed and specific behaviors will be analyzed in detail.

*Prerequisites: None*

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

### CCJP6000 - Criminal Justice Capstone

**6.0 Quarter Credit Hours; Total Hours: 60.0**

The Criminal Justice Capstone is a comprehensive assessment of knowledge and skills required for successful performance in a variety of related organizations. This course consists of a portfolio development project that encompasses scholastic and personal self assessment, writing, and peer review. This class must be taken during the last two quarters of the program.

*Prerequisites: None*

**Lecture Hours: 60.0; Lab Hours: 00.0; Other Hours: 00.0**

### CEN1056C - Project Development

**2.0 Quarter Credit Hours; Total Hours: 20.0**

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**

### CEN1301C - Core Technologies

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies.

*Prerequisites: CGS1283C*

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

### CEN2304C - Windows NT Enterprise

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement.

*Prerequisites: CTS1334C*

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

### CEN2328 - Internet Information Server

**2.0 Quarter Credit Hours; Total Hours: 30.0**

This course prepares students to implement, administer, and manage Microsoft's Internet Information Server to provide secure, managed access for organizations to the Internet to conduct business. An emphasis of the course will be on internal communications and data access using the Internet. Important topics will be Internet and network security.

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*Prerequisites: CEN1301C*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CEN2506C - Multiplatform Networking**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course prepares students to install, configure, and troubleshoot multiple networks internetworking in a multiplatform environment. Topics such as internetworking multiple vendor network software with associated hardware requirements will be covered. Peripherals such as printers, their diagnostics, and their troubleshooting in a multiplatform environment will be covered.

*Prerequisites: CEN2504C, CEN2304C*

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

### **CEN2507C - Installation and Configuration for Networks**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course presents a practical, in-depth study of the techniques for installing, configuring, and troubleshooting hardware and software issues for networks. Students will prepare computers for networks with such activities as: 1) partitioning hard disks, 2) installing hardware such as network interface cards and cables, 3) installing software such as network operating system and drivers, and 4) adding peripherals such as printers to the network. Students will observe symptoms and then isolate problems to discern and correct network failure. Extensive practice in configuring and troubleshooting networks and installing application software.

*Prerequisites: CEN1503C*

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

### **CENP1800 - Diagnostics and Troubleshooting**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

This course builds on the material covered in the two prerequisites to give students experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine.

*Prerequisites: CGS1280C, CTS1110C*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CENP2345C - Network Security**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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**

### **CENP2765 - PKI Concepts and Planning**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers one of the most complex and required technologies in creating a trusted network infrastructure, Public Key Infrastructure (PKI) technology. Starting with an introduction to PKI, the course includes a detailed look into Cryptography, both Private and Public Key Exchange systems and into Digital Signatures and Digital Certificates.

*Prerequisites: CNT2400C*

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

### **CENP2770 - PKI Implementation**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course continues the discussion and implementation of Public Key Infrastructure (PKI) technologies to create a trusted network environment. Students will study the creation of a PKI policy and implement a PKI pilot.

*Prerequisites: CENP2765*

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

### **CET1605C - Network Routing I**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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**

### **CGS1006C - Essentials of Communications and Document Formatting**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course. Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CGS1031C - Introduction to Macintosh**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

An introduction to Macintosh computers using a graphics users environment.

*Prerequisites: None*

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

### **CGS1280C - Computer Hardware Concepts**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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**

### **CGS1514C - Introduction to Spreadsheets**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CGS1524C - Introduction to Presentations**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CGS1546C - Introduction to Database**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CGS1700C - Introduction to Windows 98**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an introduction to desktop computing. There is an emphasis on learning the software applications and accessories that is a part of the Microsoft Windows 98 operating system. Essential computing skills such as using icons, creating desktop shortcuts, performing system checkups and completing minor system diagnostics will be covered. Other topics that will be discussed include computer system architecture, virus protection software, multimedia software, and the Internet.

*Prerequisites: None*

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

### **CGS1800C - Web Site Design Methodology**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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**

### **CGS1882C - Beginning Web Development with FrontPage 2000**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is designed to cover the major features of FrontPage 2000. Students will create and work with web components, design a navigation structure, implement active components, work with Tasks view, work with links, and format and enhance Web pages. Students will also learn how to work with tables, themes, style sheets, frames, use components and forms, use web creation shortcuts, explore graphics and animation, and finalize and publish their web sites locally or remotely over the Internet. Throughout the course, the concept of automating web creation, and sharing design patterns is heavily discussed and exercised.

*Prerequisites: None*

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

### **CGS2167C - Computer Applications**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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**

### **CGS2461C - Fundamental Programming Techniques**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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: COP2010C*

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

### **CGS2501 - Applied Word Processing**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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: CGS2167C*

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

### **CGS2510C - Applied Spreadsheets**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables.

*Prerequisites: CGS2167C*

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



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### **CGS2642C - Intermediate Database Management**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries.

*Prerequisites:* CGS1546C

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

### **CGS2820C - Web Authoring**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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**

### **CGS2823C - Advanced Web Development with FrontPage 2000**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This is a follow up for the "Beginning Web Development Using FrontPage 2000" course, and is designed to cover the advanced and professional features of FrontPage 2000. Throughout this intensive course, students will create, and work with web enhancements such as Audio/Video additions, generate graphically rich structures and documents, implement animated components, add HTML and DHTML tables to their web sites, work with advanced features of links, and format and enhance their web pages. Having a more advanced approach now, students will learn how to troubleshoot different web components such as tables, themes, style sheets, frames, and how to use embedded tools in FrontPage 2000.

*Prerequisites:* CGS1882C

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

### **CGS2877C - Web Animation**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 30.0**

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:* GRA2225C, CGS2877C

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **CGS4702C - Operating Systems Programming**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an understanding of contemporary operating system concepts by integrating the principles behind the design of all operating systems with how these are put into practice in the real world. A thorough discussion of operating concepts, using code examples, algorithms, and implementation issues is applied.

*Prerequisites:* COP2228C or COP2281 or COP2805C or COP2171C

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

### **CGSP1500 - Introduction to Business Databases**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an overview of databases and their uses in today's business environments. Topics include fundamentals of the database modeling, design, creation, queries, database reports,

and maintenance.

*Prerequisites:* CGS2167C

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

### **CGSP3200 - Project Management**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides practical lessons in project management. Bringing together theory and practice, the course provides an understandable, integrated view of many concepts, skills, tools, and techniques involved in project management.

*Prerequisites:* CGS2167C and junior standing

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

### **CIS2252 - Ethics in Computing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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.

*Prerequisites:* CGS2167C

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

### **CIS2321 - Introduction to the Systems Development Life Cycle (Previously known as System Analysis Methods)**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **CIS2513C - Software Configuration Management**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an overview and understanding of the Software Configuration Management process (SCM) and how it impacts quality software. The students will learn how to create an SCM implementation plan, decide what additional SCM tools are needed, and understand how to evaluate SCM tools currently on the market.

*Prerequisites:* CIS2321

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

### **CIS2614 - Software Quality Assurance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/-maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization.

*Prerequisites:* CIS2321

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

### **CIS3303C - Object-Oriented Analysis and Design**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 40.0**

This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management,

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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**

### **CIS3512 - Software Risk Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides a success formula for managing software risk, allowing companies to more easily deliver high-quality software on time and within budget. Also covered are the six disciplines for managing product development, steps to predictable risk management process results, and how to establish the infrastructure for a risk-aware corporate culture.

*Prerequisites:* CIS2321 and COP2228C or COP2805C or COP2171C

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

### **CIS3615 - Designing Secure Software**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 COP2281 or COP2805C

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

### **CIS4328C - Senior Project: Systems Implementation and Integration**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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**

### **CISP1875 - Novell Administration**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network.

*Prerequisites:* CNT1003C

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

### **CISP2475C - Designing Network Security**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Lects 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**

### **CISP3150C - Current Information Technology Topics**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

Designed to provide opportunities through reading, lecture, discussions, and exercises for students to improve their proficiency as information technology professionals. Course may be repeated, but students may not take the same topic more than once.

*Prerequisites:* Junior standing and approval of instructor

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

### **CISP4020 - Database Concepts II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course has a strong systems emphasis and covers several advanced concepts in database systems, database analysis and design and database management. A PC-based DBMS package will be used as the basis for projects in which students will implement various parts of a relational DBMS. Key concepts: heap files, buffer manager, B+ trees, hash indexes, various join methods, and class interfaces.

*Prerequisites:* CIS3345

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

### **CISP4820 - Information Systems Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized.

*Prerequisites:* CTS1110C

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

### **CJC2000 - Introduction to Corrections**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **CJC5328 - Correctional Systems and Institutions**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The course is designed to explore contemporary correctional management and the evolution of management theory in the field. Additionally, the impact of law, the media, and society on correctional administration will be examined.

*Prerequisites:* None

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

### **CJC5428 - Counseling the Offender**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to provide an understanding of correctional intervention, assessment and classification. The major systems of therapeutic intervention will be examined, and the impact of the intervention strategies will be examined.

*Prerequisites:* None

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

### **CJE1600 - Criminal Investigations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **CJE1640 - Criminalistics I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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This course is designed to introduce the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined.

*Prerequisites: None*

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

### **CJE1641 - Criminalistics II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course continues the introduction to the concepts involved in the field of Criminalistics. The students will be introduced to the concepts of "Criminalistics" from the professional and scientific disciplines dedicated to the recognition, collection, identification, and individualization of physical evidence and the application of the natural sciences to the matters of the law will be examined.

*Prerequisites: CJE1640*

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

### **CJE1770 - Crime Scene Photography I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will become familiar with the history of photography and comprehend fundamental concepts of general camera use. The students will also be able to apply photography concepts and practical applications to vehicular accidents, vehicle examinations, and crimes against property.

*Prerequisites: None*

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

### **CJE1772 - Crime Scene Photography II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Upon successful completion of the course, the students will be able to understand the role of a photographer in a crime scene. The students will comprehend fundamental concepts of general camera use and be able to apply photographic concepts and protocols to crimes against persons such as assault and homicide scenes, autopsy, and special issues covering arson, alternative light sources, and SMAT (Scars, Marks, and Tattoos).

*Prerequisites: CJE1770*

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

### **CJE2100 - Policing in America**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **CJE2602 - Graphics and Documentation II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation.

*Prerequisites: CJE2673*

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

### **CJE2640 - Crime Scene Dynamics I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located.

*Prerequisites: None*

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

### **CJE2670 - Introduction to Forensics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **CJE2671 - Fingerprints Classification and Latents I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints and legal aspects. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns and sections of the hand, terminology, obtain ten prints and major case prints, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another.

*Prerequisites: None*

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

### **CJE2672 - Fingerprints Classification and Latents II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Upon successful completion of the course, the students will be able to understand the historical background of the science of fingerprints. The students will learn and be able to classify fingerprint cards using the Henry Classification System, to recognize fingerprint patterns, terminology, and to understand the New Automated Fingerprint Identification Systems. The students will also be able to individualize one fingerprint card from another and to demonstrate the ability to locate, process, and recover latent prints in the field and lab.

*Prerequisites: CJE2671*

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

### **CJE2673 - Graphics and Documentation I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing.

*Prerequisites: None*

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

### **CJE2676 - Biological Evidence I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory,

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toxicology, forensic entomology, and uncollectible biological evidence.

*Prerequisites: None*

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

### **CJE2679 - Crime Scene Dynamics II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located.

*Prerequisites: CJE2640*

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

### **CJE2682 - Biological Evidence II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will continue to discuss the biological evidence commonly found at crime scenes. Packaging, preservation, and care of biological evidence will be discussed. Chain of custody will be explained. Additional topics include DNA, case studies, courtroom testimony, and exhibits for the courtroom. Students will participate in a moot court and a mock crime scene.

*Prerequisites: CJE2676*

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

### **CJE2690 - Technology Crimes I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices.

*Prerequisites: None*

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

### **CJE2691 - Technology Crimes II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes.

*Prerequisites: CJE2690*

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

### **CJE4668 - Computer Crime**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 (CGS2110 for Homeland Security Major) -or- CGS2167C (for non Criminal Justice majors)*

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

### **CJE5428 - Community Oriented Policing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an analysis of contemporary issues in community policing. This includes an exploration of the dynamics of citizen-police interactions with regard to proactive policing methodologies. Examples of specific community policing programs will be examined through the use of a series of case studies, and the impact of community oriented policing will be discussed.

*Prerequisites: None*

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

### **CJJ5028 - Juvenile Justice System**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to provide students with an examination of the historical, cultural and legal foundations of juvenile justice. Current juvenile justice system practices will be discussed, and the effects of these practices analyzed.

*Prerequisites: None*

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

### **CJL1100 - Civil and Criminal Justice**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas.

*Prerequisites: None*

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

### **CJL2130 - Criminal Evidence**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **CJL2614 - Collecting and Presenting Audio and Visual Evidence**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to introduce the concepts involved in collecting and presenting audio and visual evidence. The students will also be introduced to the documentation methods for preserving visual evidence. This course will allow the students to understand the courtroom technology available for presentation methods utilizing audio and visual means. These disciplines will include digital photography, film photography, video, voice and audio recordings.

*Prerequisites: None*

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

### **CJL3215 - Concepts of Criminal Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **CJL5069 - Modern Constitutional Theory**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides a survey of major constitutional thought and a review of primary constitutional principles. Particular emphasis is placed on the role of the Constitution in the administration of

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criminal justice.

*Prerequisites:* None

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

### **CJL5528 - Law and the Legal System**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides an overview of the judicial process in the United States, the structure and function of courts, and the body of law that supports that process. Federal and state courts will be covered, as well as various law-related public policy issues.

*Prerequisites:* None

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

### **CLP3005 - Marriage and the Family**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course, through reading, discussions, and presentations, explores the institution of marriage and the family as a system.

*Prerequisites:* None

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

### **CLPP3004 - Adult Psychology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course deals with the human life span as a whole and attempts to acquaint students with the processes of maturation, aging, and death.

*Prerequisites:* None

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

### **CNT1003C - Computer Networking Fundamentals**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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**

### **COP2010C - Programming Concepts**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 50.0**

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:* CGS2461C

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

### **COP2171C - Computer Programming - Visual Basic II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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:* CGS2461C

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

### **COP2228C - Computer Programming - C++ II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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:* CGS2461C

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

### **COP2805C - Programming Languages - Java II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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**

### **COP2812C - Web Development Using XML**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

Student will study the functions and relationships between XML and other members of the XML family of technologies, including XHTML, XSL, Xpath, Xlink, namespaces, schemas, and Xslt. Students will create and apply styling to XML documents in a series of hands-on labs.

*Prerequisites:* None

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

### **COP2840C - Content Generation - Scripting Languages**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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, CGS2461C

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

### **COP3764C - Structured Query Language**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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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 Credit Hours; Total Hours: 50.0**

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**

### **COPP2123 - Computer Programming - COBOL I**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an introduction to the COBOL programming language, concepts and syntax. COBOL is used to develop program logic for business applications. Instructor Lec and demonstration provides in-depth coverage of the COBOL language.

*Prerequisites:* CGS2461C

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

### **COPP2127 - Computer Programming - COBOL II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is a continuation of COPP2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables.

*Prerequisites:* COPP2123

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

### **COPP2164 - Computer Programming - RPG**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides the fundamentals of Report Program Generator (RPG). Topics include designing, debugging, and testing programs to include the RPG fixed logic cycle, Level breaks, overflow, multiple record processing and file output.

*Prerequisites:* CGS2461C

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

### **COPP2168 - Computer Programming - Advanced RPG**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course is a continuation of the Computer Programming - RPG course. It provides advanced topics utilizing the Report Program Generator (RPG) programming language. Topics discussed are tables, arrays, file processing and maintenance, and interactive file processing.

*Prerequisites:* COPP2164

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

### **COPP2273 - Computer Programming - Introduction to Visual C++**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course introduces the students to programming in Microsoft Visual C++ using the Microsoft Foundation Classes (MFC). Application development using Device Context, Event Handling, Message Processing, Menus, Toolbars, Dialogs, Collections, and Serialization using MFC with Microsoft Visual C++ is covered.

*Prerequisites:* COP2228C

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

### **COPP2280C - Computer Programming - C# I**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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:* CGS2461C

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

### **COPP2281C - Computer Programming - C# II**

### **4.0 Quarter Credit Hours; Total Hours: 50.0**

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**

### **COPP3175C - Advanced Programming**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an introduction to basic data structures, and algorithms for manipulating them, using an object-oriented programming language. It covers how to create and maintain various data structures, such as arrays, stacks, queues, linked lists, binary search trees, hash tables.

*Prerequisites:* COP2805C, COP2228C, COP2171C, COPP2281C, and junior standing

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

### **COPP3180C - Network Programming**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides the student with a comprehensive guide to creating networks-based applications. Students will focus on high-level application programming concepts, networking concepts, tools, and techniques to create robust, maintainable and efficient custom client/server applications. Basic programming concepts, networking concepts, TCP/IP, specific control structures, I/O functions, and object-oriented design are explored.

*Prerequisites:* CNT1003C and one of following: COP2171C or COP2228C or COP2805C or COPP2281C

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

### **CPO4004 - Global Politics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

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

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server.

*Prerequisites:* CNT1003C

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

### **CTS2207C - Advanced Presentations**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course covers the intermediate and advanced functionality of Microsoft PowerPoint. Emphasis is placed on working with text and visual elements, customizing a presentation, creating output, and delivering a presentation. The course focuses on the addition, modification, and formatting of advanced PowerPoint features.

*Prerequisites:* CGS1524C

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

### **CTS2226C - Intermediate Spreadsheets**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This intermediate course concentrates on working with and modifying worksheets and workbook structure. Essential skills such as working with formulas and functions that are required to create and modify professional spreadsheets are covered. A large portion of the course is focused on working with files and formatting worksheets.

*Prerequisites:* CGS1514C

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

### **CTS2244C - Advanced Spreadsheets**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This spreadsheet course concentrates on the use and modification of charts, worksheets, and objects. The enhancement and formatting of charts and worksheets is emphasized, while advanced file management skills such as linking multiple workbooks through formulas, will be taught.

*Prerequisites:* CTS2226C

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

### **CTS2303C - Network Directory Services**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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:* CTS1334C

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

### **CTS2304C - Network Directory Design**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues.

*Prerequisites:* CTS1334C

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

### **CTS2313C - Internet Security and Acceleration (ISA) Server**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection.

*Prerequisites:* CTS1334C

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

### **CTS2321C - Linux Administration**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to

configure Linux features and programs.

*Prerequisites:* None

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

### **CTS2330C - Implementing and Supporting E-Mail Services**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software.

*Prerequisites:* CTS1334C

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

### **CTS2383C - Network Management**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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:* CTS1327C, CTS1334C

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

### **CTS2386C - Network Infrastructure**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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:* CTS1334C

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

### **CTS2439C - Advanced Database Management**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides instruction for the development of expert database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed.

*Prerequisites:* CGS2642C

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

### **CTS4107 - Survey of Operating Systems**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **DEP2000 - Developmental Psychology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will explore the physical, cognitive and social-emotional processes across the life span.

*Prerequisites:* PSY2012

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

### **DEPP3305 - Adolescent Psychology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the characteristics, needs, and problems of adolescence. The course also emphasizes the principles of psychology important to those who guide adolescents, and the adjustments necessary during this life stage.

*Prerequisites:* PSY2012

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

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### **DSC1005 - Domestic & International Terrorism II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course, part II, introduces participants to more advanced aspects of domestic and international terrorist organizations. The student will be introduced to federal terrorism laws, prosecution of international terrorists, handling the media, and about groups such as militias, religious extremists, outlaw biker gangs, drug cartels, and extremist groups. The student will learn about the commander's role in a terrorist incident, and about the roles of the command post.

*Prerequisites: DSC1011*

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

### **DSC1011 - Domestic and International Terrorism I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses.

*Prerequisites: None*

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

### **DSC1030 - Tactical Communications**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation.

*Prerequisites: None*

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

### **DSC2002 - Introduction to Terrorism**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **DSC2008 - Security: Principles, Planning and Procedures I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities.

*Prerequisites: None*

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

### **DSC2010 - Security: Principles, Planning and Procedures II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course continues to introduce participants to a broad, in-depth look at security planning and procedures, building upon the topics learned in Security: Principles, Planning & Procedures I. Students will learn to develop skills in substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investiga-

tions, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, and security force management.

*Prerequisites: DSC2008*

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

### **DSC2210 - Emergency Planning and Security Measures I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection.

*Prerequisites: None*

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

### **DSC2211 - Emergency Planning and Security Measures II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course builds on the emergency planning and security measures learned for corporate security in Emergency Planning & Security Measures I. Students will cover emergency planning models, contingency planning exercises, damage assessment and disaster recovery planning, and employee evacuation planning. Students will chose a scenario and location for a disaster drill, create a disaster plan for the site, and will participate in the disaster drill, then review the strengths and weaknesses of the disaster plan, and the incident response during the drill.

*Prerequisites: DSC2210*

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

### **DSC2812 - Information Technology Security I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk.

*Prerequisites: None*

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

### **DSC3214 - Catastrophic Event Response Planning**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

This course is the study of economic analysis and includes the



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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**

### **ECO3703 - Principles of International Economics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the fundamentals of international trade, international monetary policies, theories of foreign exchange, the balance of payments, and the international monetary system.

*Prerequisites: ECO3007*

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

### **ECO5010 - Economic Analysis of the Firm**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **EVS1001 - Environmental Science**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **EVSP3060 - Environmental Issues**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course develops an understanding for the relationship of natural processes at work in the environment. Local, national and global issues will be explored as they apply to understanding their claims on society and the marketplace.

*Prerequisites: None*

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

### **FIN1103 - Introduction to Finance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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: MAN2021*

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

### **FIN3230 - Money and Banking**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the nature and function of money and credit instruments; the Federal Reserve System; monetary theory and fiscal policies; expansion and stabilization of the money supply.

*Prerequisites: None*

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

### **FIN3501 - Investments**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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: FIN1103*

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

### **FIN4602 - International Business and Finance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America is also included.

*Prerequisites: FIN3005*

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

### **FIN5609 - International Finance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of the international dimensions of finance on both

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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 Credit Hours; Total Hours: 40.0**

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**

### **GEB2353 - International Competitiveness**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries.

*Prerequisites: None*

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

### **GEB4352 - International and Comparative Industrial Relations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems, are analyzed.

*Prerequisites: None*

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

### **GEB4361 - Management of International Business**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **GEB4363 - Import/Export Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports, and trade routes; and provides complete documentation forms to facilitate and coordinate the movement of goods in international trade.

*Prerequisites: None*

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

### **HIM1213 - Ancillary Health Facilities**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 50.0**

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-9 procedural coding and prospective payment systems are introduced.

*Prerequisites: MEAP1301, HIM2272*

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

### **HIM2272 - Medical Insurance Billing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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: HSC1531*

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

### **HIM2278C - Medical Finance and Insurance**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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.

*Prerequisites: HIM2272 for MIBC students; HSC1531 for Medical Assistant students*

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

### **HIM2326C - Computer Applications for MIBC**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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: CGS2167C*

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

### **HIM2346C - Medical Computer Applications**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

Designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced.

*Prerequisites: None*

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **HIM2512 - Medical Office Management and Compliance**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 System**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

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### **HSA1161 - Assisted Living Marketing and Outreach**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students an overview of the process of marketing their facility to families, professionals and the community. Since marketing and outreach is an active activity, students will be asked to become involved in the development of strategies and the implementation of a marketing plan.

*Prerequisites: None*

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

### **HSA1190 - Financial and Computer Software for Assisted Living Administrators**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

All Administrators must understand the importance of both long- and short-term goals of the organization and how to implement and change plans to meet the needs of the community and/or surrounding areas and the current economy. This course prepares students in basic budgeting and accounting, as well as understanding current computer software and systems.

*Prerequisites: CGS2167C*

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

### **HSA1221C - Assisted Living Facility Management**

**5.0 Quarter Credit Hours; Total Hours: 60.0**

This course will teach the Philosophy and Management of a Residential Care Facility for the Elderly. The manager must possess good skills in interpersonal relationships and have a basic understanding of the management of employees. The manager must also have a generalized knowledge of the structure and organization of a Residential Care Facility for the Elderly.

*Prerequisites: None*

**Lecture Hours: 40.0; Lab Hours: 20.0; Other Hours: 00.0**

### **HSA1250 - Administrator Certification Course**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The study of the state regulations, which govern the operation of a Residential Care Facility for the Elderly. The manager must have a good understanding of what a Residential Care Facility for the Elderly is, who it serves, and what the role is of the governing regulatory agency. The manager must also have the knowledge required to pass the state licensing requirements necessary to operate this type of facility.

*Prerequisites: None*

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

### **HSA1228 - Assisted Living Internal Relations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students an overview of the issues related to understanding the effect of staff values, culture, and perceptions on the resident population from an internal managerial point of view. In addition, this course will examine the importance of creating an environment that is sensitive to the rights of residents.

*Prerequisites: None*

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

### **HSA1343C - Human Resources for Assisted Living**

**5.0 Quarter Credit Hours; Total Hours: 60.0**

The study of human resource administration and practice is an integral aspect of effective assisted living management. The managers must possess basic knowledge as a human resource generalist in order to comply with the legal mandates and licensing requirements of the state in which they operate.

*Prerequisites: None*

**Lecture Hours: 40.0; Lab Hours: 20.0; Other Hours: 00.0**

### **HSA1551 - Medical Law and Ethics**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

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**

### **HSA1529 - Diseases of the Human Body**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment.

*Prerequisites: BSC1085, BSC1086 (BSC2080 for MIBC students)*

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

### **HSA1650 - Ethics of Caring for the Elderly**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students an overview of the issues related to ethical dilemmas and decision making in assisted living facilities relating to the elderly, their families and the staff.

*Prerequisites: None*

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

### **HSA1810L - Externship I**

**6.0 Quarter Credit Hours; Total Hours: 180.0**

This 180 hour course is designed to provide the student with an opportunity to observe the operation of an assisted living facility and to identify some of the unique needs of the senior population. The focus of this externship is on the uniqueness of the aging population and the skills required to meet their daily needs. Students will gain experience in applying classroom learning and skills through this exposure to "on the job" training.

*Prerequisites: HSC1562, HSC1565*

**Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 180.0**

### **HSA1902L - Externship II**

**6.0 Quarter Credit Hours; Total Hours: 180.0**

This 180 hour externship is designed to provide the student with the opportunity to observe and reflect on the classroom learning and its application and appropriateness to the assisted living setting. The focus in this externship is on the whole community and how it operates on a daily basis. The students will utilize journaling to document their experiences and interactions with the personnel at the facility.

*Prerequisites: HSA1810L*

**Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 180.0**

### **HSA2113 - Health Care Delivery Systems, Issues and Transitions**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment.

*Prerequisites: None*

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

### **HSA2182 - Health Care Organization and Administration**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **HSA2422 - Demographic Aspects and Cultural Diversity in Health Care**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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

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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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **HSA4193C - Information Systems and Computer Application in Health Care**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **HSA4930 - Health Care Management Seminar**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

A health care management topic is selected by the instructor based upon its impact in the health care industry.

*Prerequisites: None*

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

### **HSC1531 - Medical Terminology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **HSC1562 - Aging Issues I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students with an overview of the issues related to aging and some of the unique problems assisted living facilities will be challenged with during the course of providing care and service.

*Prerequisites: None*

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

### **HSC1565 - Aging Issues II**

**4.0 Quarter Credit Hours; Total Hours: 220.0**

This course will provide students a further examination of the issues related to aging and some of the unique problems assisted living facility managers will be challenged with during the course of providing care and service.

*Prerequisites: HSC1562*

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

### **HSC3553 - Legal Aspects/Legislation in Health Care**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **HSSP1610 - Emergency Medical Services and Fire Operations I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces students to the knowledge and skills necessary to function as a trained First Responder to respond to patients in the pre-hospital setting. Students are trained in patient assessment and taking vital signs, handling patients' airways, and are trained in Adult and Pediatric CPR. (More advanced skills are taught in Emergency Medical Services & Fire Operations II).

*Prerequisites: None*

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

### **HSSP1620 - Emergency Medical Services and Fire Operations II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course continues to introduce students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course builds on the knowledge learned in Emergency Medical Services & Fire Operations I. This course also introduces students to the concepts

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surrounding an organized response to fire, hazmat and evacuation operations as well as an overview of the incident command system.

*Prerequisites:* HSSP1610

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

### **HSSP2820 - Information Technology Security II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course builds on the knowledge learned in Information Technology Security I, and introduces the student to more technical information about information technology security. Topics covered include internet architecture, virtual private networks, e-commerce security, encryption, hacker techniques, and intrusion detection. It also covers the security issues of common operating systems, and compares the security of the 3 most common operating systems in the business and government world: UNIX, Windows NT, and Windows 2000.

*Prerequisites:* DSC2812

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

### **HSSP3100 - Critical Incident Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the concepts of critical incident management, local vs. federal responses, assessments, safety issues and roles of lead agencies. Course content will also include the Incident Management System (IMS), first responders, convergent responders and an overall awareness of the Unified Management Command concept.

*Prerequisites:* None

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

### **HSSP3200 - Facilitating Psychological Support for Catastrophic Events**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the concepts of psychological support after a critical incident. The relationship between catastrophic events and the interruption of basic needs will be explored. Course content will also include a discussion of causes, symptoms and agency responses to critical incident stress.

*Prerequisites:* PSY2012

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

### **HSSP3301 - Case Study I**

**1.0 Quarter Credit Hours; Total Hours: 10.0**

This course addresses leadership issues in critical incident management by examination and evaluation of historical critical incident events. The approval of the Program Director is required if the students are not in their final 48 credit Hours of the program.

*Prerequisites:* None

**Lecture Hours: 10.0; Lab Hours: 00.0; Other Hours: 00.0**

### **HSSP3302 - Case Study 2**

**1.0 Quarter Credit Hours; Total Hours: 10.0**

This course addresses leadership issues in critical incident management by examination and evaluation of historical critical incident events. The approval of the Program Director is required if the students are not in their final 48 credit Hours of the program.

*Prerequisites:* None

**Lecture Hours: 10.0; Lab Hours: 00.0; Other Hours: 00.0**

### **HSSP3400 - Anti-Terrorism Risk Assessment**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The students will develop an understanding of the threat of terrorism and will create anti-terror risk assessments by evaluating risk, determining vulnerabilities, and analyzing reasonable processes in order to develop foundations for target protection and defense. Students will explain differences between anti-terrorism and counter-terrorism and compare and contrast how these two fields relate to each other. Exercises include application of assessment processes to terrorist based scenario.

*Prerequisites:* DSC1005

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

### **HSSP3600 - Homeland Security Retreat Option**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides cutting edge critical issues in Homeland Security presented by subject matter experts in the field. Students will participate in interactive presentation and activities. Students will participate in a role play exercise with private and public special operations personnel. The students must receive permission of the Program Director to enroll in this course.

*Prerequisites:* None

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

### **HSSP4100 - Post Catastrophic Event Documentation and Reporting**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Upon completion of this course, the students will be able to understand, analyze and create components of a post catastrophic incident reporting system in a corporate, government, or international environment. The students will employ objective documentation as well as develop and deliver formal and informal presentations using appropriate media. The students will understand and apply end-user oriented report development concepts.

*Prerequisites:* None

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

### **HSSP4200 - Critical Issues in Hostage Negotiations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides the student with an understanding of the dynamics of hostage negotiation scenarios and how the act of hostage taking impacts homeland security. The course addresses the psychological implications of hostage taking from the perspective of the victim and the suspect. The procedures for managing a hostage situation are discussed.

*Prerequisites:* PSY2012

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

### **HSSP4300 - Current Events in Homeland Security Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the importance of current events in the management of the Homeland Security process. Topics covered include threat analysis, intelligence and its uses, immigration, border security, transportation, terrorism, infrastructure, medical and public health issues, cyber and telecommunications security, and training exercises for Homeland Security. The ethical questions about information disbursement are addressed, as well as how current events drive the policy decisions that are made regarding Homeland Security.

*Prerequisites:* None

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

### **HSSP4400 - Communications and Technology Security**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces the students to the world of high technology security. Topics include risk assessment and vulnerability, planning for attacks, responses to attacks, business continuity planning, recovering from attacks, and the dangers from attacks. Network computer security best practices are also covered.

*Prerequisites:* None

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

### **HSSP4500 - Weapons of Mass Destruction**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course examines the history, terminology, and types of Weapons of Mass Destruction (WMD). Course content will also include a discussion of causes, symptoms, consequences of and responses to a WMD event. Students will participate in exercises involving the decision making process, identifying WMD threats, pre- and post-attack actions, monitoring for contamination and recovery procedures.

*Prerequisites:* None

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

### **HSSP4600 - Mass Casualty Management Planning**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to introduce the concepts involved in planning for and managing a mass casualty and/or a mass fatality incident from the local to regional to national perspectives. Topics include natural, accidental and intentional events, analyzing local resources, and how to request and receive additional resources. Student participation is utilized throughout to share information regarding various sized communities, their resources, and different types of incidents.

*Prerequisites: None*

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

### **HSSP4700 - Capstone Simulation**

**4.0 Quarter Credit Hours; Total Hours: 60.0**

This course is aimed to help students to focus upon Homeland Security and design and identify research topics. It will enhance students' written and oral communication skills relating to Homeland Security studies. The course includes presentations and discussions by students, possible guest Lecrs and field trips, and a community response reaction project. The course culminates in the presentation of preliminary research findings for the Homeland Security capstone project. The students must take this course in the final two quarters prior to program completion.

*Prerequisites: None*

**Lecture Hours: 20.0; Lab Hours: 40.0; Other Hours: 00.0**

### **HUN1001 - Basic Nutrition**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

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**

### **INVP3100 - Theoretical Aspects of Conspiracy Investigations**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **INVP3300 - Methodology of Economic Crimes**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 30.0**

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**

### **LTC3207 - Ethics and Decision Making in Long Term Care**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students an overview of the issues related to ethical dilemmas and decision-making in long term care living facilities.

*Prerequisites: None*

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

### **LTC3208 - Long Term Care Marketing and Outreach**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students an overview of the process of marketing their facility to families, professionals and the community. Since marketing and outreach is an active activity, students will be asked to become involved in the development of strategies and the implementation of a marketing plan.

*Prerequisites: None*

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

### **LTC3209 - Long Term Care Licensing Review**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students the opportunity to prepare and practice to take the long term care licensing exam. Students will spend time learning how to take the multiple choice exam, completing sections during each class and discussing the correct answers in the classroom.

*Prerequisites: None*

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

### **LTC3210 - Long Term Care Externship**

**10.0 Quarter Credit Hours; Total Hours: 30.0**

This course is an out of classroom externship. Externship is a method and process in which the student can acquire firsthand knowledge and experience in the field while under the supervision of a faculty member, as well as under the direction of a long-term care administrator or assignee.

*Prerequisites: LTC3201, LTC3202, LTC3203*

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

### **LTCP3201 - Introduction to Long Term Care Administration**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students a guide to administration of long term care living facilities through the process of quality improvement, value demonstration, and staff performance.

*Prerequisites: None*

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

### **LTCP3202 - Nursing Care of Older Adults in LTC**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students an overview of basic nursing care for residents living in long term care living facilities. The course will provide students a basis for discussing nursing diagnosis, outcomes, and interventions through the use of Lec and case studies.

*Prerequisites: None*

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

### **LTCP3203 - Aging Issues, Part I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students an overview of the issues related to aging and some of the unique problems associated with long term care facilities.

*Prerequisites: None*

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

### **LTCP3204 - Aging Issues, Part II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will provide students a further examination of the

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issues related to aging and dementia care for long term care living facility managers.

*Prerequisites:* LTC3203

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

### LTCP3205 - Nursing Home Federal Guidelines

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### LTCP3206 - Human Resources in Long Term Care

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is the study of human resource administration and practice as an integral aspect of effective assisted living management. The manager must possess basic knowledge as a human resource generalist in order to comply with the legal mandates and licensing requirements of the state in which they operate.

*Prerequisites:* None

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

### MACP3100 - Discrete Mathematics

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course provides an introduction to discrete mathematics and its relations to computer science. The importance of mathematics and its relevance to a variety of applications will be explored with an analysis of various algorithms and mathematical models. Arithmetic and cryptology algorithms, modular arithmetic foundations, and basic number theory will be covered.

*Prerequisites:* MAT1033

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

### MAN1030 - Introduction to Business (Previously known as Introduction to Business Enterprise)

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 20.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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, FIN1103, APA2121

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

### MAN2946 - Business Internship (Previously known as Business Externship)

**4.0 Quarter Credit Hours; Total Hours: 120.0**

As part of the preparation for a career in management, the sophomore student is permitted to serve an externship of 120.0 hours in management functions of financial, business, and industrial organizations or government agencies acceptable to the University. Arrangements for the externship training provide for assignment of duties, Hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer.

*Prerequisites:* Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24.0 credits of their program and/or have approval of the Program Director

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

### MAN3100 - Human Relations in Management

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

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### **MAN4104 - Women Managers**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult.

*Prerequisites: None*

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

### **MAN4302 - Management of Human Resources**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

This course applies the ethical 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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **MAN4946 - Externship in Management II**

**4.0 Quarter Credit Hours; Total Hours: 120.0**

As part of the preparation for a career in management, students are permitted to serve in externships of 120.0 hours in management functions of financial, business, and industrial organizations or government agencies. Arrangements for the externship training provide for assignment of duties, Hours of employment, and working conditions satisfactory to the student, the Academic Advisor, and the employer.

*Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24.0 credits of their program and/or have approval of the Program Director*

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

### **MAN5066 - Managerial Ethics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a comprehensive, integrated approach to business ethics which incorporates the principles of critical, ethical thinking and applies them to situations and models for business decision making. The course addresses ethics from the political, social, economical and legal perspectives. A decision-making strategy, RESOLVEDD, is employed to guide students through both the basic and complex elements of an ethical analysis. The course provides a conceptual, systematic and practical study of ethics in business with the goal of developing consistent criteria as applied to changing and emerging values.

*Prerequisites: None*

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

### **MAN5140 - Managerial Decision Making**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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



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global operations.

*Prerequisites: None*

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

### **MAN5910 - Business Research**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 50.0**

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: None*

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

### **MANP4501 - Applied Management Senior Capstone Experience**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

An extensive study of the behavioral aspects of the marketing

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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**

### **MAR4156 - International Marketing Analysis**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale.

*Prerequisites:* MAR2141 or MAR1011

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

### **MAR4200 - Marketing Channels and Distribution**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **MAR4804 - Marketing Administration**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objective.

*Prerequisites:* MAR1011

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

### **MAR5153 - International Marketing**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **MAT1033 - College Algebra**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **MCB1000L - Microbiology Laboratory**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi.

*Prerequisites:* None. *Co-requisite:* MCB2000 for Nursing Students only

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

### **MCB2000 - Microbiology and Infection Control**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration.

*Prerequisites:* None

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

### **MEA1006C - Therapeutic Communication**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment.

*Prerequisites:* None

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

### **MEA1105 - Domestic Violence**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community.

*Prerequisites:* None

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

### **MEA1207 - Basic Clinical Procedures**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course, which is designed to be taken concurrently with MEA 1207L, focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and hepatitis, infection control, and an introduction to assisting with surgeries. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures.

*Prerequisites:* HSA1529. *Co-requisite:* MEA1207L

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

### **MEA1207L - Basic Clinical Procedures Lab**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed for students to practice and acquire the skills learned in MEA 1207, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered.

*Prerequisites:* HSA1529. *Co-requisite:* MEA1207

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

### **MEA1226C - Exams and Specialty Procedures**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures.

*Prerequisites:* MEA1207, MEA1207L. *Co-requisite:* MEA1226L

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

### **MEA1226L - Exams and Specialty Procedures Lab**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed for the student to practice and acquire the skills learned in MEA 1226C, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered.

*Prerequisites:* MEA1207, MEA1207L. *Co-requisite:* MEA1226C

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

### **MEA1235 - Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, digestive and urinary systems and nutrition and metabolism.

*Prerequisites:* HSA1529

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

### **MEA1243L - Pharmacology Lab**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

In this course, which is designed to be taken concurrently with MEA 2244, various aspects of clinical pharmacology are discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced.

*Prerequisites:* BSC1085, BSC1086, HSA1529. *Co-requisite:* MEA2244

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

### **MEA1304C - Medical Office Procedures**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This course introduces students to the administrative functions of the medical office or clinic. Emphasizes written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered.

*Prerequisites:* HSC1531, OST1114L

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

### **MEA2244 - Pharmacology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Various aspects of clinical pharmacology are discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method.

*Prerequisites:* BSC1085, BSC1086, HSA1529.

*Co-requisite:* MEA1243L (No *Co-requisite* for Pharmacy Technology students)

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

### **MEA2245L - Phlebotomy**

**2.0 Quarter Credit Hours; Total Hours: 30.0**

This course is a review. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures.

*Prerequisites:* MEA2260, MLS2260L

**Lecture Hours: 10.0; Lab Hours: 20.0; Other Hours: 00.0**

### **MEAP2246 - Pharmacology for MIBC**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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**

### **MEA2257L - Introduction to X-Ray**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course assists the student in preparing to apply to take state licensure examinations at the "basic x-ray machine operator" level. Topics will include the basic concepts of radiation, radiation protection, radiological procedures and patient positioning.

*Prerequisites:* BSC1085, BSC1086

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

### **MEA2260 - Diagnostic Procedures**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will present theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered.

*Prerequisites:* BSC1085, BSC1086, HSA1529, MEA1207, MEA1207L

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

### **MEA2285L - EKG Interpretation**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skill learned, the student will be able to identify and respond appropriately to life-threatening cardiac arrhythmias and EKG changes.

*Prerequisites:* None

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

### **MEA2337 - Patient and Insurance Collection Strategies**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will be broken into two segments. First, advanced strategies for dealing with insurance carriers including EOB interpretation, follow-up practices and the appeal process. Second, convincing delinquent patients to remit payments is an art form. Developing an effective collection plan that will include reviewing your entire billing, insurance, managed care and collection process is essential to developing a successful plan.

*Prerequisites:* HIM2272

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

### **MEA2340 - Coding Cases I (Physician Professional Services)**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

This class is a hands-on coding practicum that will allow the student to perform practical application to the coding skills learned in the "Introduction to Coding" class. A review of the basic coding guidelines will be given, however, this class will focus on coding from case studies and operative reports using the ICD-9-CM Volume I and II, CPT-4 and HCPCS code books.

*Prerequisites:* MEA2355

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

### **MEA2344 - Workers' Compensation and Specialties**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will cover the workers' compensation system and its related terminology. A compensable injury under workers' compensation will be defined, as well as, how to report an injury. The various forms used by workers' compensation will be discussed. The OMFS (Official Medical Fee Schedule) will be covered.

*Prerequisites:* HIM2272

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

### **MEA2349L - Coding Cases II (Hospital Billing)**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

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Hands on coding from hospital inpatient documentation. The student will be exposed to the coding software tools used by hospital coders. The UB-92 claim form will be utilized for these case study scenarios.

*Prerequisites:* MEA2355 and HIM2260C

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

### **MEA2355 - Introduction to Coding and Documentation**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will cover the basic guidelines and coding conventions in ICD-9-CM, CPT-4 and HCPCS. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers.

*Prerequisites:* HSA1529, MEA1232

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

### **MEA2388 - Government Payers**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course will cover the billing guidelines from the various government payers that will include: Medicare; Medicaid; and Tricare. Medicaid is a state and federal program and may have different guidelines from state to state. This class will look at the Medi-Cal program model.

*Prerequisites:* HIM2272

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

### **MEA2561 - Professional Procedures**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

Designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials.

*Prerequisites:* All medical classes

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

### **MEA2804 - Medical Externship**

**5.0 Quarter Credit Hours; Total Hours: 160**

This course is 160 Hours of unpaid, supervised, practical, in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant.

*Prerequisites:* All classes in the Medical Core must be completed prior to enrollment.

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

### **MEAP1301 - Introduction to ICD-9 Coding**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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:* HSC1531, BSC2080. May be taken with co-requisite of HSA1529

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

### **MEAP1305 - Introduction to CPT Coding**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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:* HSC1531, HSA1529, BSC2080

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

### **MEAP2345 - Third Party Payers**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **MEAP2346 - Advanced CPT Coding**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **MEAP2348 - Abstract Case Coding**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

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 Credit Hours; Total Hours: 120.0**

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**

### **MLS2260L - Diagnostic Procedures Lab**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures Lec, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered.

*Prerequisites:* BSC1085, BSC1086, HSA1529, MEA1207, MEA1207L. Co-requisite: MEA2260

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

### **MTB1103 - Business Math**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **OST1141L - Keyboarding**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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

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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**

### **PHI3601 - Ethics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Critical and constructive study is given to ethical thought and ideals, with emphasis upon the central assumptions of personal and social morality.

*Prerequisites:* None

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

### **PHIP2100 - Critical Thinking**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification and knowledge; inductive/deductive reasoning; and common errors in informal reasoning.

*Prerequisites:* None

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

### **PLA1003 - Introduction to Paralegal**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 50.0**

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**

### **PLA1700 - Legal Ethics and Social Responsibility**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.

*Prerequisites:* PLA1003

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

### **PLA2106 - Legal Research and Writing II**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

This course covers the principles of Business Organizations, includ-

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ing 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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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.

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*Prerequisites:* PLA2273

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

### **PLA4470 - Employment Law**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 120.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **PSMP2535 - Introduction to Proprietary Education**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces the student to the area of proprietary education, and lays the foundation for a greater understanding of how each of the areas within this type of education work together for the success of the student. In this class, the student will learn about the history of proprietary education, differences between this type of education and traditional post secondary schools, and the impact of the internet on education in general.

*Prerequisites:* None

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

### **PSMP3105 - Higher Education Regulatory Environment**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on the higher education regulatory environment and issues relating to it. Regulatory issues will be covered, and these include programmatic accreditation, readiness/compliance factors, self-studies, accreditation visits, and other factors as well.

*Prerequisites:* None

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

### **PSMP3200 - Student Services and Retention in Proprietary Education**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on the Student Services and retention issues within a proprietary education environment. Course content is focused on retention strategies for students, student services such as advising and handling complaints, value added services, and prevention of student problems with focus on student success.

*Prerequisites:* None

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

### **PSMP3300 - Admissions and Public Relations for Proprietary Education**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on the Admissions department and its role within a college. Attention is paid toward the importance of the relationship of the college to the community, as well as effective interaction with the local and national media. Salesmanship is also reviewed as well as admissions management issues as they relate to ethical standards within the discipline.

*Prerequisites:* None

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

### **PSMP3400 - Career Services in Proprietary Education**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on building relationships with the business community and successful student placement within these businesses. Additional attention is given to teaching mentoring skills to assist students in this process, job search techniques - both traditional and internet based, participation in job fairs in the local community, and other types of student support activities.

*Prerequisites:* None

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

### **PSMP3510 - Proprietary Education Financial Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on financial operations and management

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within a proprietary school. This includes basic administration issues, campus budgetary concerns, student financing, AR management and program cost and pricing (tuition). Additional attention is paid toward financial assistance programs including private funding sources available to proprietary schools and students. Any fees and costs above and beyond tuition are also reviewed to include their impact on students in the short and long-term.

*Prerequisites: None*

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

### **PSMP3600 - Academic Affairs and Faculty Development 4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on core areas of academic affairs and faculty development in the college environment. Areas of concentration include faculty hiring and development, understanding the role of the Registrar's office, and student retention management. Additional attention is given to curriculum development and administration, regulatory compliance, and effective reporting. This course concludes with a review and application of academic oversight and the impact of Program Advisory Committees on academic quality.

*Prerequisites: None*

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

### **PSMP4100 - Finance and Investments in Proprietary Education 4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on finance and investment issues within the proprietary school environment. The role and history of for-profit education is reviewed as well as the historic view of investment within the proprietary education community. In addition, the financial needs and goals of a proprietary school are explored, as well as management issues relating to maintaining positive relations with both community members, and regulatory bodies.

*Prerequisites: None*

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

### **PSMP4200 - Proprietary Education Management and Leadership 4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on successful management issues as they relate to a proprietary school environment. Students will study the various aspects of the supervisor's job in the proprietary education environment, including work-planning, organizing, leadership, goal setting, decision-making, and effective communication. Supervising the functional departments in a proprietary school, including academic affairs, admissions, career services, and finance is also covered.

*Prerequisites: None*

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

### **PSMP4325 - Project - Admissions and Public Relations 4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on the Admissions and Public Relations functions in a Proprietary School environment. In this project course, students utilize real world scenarios to develop a comprehensive approach to solving operational challenges in this functional area. Through critical analysis, students learn to apply effective techniques and best practices for the successful administration and management of these activities.

*Prerequisites: PSMP3300*

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

### **PSMP4425 - Project - Academic Affairs and Placement 4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on the effective management of Academic Affairs and Placement in a proprietary school environment. In this project course, students utilize real world scenarios to develop a comprehensive approach to solving operational challenges commonly related to these departments. In addition, students learn to apply various techniques and best practices for the successful administration and management of these activities.

*Prerequisites: PSMP3400, PSMP3600*

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

### **PSMP4470 - Business Policy and Strategy in Proprietary Education 4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on the policy and strategy of maintaining an effective proprietary school campus in today's business environment. Issues covered include defining and delivering quality, value and satisfaction to the student, faculty, and administration, creating mission statements, promoting and fostering an ethical business environment, developing both short and long term strategic business plans, and understanding the political context and dimensions of decision-making within a school/campus.

*Prerequisites: None*

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

### **PSMP4525 - Project - Finance, Strategy, and Organizational Leadership 4.0 Quarter Credit Hours; Total Hours: 40.0**

This course focuses on finance, strategy, and organizational leadership in a proprietary school environment. Focus is given to learning components and best practices that are critical to the successful management of each of these activities, including the integration of related legal and regulatory considerations. Final project integrates what's been learned in these areas so that students can apply this knowledge to the solution of a real world problem in the proprietary school environment.

*Prerequisites: PSM4100, PSMP4470*

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

### **PSY2012 - General Psychology 4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy.

*Prerequisites: None*

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

### **PTN1703 - Pharmaceutical Calculations 4.0 Quarter Credit Hours; Total Hours: 50.0**

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 Credit Hours; Total Hours: 50.0**

This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations.

*Prerequisites: PTN1702*

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



## Course Descriptions

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### **PTN1740 - Externship**

**5.0 Quarter Credit Hours; Total Hours: 160**

This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experience and training in the pharmacy setting and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites.

*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 Credit Hours; Total Hours: 50.0**

This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services.

*Prerequisites:* PTN1702

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

### **PTNP1200 - Home Infusion Pharmacy**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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, HSA1529, BSC1085, PTN1703

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

### **PTNP2030 - Pharmacology II**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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, HSA1529, BSC1085, PTN1703, PTNP2020

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

### **PTNP2200 - Pharmacy Technology Lab**

**2.0 Quarter Credit Hours; Total Hours: 40.0**

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:* BSC1085, BSC1086, HSA1529, PTN1780C, PTN1703

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

### **QMB5305 - Statistics for Managers**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A comprehensive introduction to statistical 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 Credit Hours; Total Hours: 40.0**

Statistical theory and problems relating to business and industry in supporting administrative decision making.

*Prerequisites:* QMB5305 or equivalent

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

### **SBM2000 - Small Business Management**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **SCC1102 - Business and Ethics for Security Specialists**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist.

*Prerequisites:* None

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

### **SCC3004 - Private Investigation I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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

## Course Descriptions

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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 Credit Hours; Total Hours: 40.0**

This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success.

*Prerequisites: None*

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

### **SLS1321 - Career Skills and Portfolio Development (Previously known as Career Skills)**

**2.0 Quarter Credit Hours; Total Hours: 20.0**

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 Credit Hours; Total Hours: 20.0**

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 Credit Hours; Total Hours: 20.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

### **SPC4451 - Conference Techniques**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

Designed to teach students how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience.

*Prerequisites: None*

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

### **SPCP2300 - Fundamentals of Interpersonal Communications**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises.

*Prerequisites: None*

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

### **STA2014 - Statistics**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **SYG2000 - Principles of Sociology**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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**

### **SYGP2550 - Addictions**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

An analysis of addictive behaviors concerning all relevant bio-psychosocial elements. This course will examine the commonalities of the abuse of alcohol, tobacco, food and drugs, and the therapeutic process instigated by community clinicians and their commitment to change.

*Prerequisites: None*

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

### **SYP2742 - Death and Dying**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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: 00.0**

### **SYPP3530 - Crime and Delinquency**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

A study of such pertinent issues as social movements, drug abuse, interpersonal violence, sexual deviance, and poverty, with particular reference to the juvenile population.

*Prerequisites: None*

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

### **TAX2000 - Tax Accounting**

**4.0 Quarter Credit Hours; Total Hours: 50.0**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal

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personal tax returns.

*Prerequisites: None*

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

### **TAX4001 - Federal Taxation I**

**4.0 Quarter Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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 Credit Hours; Total Hours: 40.0**

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**

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 Portland, OR (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 Salt Lake City, UT (main campus)  
 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Santa Ana, CA (branch of Everest College, Colorado Springs, CO)  
 Seattle, WA (main campus)  
 Skokie, IL (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)  
 Tacoma, WA (branch of Everest College, Bremerton, WA)  
 Thornton, CO (main campus)  
 Torrance, CA (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)  
 Vancouver, WA (branch of Everest College, Seattle, WA)  
 West Los Angeles, CA (branch of WyoTech, Long Beach, CA)

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Phoenix, AZ (main campus)  
 Mesa, AZ (branch of Everest College Phoenix, AZ)

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 Decatur, GA (branch of Everest Institute, Cross Lanes, WV)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)

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 Jonesboro, GA (branch of Everest College, Ontario, CA)  
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  
 Marietta, GA (branch of Everest College, Reseda, CA)  
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 Miami, FL (main campus)  
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 Pittsburgh, PA (main campus)  
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
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 North Orlando, FL (main campus)  
 Orange Park, FL (branch of Everest University, Tampa, FL)  
 Pompano Beach, FL (main campus)  
 South Orlando, FL (branch of Everest University, North Orlando, FL)  
 Tampa, FL (main campus)

**WyoTech**

Blairsville, PA (branch of WyoTech, Laramie, WY)  
 Daytona Beach, FL (main campus)  
 Fremont, CA (main campus)  
 Laramie, WY (main campus)  
 Long Beach, CA (main campus)  
 Sacramento, CA (branch of WyoTech, Laramie, WY)

**Heald College**

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 Modesto, CA (branch of Heald College, Hayward, CA)  
 Portland, OR (branch of Heald College, San Francisco)  
 Rancho Cordova, CA (main campus)  
 Roseville, CA (main campus)  
 Salinas, CA (main campus)  
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**Everest University's Campus Support Center Headquarters is located at  
 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707  
 (714) 427-3000 · www.cci.edu**

## APPENDIX A: Administration and Faculty

### Everest University—South Orlando Campus

#### ADMINISTRATION

Buck, John, President

Fanek, Sami, VP of Finance

Alward, Thomas, Dean of Academics

Miller, M Brad, Dean of Academics

Felipe, Ileana, Associate Dean

Gaffney, Tony, Director of Student Services

Cloin, Annette, Director of Admissions

Nease, Kelly, Director of HS Admissions

Williams, Sherri, Director of Student Finance

Thompson, Gerald, Director of Student Accounts

Garib, Veena, Director of Career Services

Morton, Laila, Registrar

#### PROGRAM DIRECTORS

Dahlke, Karissa Nicole, Pharmacy Technician  
BS, University of South Florida

Hamuicka Jr, Michael Steven, Accounting; Business; Computer  
Information Sciences  
MBA, Pittsburgh University  
BA, Pittsburgh University

Meyer, Michael, Medical Insurance Billing and Coding; Healthcare  
Administration  
DO, Texas College of Osteopathic Medicine  
BA, University of Central Florida

Morris, Candice, Massage Therapy  
AS, Indiana University  
LMT, Florida College of Natural Health

Oesch, Nancy, Criminal Justice  
MS, Michigan State University  
BS, Michigan State University

Rice, Jenny, General Education  
MA, Webster University  
BA, University of Central Florida

Santiago, Olga, Medical Assistant  
AS, Everest University

Siverson, Scott, Paralegal; Criminal Investigations  
JD, Pace University  
BS, Pennsylvania State University

Stefanek, Marlena, Medical Assistant  
AS, Everest University

#### FACULTY

Adams, Cleverick, General Education, Psychology; Strategies  
PhD, Troy State University  
MS, Troy State University  
BA, University of Minnesota

Aldred, Susan, Medical Administrative Assistant  
AS, Everest University

Batie, James, Business  
Edd, Nova Southeastern University  
MA, Troy State University  
BA, Columbia College

Beary, Kevin, Criminal Justice  
MS, University of Central Florida  
BS, Liberty University

Boodhoo, Ramdeo, General Education, Strategies; History  
PhD, Barry University  
MA, Southern Nazarene University  
BA, Mid-America Nazarene University

Bouchard, Eve, Paralegal  
JD, University of Florida  
BA, University of Florida

Braun, Andy, Business  
MA, Barry University  
MBA, Orlando College  
BS, Orlando College

Brooks, Lynn Renee, Massage Therapy  
AS, Reese Institute

Burch, Melanie, Medical Assistant  
AS, Everest University

Campina, Jose Antonio Dediote, Criminal Justice  
MA, University of Central Florida  
BA, Columbia College

Cartwright, Amanda, Criminal Justice  
BS, University of Central Florida

Cartwright, Ashley, Medical Administrative Assistant  
AS, Everest University

Cedano, Mary Kathleen, Accounting  
MBA, University of Phoenix  
BS, Florida Metropolitan University

Corbett, Lisa Lynne, Medical Assistant  
AS, Everest University

Cox, Susan D, Medical Assistant  
AS, Keiser University

Crawford, Sarah Grace, Business  
MBA, University of Central Florida  
BS, University of Central Florida

Davis, Robert G, Massage Therapy

## APPENDIX A: Administration and Faculty

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AS, University of Central Florida

Denning, Jana, Massage Therapy  
BS, University of Central Florida

Eaddy, Samantha Gates, Business; Marketing  
MA, Webster University  
BA, Florida Atlantic University

Ehrenberger, Mary, Medical Assistant  
AS, Broward Community College

Eifler, Jeffrey F, Criminal Investigations  
MS, University of Central Florida  
BS, University of Central Florida

Evans, Richard, Medical Insurance Billing and Coding  
DO, Chicago College of Osteopathic Medicine  
BA, University of Central Florida  
BA, Southern Illinois University

Fassinger, Joan H, General Education, Environmental Science  
MS, Case Western Reserve University  
BS, Oakland University

Ferris, Hannah, General Education, Math  
MS, University of Central Florida  
BS, Bowling Green State University

Fischer, Mark R, General Education, Political Science  
MA, University of Central Florida  
BS, University of Central Florida

Gerlt, Marisa E, Massage Therapy  
BS, Everglades University

Gordon, Randall B, General Education, English  
MA, University of North Carolina  
BA, Methodist College

Graham, Lisa T, General Education, Strategies  
MS, Troy State University  
BA, University of South Florida

Griffin, George O, General Education, Oral Communication  
MA, Auburn University  
BA, University of West Florida

Griffin Kody, Ruth Ann, Medical Assistant  
AS, I.S.T.M. d/b/a City College

Hart Jr., Robert L, Criminal Justice  
MS, Saint Leo University  
BA, Saint Leo University

Hartman, Kristen M, General Education, English  
MA, Ohio State University  
BA, University of Pittsburgh

Hillery, Kimberly Anne, Medical Assistant  
AS, Everest University

Hilliard, Allen, Graduate Programs  
EdD, Rutgers University  
MA, State University College  
BA, Heidelberg College

Howlett, Paulette Marie, Business  
MA, Webster University  
BA, Southampton Institute

Johnson, Kenyon T, Computer Information Sciences

MS, St. Mary's University  
BA, St. Mary's University

Johnson, Nancy Ann, General Education, Psychology; Strategies  
EdD, Argosy University  
MA, Reformed Theological University  
BA, Northern Michigan University

Kent, Jean, Massage Therapy  
AS, Central FL School of Massage Thereapy

Kind-Adams, Kari L, Medical Assistant  
BS, Chipola College  
AS, Valencia Community College

Kornmeyer, James E, General Education, Math  
MA, Montclair State College  
BA, Kean College

Kowlaski, Chester, Criminal Investigations  
MS, Nova Southeastern University  
BS, Florida International University

Lenardos, Evelyn M, Business  
MA, Webster University  
BBA, Orlando College

Lore, Ginger R, Paralegal  
JD, DePaul University  
BS, Florida State University

Martin, Daniel J, Massage Therapy  
BS, North Florida University

Mayer, Adrian Jay, Business; Finance  
MBA, University of Northern Iowa  
BA, University of Northern Iowa

McAlpin, Michael, Computer Information Sciences  
MS, Farleigh Dickinson University  
BS, New York Institute of Technology

McNamara III, James, Criminal Investigations; Criminal Justice  
MS, Rollins College  
MPA, University of Central Florida  
BS, University of Central Florida

Merriwether, Keith, Paralegal; Criminal Justice  
JD, New York University  
BBA, Bernard M. Baruch College

Murdock II, Ronald, Criminal Investigations  
MS, George Washington University  
BA, West Virginia University

Murphy, Suzanne Renee, Pharmacy Technician  
AS, Art Institute

Nagoda, Robert, Graduate Programs; Business  
PhD, University of Arizona  
MBA, University of Arizona  
BS, University of Arizona

Nogrady, Matthew, Massage Therapy  
AS, Florida College of Natural Health

Olivera, Wendy Enid, Medical Assistant  
AS, High Tech Institute

Otero, Jacklyn, Medical Assistant  
AS, Everest University

## APPENDIX A: Administration and Faculty

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Otterbacher, Ron, Criminal Justice  
MS, University of Central Florida  
BA, Columbia College

Perez, Ivonne D, Medical Assistant  
RMA, Everest University

Phillips, Michael, Business  
MBA, Baldwin-Wallace College  
BA, University of Akron

Phipps, Anthony Q, Computer Information Sciences  
MA, Webster University  
BS, Nova Southeastern University

Poitingner, Coleen, Medical Insurance Billing & Coding; Healthcare  
Administration  
BA, Keiser University

Powell, William R, General Education; Criminal Justice  
MS, University of Oklahoma  
BS, Pak University

Prince, David A, Criminal Justice  
MS, University of Central Florida  
BS, Columbia College

Quigley, Laura, Paralegal; Accounting  
JD, Marshall-Wythe School of Law  
MLT, Georgetown University

Roach, Susan, Massage Therapy  
AS, Florida College of Natural Health

Rodriguez, Ginette, Criminal Investigations  
MA, University of Central Florida  
BS, University of Central Florida

Rodriguez-Nylander, Vanessa, Criminal Investigations  
MS, University of Central Florida  
BS, University of Central Florida

Rueter, Steven W, Medical Insurance Billing and Coding; Health-  
care Administration  
MHA, Washington University  
BBA, University of Iowa

Schaben, Deborah, General Education, Strategies; Psychology;  
Sociology  
MA, Webster University  
BA, University of Nebraska

Schuster, Amanda, Pharmacy Technician  
BS, West Florida University

Singh, Melissa, Medical Assistant  
AS, Everest University

Slaven, Kathleen, Medical Assistant  
AS, Delaware Valley School

Smikle, Winsome, Business  
MA, University of Phoenix  
BA, Rollins College

Smith, Charles, Computer Information Sciences  
MBA/TM, University of Phoenix  
BS, Southern Illinois University

Speener, Ronald, General Education, English; Literature  
MA, Wisconsin University  
BA, St. Francis College

Stewart, Samantha, Medical Administrative Assistant  
AS, Everest University

Tindall-Parrish, Tammie, Pharmacy Technician  
MBA, Salem University  
BA, American Intercontinental University

Tirado, Monica Zoe, Medical Assistant  
AS, Everest University

Truitt, Richard, Paralegal  
JD, Stetson University  
BS, Florida Metropolitan University

Vargas, Marlegny E, Medical Assisting  
AS, Everest University

Wade, Stacy, Medical Insurance Billing and Coding; Healthcare  
Administration  
MBA, University of Phoenix  
BA, University of Kentucky

Weaver, James G, Criminal Justice  
MS, Rollins College  
BS, University of Central Florida

Weiger, Pam, General Education, English; Literature  
MA, George Mason University  
BA, Texas Tech

Wilkinson, Charles D, Pharmacy Technician  
AS, Seminole Community College

Williams, Philip, Criminal Justice  
JD, Nova Southeastern University  
BA, University of Central Florida

Williamson, Jennifer, Criminal Justice  
MS, University of Central Florida  
BS, Florida State University



## APPENDIX A: Administration and Faculty

### Everest University Online, a division of Everest University

#### ADMINISTRATION

Jon Persavich, Provost

Anne Hayburn, Director of Online Instruction

Kimberly Hoyt, Manager, Online Technologies

Nancy Vokins, Division Director, Academic Support

Meagan Jones, Manager, Academic Programs

Anne Porter, Associate Dean, Business

Win Garcia, Associate Dean, Computer Science

Joy Tiongson, Associate Dean, Justice Studies

Pat Ray, Associate Dean, Medical

#### EVEREST UNIVERSITY ONLINE FACULTY

Abbott, Laurie, Interpersonal Communication  
MA, University of Colorado  
BA, University of Colorado

Abdul-Mateen, Mikal, Life Skills  
Ed.D., California State University  
MA, Chapman University  
MS, Chapman University  
BA, Chapman University

Abernathy, Jessica, English  
M.A. , Auburn University  
B.S., Auburn University

Abolverdi, Parvin, Medical Insurance Billing & Coding  
BS, University of Central Florida

Aboudaya, Hisham  
Computers  
MA, Webster University  
BA, Barry University  
MA, Webster University

Abraham, Gail, Medical Assisting  
MS, Saint Thomas University  
BS, Barry University

Abram, Sean, Medical Assisting  
PhD, University of Mississippi, Medical Center  
BS, Jackson State University

Abrol, Sanhita  
PhD, University of University of Calcutta  
MA, Indiana State University

Abramson, Jonathan, Computers  
MS, American Sentinel University  
MA, University of Phoenix  
BA, Central Connecticut State University

Achilles, Wendy, Accounting  
MSA, East Carolina University

BSA, East Carolina University  
PhD, Virginia Commonwealth University

Ackerman, George, Criminal Justice  
JD, Nova Southeastern University  
MS, Nova Southeastern University  
MBA, Nova Southeastern University  
MS, Lynn University  
BA, Florida Atlantic University

Adams, Cleverick, Life Skills  
MS, Troy State University  
BA, University of Minnesota

Adams, Katherine, Life Skills  
MS, Winona State University  
BA, Saint Olaf College

Adams, Mary, Accounting  
MA, Nova Southeastern University  
BS, Nova Southeastern University

Adler, Dana, Paralegal  
JD, Nova Southeastern University  
BS, Carlos Albizu University  
BA, Florida Atlantic University - TR

Adler, Steven, Paralegal  
JD, Nova Southeastern University  
BA, Florida Atlantic University

Afzal, Foroq, Information Technology  
MS, Capella University  
BS, NED University of Engineering and Technology

Aguilar, Lisa, Business  
MBA, American InterContinental University  
BS , University of Phoenix

Ake, Christy, Psychology  
MS, California State University, Fullerton  
BA, California State University, Fullerton

## APPENDIX A: Administration and Faculty

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Alam, Shah, Information Technology MS, University of Massachusetts BS, University of Massachusetts	Ar dovini Brooker, Dale, Criminal Justice PhD, Sam Houston University MA, Western Michigan University BS, State University of New York
Al-Marzooq, Taghreed, Computers PhD, University of Houston MS, The University of Texas at Austin BA, The University of Texas at Austin	Armand, Eleanor MPA, Metropolitan College BA, Saint Joseph College
Albiston, Clayton, Business MBA, University of Phoenix BA, American University Washington D.C.	Armstrong-Henry, Kalena, Accounting MA, Nova Southeastern University M Ed, Wayne State University BA, The University of Michigan
Aleknavicius, Lori, Psychology PsyD, Argosy University- Orange County Campus BS, Michigan State University	Arshad-Snyder, Siti, Computers MS, Creighton University BS, Creighton University
Allen, Aaron, Life Skills M.Ed., Northern Arizona University BA, University of Advancing Technology	Arthur, Chandra, Business MBA, Eastern University BA, Keuka College
Allman, Cathie, English MA, Cal State University Fullerton BA, Cal State University Fullerton	Ashcraft, William, Government MA, Vermont College of Norwich University BS, Excelsior College
Altus, Bonita, Medical Insurance Billing & Coding MS, University of Oregon BS, Cal State University Los Angeles	Ashraf, Shazia, Business MS, California State University Bakersfield BS, Walden University AS, Santa Barbara City College
Alva, Elise, Life Skills MEd, Northern Arizona University BGS, Northern Arizona University	Assenberg, Leonard, Information Technology MS, National University BS, University of Phoenix
Anderson, Karen, Psychology PhD, University of California, Irvine MA, University of California, Irvine MS, University of California, Los Angeles AB, University of California, Irvine	Asterino, Antonia, Paralegal JD, Capital University Law School MS, West Virginia University BA, West Virginia University
Andres, Amanda, Business MBA, Pepperdine University BA, University of California, Irvine	Atkins, Terrance, Computers MS, University of Maryland BBA, Temple University
Andrews, Chris, English MA, Cal State Fullerton BA, Cal State Fullerton	Atwood, Jonathan, Finance MBA, University of Colorado BS, Illinois Institute of Technology
Antoon, Denise, Paralegal MS, Capella University JD, University of the Pacific BA, University of North Carolina	Au, Angela, Business MBA, University of Phoenix BA, Seattle University
Anzalone, Christine, Marketing MA, Illinois School of Professional Psychology at Argosy University MS, Roosevelt University BA, DePaul University	Ayodele, Charles, Marketing MBA, University of Oregon BS, University of Oregon
Archie, Ruqayyah, Accounting MS, Strayer University MBA, Alvernia University BA, Albright College	Aziz, Arshad, Medical Assisting MPH, University of Oklahoma MD, Punjab Medical College, University of Punjab
	Babb, Danielle, Computers PhD, Capella University MBA, University of Redlands BS, UC Riverside

## APPENDIX A: Administration and Faculty

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Bagdasarian, Tammy, Interpersonal Communication  
MHR, University of Oklahoma  
BS, Excelsior College

Bagley, Peter, Computers  
MS, University of Maryland  
BS, University of Maryland

Bagshaw, Cheryl, Computers  
MSE, University of Central Florida  
BS, University of Central Florida

Bailey, Barbara, Criminal Justice  
MS, Boston University  
BS, Roger Williams University

Bailey, Christine, Information Technology  
MA, Webster University  
BS, Excelsior College

Bailey, Denise, Life Skills  
BS, Alabama A&M University  
M.Ed, Troy University

Bailey-Iddrrisu, Vannetta, General Education  
MS, Nova Southeastern University  
BS, Lincoln University

Baity, Kristie, Criminal Investigations  
MA, Appalachian State University  
BS, East Carolina University

Bakalar, Aaron, Business  
MS, California State University, Northridge  
BA, University of California, Los Angeles

Baker, Paula, Criminal Justice  
PhD, Indiana University of Pennsylvania  
MS, University of Cincinnati  
BS, University of Cincinnati

Baker, William, Business  
MBA, Drexel University  
BS, Widener University

Ban, Keith, Finance  
MBA, Washington University  
BA, Colgate University

Barraza, Larry, Computers  
MBA, California State University  
BS, California State Polytechnic University

Barrett, Deborah, Criminal Justice  
MS, University of North Florida  
BS, Western Carolina University

Barrett, Diane, Homeland Security  
MS, Capella University  
BS, Remington College

Bascle, Kimberley, Life Skills  
M Ed, University of Florida

BS, University of Miami

Batistick, Jill, Business  
MBA, American Graduate School of International Management  
BA, Arizona State University

Bauerle, Graham, Accounting  
MBA, University of Pennsylvania  
BA, University of Pennsylvania

Bauman, Paul, Science  
MS, Bowling Green State University  
BS, Bowling Green State University

Beall, Robert, Criminal Justice  
MA, University of Colorado  
BS, Metropolitan State College

Beed, David, General Education  
MLS, Indiana University  
MIS, Indiana University  
MBA, Walden University  
BA, Indiana University

Beemer, Lynette, Business  
MBA, University of Wyoming  
BS, University of Wyoming

Behnke, Hayden Dyer, Business  
MIM, University of Denver  
BA, Vanderbilt

Behnke, Philip, Marketing  
MBA, University of Denver  
BBA, University of Iowa

Bell, Carlie, Medical Assisting  
ND, Southwest College of Naturopathic Medicine  
& Health Sciences  
BA, The Ohio State University

Bellamy, Alphonso, Sociology  
PhD, Purdue University  
MS, Purdue University  
BA, Case Western University

Benjamin, Doreen, Sociology  
PsyD, Illinois School of Professional Psychology  
MA, Illinois School of Professional Psychology  
BS, Illinois State University

Benson, Charles, Finance  
MBA, Dallas Baptist University  
BA, University of Louisville

Benson-Raeburn, Latrice, General Education  
MA, University of Phoenix  
MA, Pacific Oaks College  
BS, Southern University A&M

Bentley, Mara, Psychology  
MA, Pepperdine University  
BS, Cal State University Long Beach

## APPENDIX A: Administration and Faculty

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MA, Pepperdine University

Bergan, Nicholas, Economics  
MS, Florida State University  
BA, Saint Louis University

Bergey, Lauren, Science  
MS, East Carolina University  
BS, Millersville University  
PhD, Rutgers, the State University of New Jersey

Bernard, Dianala, Business  
MBA, University of Maryland University College  
BS, University of Maryland University College

Bernard, Lance, Government  
PhD, University of Nevada  
MA, San Jose State University  
BA, University of California, Santa Cruz

Best, Troy, Computers  
MS, Oregon Graduate Institute School of Science & Engineering

Bester, Matthew, Paralegal  
JD, The Catholic University of America, Columbus School of Law  
BA, Syracuse University

Bever-McMurphy, Beverly, Criminal Justice  
MS, California State University  
BS, East Texas State University

Biasca, Rod, General Education  
MS, University of Buenos Aires  
Med, Capella University  
BS, University of Buenos Aires

Billups, John, Computers  
MS, University of Colorado  
BS, Hawaii Pacific University

Bittner, Fred, Criminal Justice  
MS, Troy University  
BS, Myers University

Blackburn, Susan, Computers  
MIT, Virginia Tech  
BS, Radford University

Blanson, Constance, Business  
MBA, Webster University  
MA, Webster University  
BS, Paine College

Blizard, Clifford, Science  
PhD, College of Environmental Sciences and Forestry  
MS, Colorado State University  
BA, Carleton College

Blythe, Richard, Homeland Security  
MS, Kaplan University  
BS, Youngstown State University

Bodie, Alissa, Criminal Investigations  
MS, Florida Metropolitan University  
BS, Arizona State University

Boggs, Robert, Higher Education Management  
EdD, University of La Verne  
MS, Northeastern University  
BA, Cal State Long Beach

Bontempi, Elaine, Life Skills  
PhD, University of Oklahoma  
MEd, University of Oklahoma  
BA, University of Oklahoma

Boone, Kelly, Criminal Justice  
MS, Nova Southeastern University  
MPA, Troy University  
BA, Saint Leo University

Borgan, Natalie, Criminal Investigations  
MS, University of New Haven  
BS, Arizona State University

Borland, Mark, Psychology  
MA, Fielding Graduate University  
BA, Edinboro University of Pennsylvania

Boswell, James, Paralegal  
JD, University of Georgia  
BA, College of William and Mary

Bottone, Stacey, Medical Insurance Billing & Coding  
MBA, Salve Regina University  
BS, Charter Oak State College  
Grad Cert, Salve Regina University

Bowling, James, Math  
PhD, University of Virginia  
MA, Wake Forest University  
BS, Oglethorpe University

Bowman, Jude, Information Technology  
MS, Strayer University  
BS, ITT Technical Institute

Boyd, Courtney, Psychology  
MA, Forest Institute of Professional Psychology  
BA, Central Methodist University  
PsyD, Forest Institute of Professional Psychology

Boyd, Kimberly, General Education  
MA, College of William and Mary  
BA, College of William and Mary  
BA, Central Methodist University

Branch, Lessie, Government  
MA, The New School for Social Research  
MBA, University of Phoenix  
BA, Fordham University

Branch, Rayco, Life Skills  
MSW, University of Illinois at Urbana-Champaign  
BS, University of Illinois at Urbana-Champaign

## APPENDIX A: Administration and Faculty

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Branch, Robert, Computers  
PhD, Capella University  
MS, Western International University  
BS, Eastern Washington University

Brashear, Romica, Computers  
MS, The George Washington University  
BS, Morgan State University

Braun, Andy, Business  
MBA, Orlando College - North  
MS, Barry University  
BS, Orlando College

Bridglal, Erika, Life Skills  
MEd, Florida A & M University  
BS, Florida A & M University  
MBA, Keller Graduate School of Management

Bridgmon, Krista, General Education  
PhD, Northern Arizona University  
MS, Northern Arizona University  
Med, Northern Arizona University  
BS, Northern Arizona University

Brom, Joseph, Life Skills  
MA, Duguesne University  
BS, Towson University  
MBA, Waynesburg College

Brooks, William Joel, English  
MA, Belmont University  
MA, University of Tennessee, Knoxville  
BA, University of Tennessee, Knoxville

Broschak, Megan, Life Skills  
MA, Azusa Pacific University  
BS, California State University, Fullerton

Brouwers, Marcel, English  
Ph.D., Western Michigan University  
MFA, Western Michigan University  
BA, University of Illinois at Urbana-Champaign  
BA, University of Illinois at Urbana-Champaigne

Brown, Chris, Paralegal  
JD, Thomas M. Cooley Law School  
MA, University of Phoenix  
BA, Michigan State University

Brown, Dawn, Criminal Justice  
MCJ, Boston University  
BA, Southern Illinois University

Brown, Kimberly, Accounting  
MPA, Clemson University  
BSBA, University of Alabama

Brown-Warren, Tawny, Life Skills  
MA, Lincoln University  
BA, Lincoln University

Bruno, Lisa, Criminal Justice  
JD, Massachusetts School of Law

MA, Anna Maria College  
BA, Salve Regina University

Bryant, Marcae, Computers  
MS, University of Phoenix  
BS, University of Arkansas

Brzenchek, Robert, Homeland Security  
MA, American Military University  
BA, George Mason University

Buchholz, Elizabeth, Criminal Investigations  
DEd, Nova Southeastern University  
MPA, Florida International  
BPS, Florida International

Buck, Anne Marie, Psychology  
MS, Drexel University  
BA, West Chester State College

Buikema, Daniel, Life Skills  
MA, University of Phoenix  
BA, Valparaiso University

Bullock, Kara, Life Skills  
MA, National University  
BS, California State University, Fullerton

Bunch, Rose, English  
MFA, University of Montana  
BA, Arkansas Tech University  
BA, University of Virginia

Bungard, Patrick, Marketing  
MBA, California State University, San Bernardino  
BA, California State University, San Bernardino

Burgess, Sheila, Medical Insurance Billing & Coding  
BS, Weber State University

Burgos-Ruwe, Nydia, Business  
MA, Webster University  
BA, University of Central Florida

Burks, Jennifer, Psychology  
MA, Pepperdine University  
MA, Pepperdine University  
BA, University of California Los Angeles

Burrello, Daniel, English  
MSCE, University of West Alabama  
MFA, Queens University of Charlotte  
BA, Charter Oak State College

Burroughs, Connie, Paralegal  
JD, Saint Louis University  
BA, University of Missouri, Rolla

Burton, Catherine, Criminal Justice  
PhD, Louisiana State University  
MCJ, University of South Carolina  
BA, University of South Carolina  
Grad Cert, University of South Carolina

## APPENDIX A: Administration and Faculty

---

Burton, Tina, Computers  
MS, University of Phoenix  
BA, California State University Hayward

Bush, Pearlie, Paralegal  
JD, Southern University, Law Center  
BA, Southern University and A&M College

Bussey, Schvon, Medical Assisting  
MSN, Albany State University  
BS, Albany State University

Buxbaum, Gwen, Business  
MBA, University of California, Los Angeles  
BS, Syracuse University

Byk, Justine, Psychology  
MA, California School of Professional Psychology at Alliant  
International University  
BA, University of Colorado

Cain, Nicole, Criminal Investigations  
MS, Saint Leo University  
BA, University of South Florida

Callahan, Kelli, Criminal Investigations  
MFS, National University  
BS, Boise State University  
BA, Boise State University

Camillo, Denise, Computers  
MS, University of Phoenix  
BS, Arcadia University

Caminotti, Enzo, Business  
MBA, University of Phoenix  
BS, The Richard Stockton College of New Jersey

Campbell, Donald, Criminal Justice  
PhD, Lynn University  
MS, Florida International University  
BS, North Carolina Wesleyan College

Campbell, Harold, Criminal Justice  
PhD, Claremont Graduate University  
MA, Claremont Graduate University  
MA, Chapman University  
BA, Golden Gate University

Campbell, Lisa, Medical Insurance Billing & Coding  
MHA, Governors State University  
BA, Robert Morris University

Campbell, Malcolm, English  
MA, Mississippi State University  
BA, University of Mississippi

Campbell, Melissa  
BS, Minnesota State University

Caracci, Christopher, Business  
MBA, Rollins College  
BS, Saint Meinrad College

Cardott, Autumn, Life Skills  
MA, University of Phoenix  
BA, University of Wyoming

Carlin, Eileen, Criminal Justice  
MA, Rutgers, The State University of New Jersey  
BS, Thomas Edison State College  
Carlson, Evelyn, Economics  
MA, University Illinois at Chicago  
BS, Northern Illinois University

Carlson, Evelyn, Business  
MA, University of Illinois at Chicago  
BS, Thomas Edison State College

Carlson, Gary, Accounting  
MBA, Dominican University (Rosary College)  
MS, Dominican University (Rosary College)  
BS, Charleston Southern College

Carney-Clark, Janet, Psychology  
MA, Antioch University  
BS, State University of New York

Cartamil, Daniel, Science  
MS, California State University, Long Beach  
BS, State University of New York, College of Oneonta  
Ph.D, University of California, San Diego

Carter, Cheryl, English  
MFA, National University  
BA, Queens College

Carter, James, Computers  
MBA, Rivier College  
BS, Rivier College

Carter, Michelle, Medical Assisting  
MBA, American Intercontinental University  
BS, Valdosta State University  
MBA, American Intercontinental University

Castleberry, Brian, English  
MFA, Virginia Commonwealth University  
BA, Oklahoma State University

Castro, Dawn, Life Skills  
MA, Azusa Pacific University  
BA, California State University, San Bernardino

Cates, Anna, English  
MFA, National University  
PhD, Indiana State University  
MA, Indiana State University  
BA, Asbury College

Cavan, Paul, Criminal Justice  
MS, Michigan State University  
BS, Michigan State University

Cayuela, Tammy, Life Skills  
MA, Chapman University  
BA, California State University Fullerton

## APPENDIX A: Administration and Faculty

---

Cecala, Rebecca, Science  
MS, Syracuse University  
BS, Allegheny College

Chance, Elaina, Life Skills  
MA, Georgia Southern University  
BS, Georgia Southern University

Chandler, Keith, Criminal Justice  
MA, Western Illinois University  
BS, Michigan State University

Chang, May, English  
MA, University of Wisconsin, Oshkosh  
BA, University of Wisconsin, Stevens Point

Cheeks, James, Computers  
MTM, Keller Graduate School  
MBA, Keller Graduate School  
BS, DeVry Institute

Chen, Abel, Paralegal  
JD, Whittier Law School  
BA, California State University, Northridge

Cherry, Mark, English  
BA, University of Tennessee  
MFA, University of Arkansas

Childress, Dusty, Science  
MS, University of Nebraska at Kearney  
BS, Southwest Baptist University

Childs, Elaine, English  
M.A. , Stephen F. Austin State University  
B.A. , Texas Tech University

Chinappi, Jacqueline, Psychology  
MA, Seton Hall University  
BA, Empire State College  
Ed Spec, Seton Hall University

Chipman-Sullivan, Lois, Medical Assisting  
MBA, University of Sarasota  
BA, Case Western Reserve University

Cho-Valldejuli, Julie, Criminal Justice  
MS Florida Metropolitan University  
BS, Loyola University Chicago

Christensen, Koni, Life Skills  
MS, Utah State University  
BS, Weber State University  
AA, Weber State University

Christian, Anissa, Life Skills  
MEd, University of Charleston  
BS, Morris College  
EdS, Union University

Ciccione, Joseph, Criminal Justice  
EdD, Nova Southeastern University  
MS, Jersey City State College  
BS, Jersey City State College

Ciepiela, Traci, Criminal Justice  
MS, Columbia College  
BA, State University of New York College at Buffalo

Cimino, Agnes, Life Skills  
MA, Azusa Pacific University  
BS, California State University, Fullerton

Cimino, Richard, Business  
MBA, University of California, Irvine  
BS, San Diego State University

Clark, Cynthania, Business  
MBA, Webster University  
BA, Warner Southern College  
MA, Webster University  
Grad Cert, Webster University

Clark, Elizabeth, Paralegal  
JD, Stetson University  
BA, University of South Florida  
MS, Palm Beach Atlantic University

Clark, Karen, Paralegal  
JD, Temple University  
BA, Allegheny College

Clay, Carroll, Information technology  
MS, Capella University  
BS, Colorado Technical University

Clay, Robert, English  
MFA, University of Arkansas  
MA, University of Southern Mississippi  
BA, University of Southern Mississippi  
PhD, Western Michigan University

Clearfield, Tammi, Criminal Investigations  
JD, University of Miami  
MS, Florida International University  
BA, Florida Atlantic University

Cleaves, Urban, Government  
JD, John Marshall Law School  
MA, State University of New York at Binghamton  
BA, Whittier College

Clements, Pryntha, Life Skills  
MAE, Western Kentucky University  
BS, Western Kentucky University

Cline-Pursell, Rose, Criminal Justice  
MS, University of Phoenix  
BA, College of the Ozarks

Coaty, Patrick, General Education  
PhD, Claremont Graduate University  
MA, Claremont Graduate University  
BS, University of Wisconsin, Madison

Cochrane, Michael, Science  
MS, Western Washington University  
BA, Western Washington University

## APPENDIX A: Administration and Faculty

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Cohen, Michele, American Literature  
MA, Ohio State University  
BS, Ohio State University

Cohen, Reuven, Medical Assisting  
DO, Chicago College of Osteopathic Medicine  
MIS, Nova Southeastern University  
BA, University of Michigan

Collie, Fred, Criminal Justice  
MPA, University of Texas at Arlington  
MA, Naval Postgraduate School  
BS, University of Texas at Tyler

Collins, Helen, Business  
MBA, University of Phoenix  
MA, University of Phoenix  
BS, University of Central Florida

Collins, Jeremy, English  
MFA, University of New Mexico  
BA, University of Georgia  
MA, University of Georgia

Collins, Joey, Criminal Investigations  
MS, Colorado Technical University  
BS, Colorado Technical University

Collins, Margo, English  
PhD, University of North Texas  
BA, University of New Orleans

Collins, Michael, English  
MA, Drew University  
MFA, Warren Wilson College  
BA, Kalamazoo College

Collins, Stuart, Government  
MA, Villanova University  
MEd, University of Florida  
BA, University of Florida

Compton, Shani, Life Skills  
EdD, Argosy University  
MEd, National University  
BS, California State University Hayward

Conaway, Cameron, English  
MFA, University of Arizona  
BA, Pennsylvania State University  
BA, Pennsylvania State University

Conaway, Tracy, Business  
MBA, Argosy University  
BPS, University of Denver

Connolly, Jerry, Criminal Justice  
PhD, Capella University  
MPA, Troy University  
BA, Saint Leo University

Connor, Martin, Paralegal  
JD, University of North Dakota

BA, University of Arizona

Conroy, James, Criminal Investigations  
MS, University of Wisconsin, Platteville  
BS, St. John's University

Contonis, Gayle, Life Skills  
MS, National University  
BA, California State University, Northridge  
AA, Mt. San Antonio College

Contreras, Renee, Criminal Justice  
MS, Illinois Institute of Technology  
MCJ, Boston University  
BS, Mountain State University

Cook, Catherine, Sociology  
PhD, The Union Institute  
MBA, Ft. Lauderdale College  
BA, Florida State University

Cope, Frederick, English  
MA, University of Alabama  
BA, University of Alabama

Copeland, Amanda, Criminal Justice  
MA, Indiana University  
Indiana University  
BS, University of Nebraska, Lincoln

Coplen, Joshua, Finance  
MBA, California State University, Chico  
BS, California State University, Chico

Coppelli, Mark, English  
MA, Washington State University  
BA, State University of New York

Corbin, Bryan, General Education  
MA, Chatham University  
BA, California State University, Fullerton

Cornelius, Erwin, Government  
MA, University of Wisconsin  
MA, Middlebury College  
BA, University of Illinois, Urbana-Champaign

Cornell, Ryan, Math  
MAED/CI, University of Phoenix  
BS, Arizona State University

Corrales, Omar, Psychology  
MA, National University  
BABS, National University

Correia, Mark, Criminal Justice  
PhD, Washington State University  
MA, Washington State University  
BA, University of Alaska

Courtaway, William, Computers  
MBA, California State University  
BS, California State University



## APPENDIX A: Administration and Faculty

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Courter, Jennie, Life Skills  
MA, Georgian Court College  
BA, Kean College of New Jersey

Cox, Doug, English  
PhD, Florida State University  
MFA, Indiana University  
BA, Cal Poly San Luis Obispo

Cox, Rudy, Business  
Med, Tuskegee University  
EdD, Clark Atlanta University  
BS, Tuskegee University

Cox, Tiffany, Paralegal  
JD, University of Utah  
BA, University of Arizona

Craddock, Ericka, Life Skills  
MEd, Jones International University  
BA, University of Illinois at Chicago

Craig, William, Computers  
MBA, Florida Institute of Technology  
BS, Memphis State University

Cranon-Charles, Angela, Government  
MA, California State University, Long Beach  
AB, San Diego State University

Creech, David, Business  
MBA, University of Colorado  
BS, University of Maryland University College

Cronin, Gerard, Medical Assisting  
DC, Life University  
BS, Excelsior College

Crump, Laurel, Library Science  
MLS, University of Arizona  
BA, University of Oregon, Eugene

Cruz, Theresa, Criminal Justice  
MS, Capella University  
MA, Liberty University  
BS, Excelsior College

Cuevas, Josephine, Business  
MBA, Keller Graduate School of Management  
BS, DeVry University  
AA, Mount San Antonio College

Cunningham, Diane, Economics  
PhD, University of California, Irvine  
MA, University of California, Irvine  
MA, California State University, Fullerton  
MA, University of California, Los Angeles  
BA, University of California, Los Angeles

Cunningham, Jeffrey, Paralegal  
JD, Thomas M. Cooley Law School  
BA, Edinboro University of Pennsylvania

Cunningham, Robert, Business

MBA, University of Phoenix  
BS, University of California, San Diego

Curcio, Gina, Criminal Justice  
MS, University of Massachusetts Lowell  
BHS, Salem State College

Currie, Richard, Computers  
M.S., Pepperdine University  
M.A., University of Redlands  
B.A., California State University, Fullerton

Currie, Ryan, Paralegal  
JD, University of Georgia  
BA, Emory University

Curry, Janis, Criminal Justice  
MS, Florida State University  
BA, Piedmont College

Curtis, Michael, Computers  
MS, Nova Southeastern University  
BS, Nova Southeastern University

D'Olive Jr, Harry, Paralegal  
JD, Faulkner University  
BA, University of South Alabama

Dacheux, Stacy, English  
MFA, Naropa University  
BA, University of Alabama

Dahbur, Kamal, Computers  
PhD, DePaul University  
MS, DePaul University  
BS, University of Illinois at Chicago

Dailey, Michael, Homeland Security  
MBA, Northcentral University  
BA, St. Leo University

Dale, Jennifer, Higher Education Management  
MS, Northern Illinois University  
BS, Northern Illinois University

Daly, Dion, Life Skills  
PhD, University at Buffalo  
MS, Buffalo State College  
BS, University at Buffalo

Daly, Donald, Business  
MBA, University of Illinois at Urbana-Champaign  
BA, The University of Michigan-Flint

Dame, Don, Computers  
MS, West Coast University  
BS, West Coast University

Daniels, Casey, English  
M.A., University of Central Oklahoma  
B.A., University of Central Oklahoma

Daniels, Glenn, Accounting  
MBA, University of Texas, Dallas

## APPENDIX A: Administration and Faculty

---

MS, University of Texas, Dallas  
BS, Washington University

Davis, Daryl, Computers  
MS, University of Phoenix  
BS, University of Central Florida

Davis, Gladys, Life Skills  
MS, Springfield College  
BA, University of Wisconsin

Davis, Mark, Paralegal  
JD, University of Denver College of Law  
AB, Ohio University

Davis, Melanie, Math  
MS, Texas Southern University  
BS, University of Houston Clear Lake City

Davis, Michelle  
MS, University of Nebraska Medical Center  
BS, University of Nebraska Medical Center

Davis, Zummuna, Psychology  
MS, Capella University  
BA, Chicago State University

Day, Danielle, Criminal Investigations  
MS, Nova Southeastern University  
BA, University of Florida

De Luca, Peter, Computers  
MBA, Keller Graduate School of Management  
BA, Columbia University

De Santis, Jacqueline, Paralegal  
JD, North Carolina Central University  
BA, Pfeiffer University

De Sola, Edgar, Medical Assisting  
MD, Central University-School of  
Medicine  
MPH, University of South Florida

DeGarmo, Alana, Paralegal  
JD, University of La Verne  
BA, California State University, Northridge

DeGenova, Deena, Criminal Justice  
JD, Pace University School of Law  
BA, State University of New York New Paltz

DeLancey, Frenzella, English  
PhD, Temple University  
MA, Temple University  
BA, Temple University

Dell'Osso, Linda, Math  
PhD, Claremont Graduate University  
MS, California State Polytechnic University  
BS, California State Polytechnic University

DeLotell, Pam, Business  
MBA, Lindenwood University

BA, Loyola Marymount University

Demoulin, Donald, Science  
EdD, Mississippi State University  
MS, Governors State University  
BS, Eastern Illinois University  
EdS, Southern Illinois University Edwardsville

DePlato, Justin, Government  
M.A., University at Buffalo, SUNY  
B.A., St. John Fisher College

Derwin, Ellen, Psychology  
MA, University California, Irvine  
BS, Denison University  
PhD, Fielding Graduate University  
MA, Fielding Graduate University

Desouza, Mitra, Life Skills  
MEd, University of Maryland, College Park  
BA, University of California, Irvine

Dessert, Monica, General Education  
MS, California State University  
BA, University of California, Los Angeles

De Valentino, Jessica, General Education  
MEd, Houston Baptist University  
EdD, University of Houston  
BS, Houston Baptist University

DeWitt, Erica, Business  
MBA, University of Phoenix  
BS, Florida Metropolitan University

Deyo, Arthur, Government  
MA, Oklahoma State University  
BS, Cogswell Polytechnical College

Di Bari, David, Criminal Justice  
MCJ, University of Colorado, Colorado Springs  
BA, University of Colorado, Colorado Springs

Diaz, Rosanna, Sociology  
MBA, DePaul University  
BS, Roosevelt University  
EdD, National-Louis University

Dickinson, Amy, English  
MA, California State University, Fullerton  
BA, California State University, Fullerton

Dietzer, Jenna, English  
MFA, University of North Carolina, Greensboro  
BA, University of Florida

DiGangi, Laurel, English  
MA, University of Illinois at Chicago  
BA, University of Illinois at Chicago

DiMatteo-Gibson, Donna, Psychology  
PhD, Alliant (California School of Professional Psychology)  
MS, Alliant (California School of Professional Psychology)  
MS, Alliant (California School of Professional Psychology)

## APPENDIX A: Administration and Faculty

---

BA, University of San Diego

Dittman, Michael, English  
MA, Slippery Rock University  
BA, College of Wooster

Dixon, Demetrius, Business  
MBA, Walden University  
BS, St. Leo University

Dobson, Valerie, Medical Insurance Billing & Coding  
MHS, Western Carolina University  
BS, Western Carolina University

Dolan, Mary, Psychology  
PhD, Claremont Graduate University  
MA, California State University, San Bernardino  
BA, California State University, San Bernardino

Dollens, James, Computers  
PhD, Nova Southeastern University  
MS, University of Maryland  
BS, Wayne State University

Dominguez, April, English  
MA, California State University Fullerton  
BA, California State University Fullerton

Doneski, Robert, Psychology  
PsyD, Forest Institute of Professional Psychology  
MA, Forest Institute of Professional Psychology  
MS, University of Central Missouri  
BS, Drury University

Doran, Jennifer, Life Skills  
MA, Texas Woman's University  
BS, Texas Woman's University

Dorr, Henry, Business  
PhD, University of Nebraska at Lincoln  
MA, Pacific Lutheran University  
BS, University of Nebraska at Omaha

Dorzweiler, Carla, Business  
MBA, University of Phoenix  
BA, California State University, Long Beach

Dougall, Natalie, English  
MFA, Mills College  
BA, Eastern University

Dougherty Jr, Robert, Criminal Justice  
MS, Saint Joseph's University  
BA, Temple University

Drummond, Paul, Science  
PhD, University of Georgia  
MS, Tuskegee University  
BS, Tuskegee University

Duffman, Christina, General Education  
MA, Old Dominion University  
BA, Old Dominion University

Duke, Patricia, Business  
MS, Central Michigan University  
BA, Wayne State University

Dukes, Nicole, Interpersonal Communication  
MA, New York University  
BA, California State University, Long Beach

Dunaetz, David, Life Skills  
MA, Claremont Graduate University  
Th.M., Fuller Theological Seminary  
M.Div., Denver Seminary  
B.S., Harvey Mudd College  
MS, University of Southern California

Duncan, Aja, Life Skills  
MA, Richmond Graduate University (formerly PSI)  
BA, Wofford College

Dunham, Jessica, Criminal Justice  
MS, University of Cincinnati  
BA, Franklin College

Dunn, Sandy, General Education  
MS, University of Central Florida  
BA, St. Leo University

Dunne, Catherine, Accounting  
MA, University of Phoenix  
BA, California State University Fullerton

Dupree, Deborah, Sociology  
MA, Clark Atlanta University  
BA, Virginia State University

Durbin, Donald, Criminal Justice  
MS, Chicago State University  
AAS, McHenry County College  
PhD, Kennedy-Western University

Durrant, Ellisa, Business  
MBA, Salem International University  
BS, Everest University

Duwe, Grant, Criminal Justice  
PhD, The Florida State University  
MS, The Florida State University  
BA, University of Kansas

Eanes, Christina, Criminal Justice  
MS, California State University, Sacramento  
BS, California State University, Sacramento

Ebohon, Daniel, Accounting  
MS, Nova Southeastern University  
BS, Florida Southern College

Echols, Urszula, Life Skills  
MSW, University of Southern California  
BA, University of CA, Los Angeles

Echols Jr, Melvin, Sociology  
MA, California State University, Fullerton  
BA, California State University, Fullerton

## APPENDIX A: Administration and Faculty

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BA, California State University, Fullerton

Edelman, Andrew, Criminal Justice  
MS, Adelphia University  
MPA, University of Southern California  
MBA, University of Phoenix  
EdD, Nova Southeastern University  
BA, Carnegie-Mellon University

Eduartez, Lori, Medical Assisting  
AS, Santa Fe Community College

Edwards, Angela, Science  
MS, Illinois State University  
BS, Illinois State University

Eidson, Paul, Business  
PhD, Capella University  
MBA, Western New England College  
BS, Ohio State University

Eisen, Marc, Homeland Security  
MEd, Northern Arizona University  
BA, Arizona State University

Elder, Juliet, Life Skills  
MEd, Cambridge College  
BA, California State University – Los Angeles

Elfo, William, Paralegal  
JD, Nova Southeastern University  
MS, Nova Southeastern University  
BS, Nova Southeastern University

Elizondo, Steve, Life Skills  
MS, National University  
BA, University of California, San Diego

Elkhatib, Bashar, Computers  
MS, Ferris State University  
BS, United Arab Emirates University  
DBA, California Southern University

Empie, Kristine, Criminal Justice  
PhD, Indiana University of Pennsylvania  
MBA, Southern New Hampshire University  
BS, Northeastern University

English, Donna, Life Skills  
MA, California State University, Dominguez Hills  
BS, University of Phoenix

Entrekin, Fern, General Education  
MS, West Chester University  
EdD Nova Southeastern University  
BS, Millersville University

Erwin, Phebe, Life Skills  
MA, Dallas Baptist University  
BA, Texas Woman's University

Escudero, Jose, Computers  
MS, University of Phoenix  
BS, University of Phoenix

Estabrook-Fishinghawk, Brooke, Computers  
MS, Emporia State University  
MS, University of North Texas  
MS, University of Illinois  
BA, University of California, Los Angeles

Etheredge, Alisha, Science  
MS, Georgia State University  
BS, Spelman College

Ettingoff, Andrea, Life Skills  
PhD, University of Pennsylvania  
MSEd, University of Pennsylvania  
BA, The College of Wooster

Evans, Denise, English  
MFA, Sarah Lawrence College  
BA, University of California, Davis

Evans, Desiree, Life Skills  
MA, Seton Hall University  
BA, Bard College

Fahmy, Deena, Economics  
MA, Wayne State University  
MA, University of Windsor  
BA, The American University

Fall, John, Psychology  
PhD, University of California  
MA, California State University, Hayward  
BA, University of California, Berkeley

Fall, Rachel, Psychology  
MS, California State University, East Bay (Hayward)  
BS, University of California, Berkeley

Fankhanel, Kathryn, Medical Assisting  
BS, Loma Linda University  
MD, Loma Linda University

Farley, Toni, Computers  
PhD, Arizona State University  
BS, Arizona State University

Farrow, Jaime, Science  
MLS, Mayland University  
BS, North Carolina State University

Faul, David, Math  
MS, University of Louisiana  
BS, Louisiana State University

Faust, Holly, Paralegal  
JD, Barry University School of Law  
MBA, DeVry University  
BA, Boston University

Feaster, Wanda, Medical Insurance Billing & Coding  
MBA, Keller Graduate School of Management  
BS, Florida A&M University

Feldman, Jeffrey, Psychology

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PhD, The University of Michigan  
MA, The University of Michigan  
AB, University of California

Felipe, Ileana, Life Skills  
MA, Carlos Albizu University  
BS, Miami Institute

Ferguson, Madeline, Life Skills  
MS, University Of Tennessee  
BS, University Of Tennessee

Ferlin, Joseph, Life Skills  
BA, John Carroll University  
MEd, Kent State University

Fernandez, Tristan, Life Skills  
MS, Capella University  
BA, Vanguard University

Ferns, Brent, Computers  
MS, Central Michigan University  
BBA, Northwood University

Ferro, Maria  
Medical Assisting  
MD, Universitaria de Santander

Figuroa, Sheila, English  
MA, University of Texas-Pan America  
BA, University of Arkansas

Finch, Susan, English  
MFA, Indiana University Bloomington  
BA, Emory University

Fine, Sara, Life Skills  
MS, Barry University  
MS, Brooklyn College  
BA, The City College of New York

Finley, Ian, Homeland Security  
MA, Naval War College  
MBA, Averett University  
BS, United States Coast Guard Academy

Fischer, James, Computers  
PhD, Northcentral University  
MBA, Northcentral University  
MA, American Military University  
MA, American Military University

Fisher, Karalea, Computers  
MS, Aspen University  
BS, Eastern Oregon University  
AA, Central Oregon Community College

Fisher, MaryIn, Accounting  
PhD, Capella University  
MS, American University  
BS, University of Maryland

Fisher, Robert, Business  
MS, University of Southern California

MBA, University of Southern California  
BS, Rensselaer Polytechnic Institute

Fleming, Daimen, Criminal Justice  
MS, Capella University  
BS, Springfield College

Fleming, Latasha, Psychology  
MS, Capella University  
BS, Springfield College

Fleming, Sheryl, Finance  
MBA, Southeastern University  
MSW, Howard University  
BA, St. Mary's College of Notre Dame

Flowers, Aaron, Life Skills  
MA, National University  
BA, California State University at Northridge

Fogel, Seth, Criminal Justice  
MS, California State University of Long Beach  
BS, University of California Berkeley

Follett, Brian, Criminal Justice  
MS, Saint Leo University  
BS, Columbia Southern University

Fortune, Tivica, Life Skills  
MS, Jacksonville State University  
BA, University of Alabama

Foster, Benjamin, English  
MA, Southern Illinois University  
BA, Southeast Missouri State University

Framan, Theodore, Marketing  
MBA, University of Texas  
BS, University of Southern California

Francisco, Dina, Life Skills  
MA, University of Memphis  
MSW, University of Illinois  
BS, University of Illinois  
Frazier, Joel, Finance  
MBA, Devry University- Keller Graduate School  
of Management  
BA, California State University, San Bernardino

Freeman, Eric, Marketing  
MBA, University of Portland  
BS, Portland State University

Frick, Christopher, American Literature  
PhD, University of South Carolina  
MA, New Mexico State University  
BA, The Colorado College

Froyd, Sean, General Education  
PhD, Pacifica Graduate Institute  
MA, Pacifica Graduate Institute  
MA, Bemidji State University  
BFA, Bemidji State University

## APPENDIX A: Administration and Faculty

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Fulkerson, Rena, Life Skills  
MA, Western Kentucky University  
BS, Brescia University

Galano, Hector, Government  
MA, University of California, Santa Barbara  
BA, California State University Fullerton

Gambell, Julie, Life Skills  
MA, Northern Arizona University  
BA, Arizona State University

Ganard, Barbara, Computers  
MS, University of Phoenix  
BBA, Temple University

Gannaway, Annette, Sociology  
MA, Lincoln University  
BS, Lincoln University

Gantka, Sean, English  
MA, California State University Fullerton  
BA, California State University Fullerton

Ganza, William, Sociology  
MS, Illinois State University  
BS, Illinois State University

Garbharran, Hari, Science  
PhD, Southern Illinois University  
MBA, Keller Graduate School, DeVry University  
MA, University of KwaZulu  
BA, University of KwaZulu

Garcia, James, Sociology  
MA, California State Univ. Dominguez Hills  
BA, California State Univ. Dominguez Hills

Garman, Carrie, Life Skills  
MA, University of Northern Colorado  
BA, Arizona State University

Garmon, Jennifer, General Education  
MS, University of Oregon  
BA, University of California, Santa Barbara

Garmon, John, Business  
MBA, University of Redlands  
BA, University of Redlands

Garriga, Michael, English  
MA, University of Louisville  
BA, University of Mississippi  
PhD, Florida State

Garvin, James, Finance  
MBA, Miami University  
BS, Miami University

Gee, Tammy, General Education  
MA, Northern Arizona University  
BA, Southwestern Oklahoma State University

Geiger, Brian, Criminal Investigations  
MPA, Walden University  
BA, Myers University (Chancellor)

Gentles, Junior, Computers  
MISM, Keller Graduate School of Management  
BS, Hope International University

Ghalambor, Hamid, Business  
MBA, University of Phoenix  
BS, Utah State University

Ghose, Madhuchanda, Marketing  
PhD, Georgia Institute of Technology  
MS, State University of New York at Stony Brook

Gianna, David, Computers  
MBA, Marist College  
MS, Marist College  
BS, Rochester Institute of Technology

Gibson, Colin, Life Skills  
EdD, Argosy University - Orange County Campus  
MA, Roosevelt University  
BS, Bradley University

Gibson, Lisa, American Literature  
MA, University of Tennessee  
BA, University of Tennessee

Gibson, YeVetta, Computers  
MS, Regis University  
BA, University of Illinois at Chicago

Gil, Chaya, Paralegal  
JD, Northern Illinois University

Gilbert, Miron, Criminal Justice  
PhD, Walden University  
MS, Troy University  
MPA, Troy University  
BS, Albany State University

Gillespie, Patricia, Medical Insurance Billing & Coding  
BS, Weber State University  
AA, Central Oregon Community College

Gilliard, Jacqueline, Business  
PhD, Capella University  
MS, Houston Baptist University  
BBA, University of Houston

Gillis, Kimberly, Criminal Investigations  
MS, University of New Haven  
BS, University of Alabama

Gilman, Monica, General Education  
MA, Webster University  
BA, University of Tampa

Gilmore, Erica, American Literature  
MA, Tennessee State University  
BA, Howard University

## APPENDIX A: Administration and Faculty

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Gilmore-Byrd, Rikkisha, Life Skills  
BS, Clark Atlanta University  
MS, Capella University  
Cert, Capella University

Girten, Julie, Business  
MBA, Keller Graduate School of Management  
BS, DeVry University

Givens, Charity, English  
MA, Liberty University  
BA, Liberty University

Gladman, Selena, Business  
MBA, Bowling Green State University  
BS, Bowling Green State University

Glee, Gwendolyn, Business  
MBA, Webster University  
BS, Voorhees College

Glenn, Roberta, Paralegal  
JD, University of San Francisco  
A.B., University of California, Berkeley

Glenn, Robin, Environmental Science  
MS, University of Charleston  
BS, Albright College

Glover, Keosha, Life Skills  
MS, Argosy University  
BS, Fayetteville State University

Goar, James, English  
MFA, Naropa University, Boulder Colorado  
BA, University of Arizona, Tucson

Gold, Stuart, Computers  
PhD, North Central University  
MBA, Loyola University  
BA, Northeastern University

Goldberg, David, Government  
MA, Villanova University  
BA, Elizabethtown College

Goodall, Jean, Business  
MA, Webster University  
BA, University of Colorado, Boulder

Goodman, Loren, American Literature  
PhD, University of Buffalo  
MA, University of Buffalo  
MFA, University of Arizona, Tucson  
BA, Columbia University

Goodner, Jayme, Medical Assisting  
MS, University of Phoenix  
BS, University of Phoenix

Goodwin, Kimberly, Psychology  
EdS, James Madison University  
MA, James Madison University  
BS, Virginia Polytechnic Institute

Gordon, Jennifer, English  
MA, Mississippi State University  
BA, Mississippi State University

Gourrier, Giselle, Psychology  
DPsy, California School of Professional Psychology at  
Alliant University  
MA, Pepperdine University  
BA, University of Southern California

Goyden, Michael, Computers  
MS, Naval Postgraduate School  
MA, University of Northern Colorado  
BS, U.S. Air Force Academy

Graham, Juanita, Medical Assisting  
MS, University of Mississippi Medical Center  
BS, University of Mississippi Medical Center

Grant, Abigail, English  
MA, Slippery Rock University  
BA, California University of Pennsylvania

Grant-Spence, Cristal, Medical Assisting  
DPM, New York College of Podiatric Medicine  
BA, Howard University

Gray, Antonette, Criminal Justice  
MA, Monmouth University  
BA, University of the West Indies

Gray, Dahli, Business  
MBA, Portland State University  
DBA, George Washington University  
BS, Eastern Oregon State College

Gray, Shaun, Information Science  
MS, Bellevue University  
Thomas Edison State College

Gray-Baker, LaQuita, Public Administration  
MS, University of La Verne  
DPA, University of La Verne  
BA, California State University, Dominguez Hills

Green, LaTaunia, Business  
MBA, Keller Graduate School of Management  
BS, Accounting

Green, Phyllis, General Education  
MA, Chapman University  
JD, Western State University  
BA, University of Pennsylvania

Greenberg, Julie  
MD, Israel Institute of Technology  
MA, Touro College  
Duke University

Greene, Amy, General Education  
MFA, Columbia University  
BA, University of Notre Dame

## APPENDIX A: Administration and Faculty

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Greenfield Jr, Alfred, Accounting  
PhD, Virginia Commonwealth University  
BS, Virginia Commonwealth University

Greer, Rodney, Information Science  
MBA, City University  
BA, Humboldt State University

Gressier, Pamela, General Education  
MA, University of California, Irvine  
JD, Western State University  
BA, University of California, Irvine

Griff, Nathan, Psychology  
MA, Adams State University  
EdS, Northern Illinois University  
BA, Psychology

Grimes, Jennifer, Criminal Justice  
PhD, Arizona State University  
MS, Indiana State University  
BS, Indiana State University

Gruber, Baylis, Finance  
MBA, Florida State University  
BS, Florida State University

Gualco, David, Business  
EdD, University of the Pacific  
MPA, University of Southern California (USC)  
MBA, Golden Gate University  
BS, California State University, Fresno

Guerra, Melanie, Business  
MBA, Keller Graduate School of Management  
BS, DeVry University

Gulam, Fatma, Medical Insurance Billing & Coding  
BS, University of Cincinnati  
AA, Sinclair Community College

Gundlach, Kim, Paralegal  
JD, Loyola Law School  
BA, Pennsylvania State University

Gurley, Renee, English  
MA, California State University San Bernardino  
BA, Black Hills State University

Gussis, Shelly, English  
MA, Roosevelt University  
BS, Bradley University

Habig, Calvin, Life Skills  
D.Min, Fuller Theological Seminary  
M.Div, Emmanuel School of Religion  
BS, Manhattan Bible College

Hacker, Jennifer, Criminal Investigations  
JD, University of Florida College of Law  
BA, University of South Florida

Hadley, Treva, Psychology  
MSCE, University of West Alabama

BS, Mercer University

Hakim, Amy, Psychology  
PhD, Florida International University  
MS, Florida International University  
BA, Florida International University

Hales, Myron, Wyotech  
BS, University of Wyoming

Hall, Jeremiah, English  
MA, California State University, Fullerton  
BA, California State University, Fullerton

Hall, Mary, Medical Assisting  
MHA, Montana State University  
BA, California State University, Stanislaus

Halliday, Leah, English  
MAST, Agnes Scott College  
BA, Oglethorpe University

Halstead, John, Finance  
MS, Boston College  
BS, University of Connecticut  
Ph.D., University of Connecticut

Hamblet, Shirley, Criminal Justice  
MA, University of Texas at Arlington  
BS, University of North Texas

Hamilton, Shelia, Science  
MS, John Hopkins University  
BS, Mary Washington College  
BS, Mary Washington College

Hamilton, Tursha, Medical Assisting  
NMD, Southwest College of Naturopathic Medicine  
BS, Xavier University of La

Hamilton, Tursha, Health Sciences  
NMD, Southwestern College of Naturopathic Medicine  
BS, Xavier University of Louisiana

Hammond, Scott, Computers  
MBA, Saint Leo University  
BS, Saint Leo University  
BA, Saint Leo University

Hanna, Michael, Criminal Justice  
JD, Creighton University  
Creighton University  
MS, Central Missouri State University  
BA, University of San Francisco

Hansen, Elizabeth, Science  
PhD, University of Missouri  
MS, University of Missouri  
BS, Southern Illinois University

Hardeman, Bernadette, Life Skills  
MA, Florida Agricultural and Mechanical University  
BA, University of North Florida



## APPENDIX A: Administration and Faculty

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Hargiss, Kathleen, Computers  
PhD, University of South Florida  
MA, Northwestern University  
MBA, University of Miami  
BS, University of Illinois

Hargraves Peters, Candace, English  
MAEd, East Carolina University,  
BS, East Carolina University,

Harper, Ashley, Accounting  
MS, Louisiana State University  
BS, Southeastern Louisiana University

Harper, Jeffrey, Criminal Investigations  
MS, Central Michigan University  
BS, Trenton State College

Harper, Virginia, Math  
MEd, Steven F Austin University  
BS, East Texas State University

Harrell, Sue, English  
MS, Shenandoah University  
BA, Mars Hill College

Harris, Aaron, Life Skills  
BA, Indiana University  
M.Ed., Indiana University

Harris, Monique, English  
MFA, Indiana University  
BA, Converse College

Harrison, Cynthia, Life Skills  
MAT, Belhaven College  
BA, University of Maryland University College

Hartdige, Frances, Life Skills  
MA, Fuller Theological Seminary  
BA, The College of Wooster

Hartman, Amy, English  
MFA, Brooklyn College at the City University of New York  
BA, Smith College Northampton, MA

Hatfield, Hope, Business  
MBA, Baker College  
MPA, Indiana Purdue University  
BS, Indiana Purdue University

Hatten, Marc, Government  
MA, University of Montana  
BA, University of Montana

Havens, Brandy, Accounting  
MBA, High Point University  
BS, High Point University

Haverty, Michael, Business  
MS, Kansas State University  
MBA, DeVry  
BS, University of Massachusetts

Hayes, Anne Marie, Paralegal  
JD, Case Western Reserve University  
BS, Guilford College

Hayes, Michael, Criminal Justice  
MS, University of Louisville  
BS, Lenior-Rhyme College

Haynes, Daniel, General Education  
MDiv, Baylor University's George W. Truett  
Theology Seminary  
BA, Dallas Baptist University

Hazen, Alan, Criminal Investigations  
MS, Eastern Kentucky University  
BS, Eastern Kentucky University

Heaney, Jill, Business  
MS, Duquesne University  
BS, Duquesne University

Heinrichs, Glenn, Computers  
MS, DePaul University  
BS, DeVry University  
MBA, Purdue University

Heisey, Allyson, Computers  
MS, Strayer University  
BA, Gallaudet University

Heisser-Metoyer, Patricia, Psychology  
PhD, University of California Irvine  
BA, California State University Los Angeles

Henderson, Steven, Paralegal  
JD, Florida State University  
BS, Brigham Young University

Henry, Barbara, Life Skills  
MS, Mississippi Valley State University  
BS, Mississippi Valley State University

Henry, Sally, Life Skills  
MEd, Northern Arizona University  
BS, Arizona State University

Herbig, Paul, Business  
MBA, University of Notre Dame  
BS, Rose Hulman Institute of Technology

Hernandez, Diego, Sociology  
MS, Nova Southeastern University  
BA, Southeastern College of The Assemblies of God  
MA, Argosy University  
PhD, Argosy University

Hernandez, Gabriel, Criminal Investigations  
MS, John Jay College  
BA, Rutgers University

Herndon, Tamia, Criminal Justice  
PhD, Jackson State University  
MSS, Mississippi College  
BA, Tougaloo College

## APPENDIX A: Administration and Faculty

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MEd, Peabody College of Vanderbilt University	BA, Northwestern State University
Herrera, Michele, Sociology EdM, Peabody College of Vanderbilt University BA, Cornell University	Holloway, Vallie, Medical Assisting Ph.D., Florida A & M University B.S., Florida A & M University
Hibbert, Tamika, General Education MS, Brooklyn College EdD, Argosy University BA, York College	Holt, Michael, English MA, Old Dominion University BA, Saint Leo College
Hicks, Reiko, Paralegal JD, Western State University B.S., California State Polytechnic University, Pomona	Hopkins, Cassandra, Life Skills Ed.D., NOVA Southeastern University M.Ed., University of West Georgia BS, Auburn University
Hicks, Tasha, Business MBA, University of Phoenix BS, University of Phoenix	Hori, Takayuki, Tax MBA, Oklahoma City University LLM, University of San Diego LLB, Meiji University
Hickson, Detra BS, Florida A&M University	Horodner, Barry, Math MS, Lehman College BA, Lehman College
Hijazi, Ali, Accounting MBA, University of Michigan MS, University of Michigan BA, University of Michigan	Hosseini, Jamaladdin, Government PhD, University of Arizona MA, University of Arizona BA, University of Tehran
Hill, John, Criminal Justice EdD, Nova Southeastern University MA, New Jersey City University MS, New Jersey City University	Hudspeth Jr., Jackie, English MA, University of Alaska BA, Arizona State University
Hill, Mary Jane, Life Skills MA, California State University San Bernardino BA, University of California San Diego	Hull, Kurt, Business MBA, Providence College BS, Providence College
Hirsch, Diane, Life Skills MEd, University of Pittsburgh BA, Kent State University	Hultgren, Patrick, English M.A. , State University of New York at Binghamton B.A. , University at Buffalo, State University of New York
Ho, Raymond, Tax MBA, Golden Gate University BS, San Francisco State University DBA, Nova Southeastern University	Humaciu, Matthew, Math MS, California State University, Los Angeles BA, Whittier College
Hobbs, Renita, Life Skills MA, North Carolina Central University BA, North Carolina Central University	Hunt, Dayna, Life Skills MA, Dominican University BS, California Polytechnic State University
Hodge, Marcie, Psychology MA, Holy Names University BA, California State University	Hurd, Clifton, Marketing MBA, Keller Graduate School of Management BA, Lindenwood University
Hoffer, Laura, English PhD, University of Tennessee, Knoxville MFA, Pennsylvania State University BA, College of Charleston/University of Charleston, S.C.	Hurst, Dena, Philosophy PhD, Florida State University MA, Florida State University BA, Stetson University
Hogens, Lakithia, Allied Health Science BS, Albany State University	Hurst, Viki, Life Skills MA, University of San Diego BA, California State University, Northridge BA, California State University, Northridge
Holland-Johnson, Alicia, Education MEd, Northwestern State University EdD, Nova Southwestern University	Hurt, Al, Science

## APPENDIX A: Administration and Faculty

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MS, California State University  
BA, California State University  
BS, California State University

Huskey, Jason, Paralegal  
JD, Western State University  
BS, California State University, Long Beach  
AA, Fullerton College  
MPA, California State University-San Bernardino

Hutson, Pamela, Paralegal  
JD, Southern Methodist University  
BA, University of Texas at Dallas

Huwe, Michael, Chiropractic  
DC, Logan College of Chiropractic

Idlet, Gabrielle, English  
MFA, University of Arkansas  
BA, Antioch University

Iglesias, Steven, English  
MFA, School of the Art Institute of Chicago  
MA, California State University, Northridge  
BA, Cal Poly San Luis Obispo  
BA, California State University, Northridge

Inglis, Rochelle, Biology  
MS, Tuskee University  
BS, Paine College

Irizarry, Myra, Government  
MA, University of Texas at Dallas  
MA, University of Texas at Arlington  
BS, Texas Woman's University

Jabbour, James, Criminal Investigations  
MS, University of New Haven  
BS, University of the State of New York

Jackson, Delores, Life Skills  
MA, Midwestern State University  
MS, Golden Gate University  
BA, Methodist College

Jackson, Julie, Math  
MAM, Auburn University  
BS, Xavier University

Jackson-Simons, Michelle, Information Technology  
MIT, American Intercontinental University  
BIT, American Intercontinental University

Jacobs, Jake, Life Skills  
MA, University of Phoenix  
BS, University of Phoenix

Jaafari, Hamid, Math  
PhD, North Carolina State University  
MS, Iowa State University of Science and Technology  
MS, California State University, Northridge

Jamsa, Kris, Computers  
PhD, Arizona State University

MEd, Aspen University  
MBA, San Diego State University  
MS, University of Nevada  
BA, United States Air Force Academy

Jarrell, Charles, Marketing  
MBA, West Virginia University  
BSBA, West Virginia University  
BSAE, West Virginia University

Javarinis, Angeliki, Accounting  
MBA, Davenport University  
BBA, Wayne State University

Jedruszczak, Boguslaw, Computers  
MS, University of Phoenix  
BS, University of California, Irvine

Jenkins, Melvin, Life Skills  
MA, Lincoln University  
BS, Lincoln University

Jennings, Lisa, Life Skills  
PhD, University of Alabama  
MSW, University of Alabama  
BBA, Faulkner University

Jennings, Patrick, Paralegal  
JD, Howard University  
MA, Central Michigan University  
BS, Western Michigan University

Johnson, Bradley, Accounting  
MS, DeVry University, Keller Graduate School of Management  
BS, University of Rhode Island  
MBA, DeVry University, Keller Graduate School

Johnson, Janice, Science  
PhD, Capella  
MS, Louisiana Tech University  
BS, Louisiana Tech University

Johnson, Jessica, Medical Assisting  
B.S., University of Central Florida

Johnson, Johnny, Finance  
MBA, Florida A&M University  
BS, Florida A&M University

Johnson, Lucretia, Medical Insurance Billing & Coding  
BS, University of Alabama  
MSHI, University of Alabama

Johnson, Robin, Life Skills  
M.S., Florida A&M University  
B.S., Florida A&M University  
B.S., Florida A&M University

Johnson, Yolanda, Criminal Justice  
MS, University of Alabama  
BA, University of Alabama

Jones, Meagan, English

## APPENDIX A: Administration and Faculty

---

MA, California State University  
BA, California State University

Jones, Michael, Computers  
PhD, Walden University  
MS, University of Phoenix  
BS, Valdosta State

Jones Arnold, Deborah, Life Skills  
MS, Capella University  
BA, Bethune Cookman College

Jones, Christopher, Psychology  
PhD, Northern Illinois University  
MA, Northern Illinois University  
BA, University of Iowa

Jones, Sherita, Accounting  
MA, University of Tennessee at Chattanooga  
BBA, University of Memphis

Joubert, Scott, Criminal Justice  
MCJ, Boston University  
BA, Worcester State College

Jung, Doranne, Business  
MS, Boston University  
BA, Mills College

Kalamas, Donald, Criminal Justice  
MS, Tiffin University  
BA, The Ohio State University

Kalayeh, Pirooz, English  
MFA, Naropa University, Boulder Colorado  
BA, University of Delaware, Newark

Karabekou, Maria, Criminal Justice  
MS, University of Phoenix  
BA, University of Phoenix

Karasy, Pamela, Medical Assisting  
DO, Nova Southeastern University  
BA, Florida Atlantic University  
AA, Broward Community College

Kats, Yefim, General Education  
MS, Electrical Engineering University  
MA, Graduate School and University Center of the  
City University of New York (CUNY)  
BS, Electrical Engineering University

Kaur, Simranjit, Physics  
PhD, Rani Durgawati University  
MS, Bhoj University  
MP, Ravishankar Shukla University  
BS, APS University  
BA, Ravishankar Shukla University

Kares, Julie, English  
MA, The University of New Orleans  
BA, The University of Texas

Kaveny, Fannie, Homeland Security

MS, Saint Louis University  
BS, East Carolina University

Keefauver, Melinda Beth, English  
M.A., Western Carolina University  
B.A., Furman University

Keith, Sonja, Life Skills  
PsyD, California School of Professional Psychology (Alliant)  
MEd, Wichita State University  
BA, Wichita State University

Kelly, Charles, Criminal Justice  
PhD, University of Southern Mississippi  
MS, University of Alabama  
BS, Loyola University

Kembell, Cheri, Computers  
MS, Missouri State University  
BS, Missouri State University

Kempson, Cherita, Life Skills  
BS, University of West Georgia  
MA, University of West Georgia

Kennedy, Peter, Science  
BA, University of Virginia  
MS, West Coast University

Kenny, Stuart, English  
PhD, Baylor University  
MA, St. Cloud State University  
BA, St. Cloud State University

Keppler, Jason, Information Technology  
MS, Northwestern University  
BA, University of Illinois

Kesten, Alan, Psychology  
PhD, University of Texas  
BS, University of Texas

Ketchersid, Linda, Medical Assisting  
MSN, University of Phoenix  
BSN, University of Phoenix  
AA, Long Beach City College

Ketschek, Robert, Criminal Justice  
MA, Boston University  
BS, Kaplan University

Khatibloo, Mohammadali, Criminal Justice  
MA, Chapman University  
BA, Chapman University

Kincaid, Lisa, Psychology  
PhD, Walden University  
MS, Walden University  
BA, Purdue University

Kingsley, Hal, Marketing  
MBA, University At Buffalo  
MA, Emerson Graduate School of Emerson College  
BFA, Long Island University

## APPENDIX A: Administration and Faculty

---

Klingfus, Michelle, English  
MA, University of Northern Iowa  
BA, University of Iowa

Knapp, Jane, Science  
PhD, University of Rhode Island  
MS, Worcester Polytechnic Institute  
BS, Framingham State College

Knecht, Lisa, Math  
MA, University of South Dakota  
BS, University of South Dakota

Koehle, Gregory, Criminal Justice  
MS, University of Wisconsin  
BS, Pennsylvania State

Kohls, Annette, English  
MFA, California State University, Long Beach  
BA, Chapman University

Kolich, Andrea, Government  
MA, George Washington University  
BA, Furman University

Kolick, Emil James, Criminal Justice  
MS, Columbia Southern University  
BS, Delaware Valley College

Kolowski, David, Medical Assisting  
DC, Palmer College of Chiropractic  
BS, University of Nebraska

Kolowski, Lauren, Medical Assisting  
DC, Palmer College of Chiropractic  
BS, University of Nebraska Lincoln

Konold, Kyle, Psychology  
PhD, University of Nevada  
MS, Southern Illinois University  
BA, University of Wisconsin

Kopanic, Michael, Government  
PhD, University of Pittsburgh  
MA, University of Notre Dame  
BA, Youngstown State University

Kordas, Brett, Life Skills  
MS, Northwestern University  
BA, University of Notre Dame

Kovach, Bernard, Business  
PhD, Nova Southeastern University  
MBA, California State University, Dominguez Hills  
MA, University of Minnesota, Minneapolis  
BA, University of Minnesota, Duluth

Krasny, Amber, Medical Insurance Billing & Coding  
MBA, Walden University  
BS, Walden University

Kraus, Richard, Criminal Investigations  
MS, Boston University

BS, American InterContinental University

Kuivila, John, Criminal Justice  
MS, Tiffin University  
BA, Myers University

Kunze, Peter, American Literature  
MA, Florida State  
BA, Rowan University  
BA, Rowan University

Kuthy, Daniel, Government  
MA, Old Dominion University  
BA, University of Virginia

Kwa, Rosemary, English  
PhD, University of California, Irvine  
MA, University of California, Irvine  
BA, Tufts University

Ladner, Debora, Science  
MS, University of South Alabama  
BS, William Carey University  
PhD, Jackson State University

LaDue, Laura, Psychology  
PhD, Walden University  
DPT, Boston University  
MA, Doane College  
BS, Loma Linda University

Lake, Edwina, Life Skills  
MA, University of Phoenix  
BS, University of Phoenix

Lamb, Karen, Interpersonal Communication  
MS, Loyola University Chicago  
MA, University of Maryland  
BA, Valparaiso University

Lamer, Lori, Paralegal  
JD, Ohio Northern University  
BS, Kent State University

Lane, Deborah, Psychology  
MS, St. Thomas University  
BA, University of Florida

Laptad, Amy, General Education  
PhD, Northcentral University  
MA, Washington State University  
BA, Washington State University

Larkin, Marcia, Paralegal  
JD, University of Dayton  
BA, University of South Florida

Lashua, Renee, Criminal Justice  
MS, California State University  
BS, California State University

Lauren, David, Paralegal  
JD, Franklin Pierce Law Center  
BA, New England College

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MEd, Keene State College

LaVergne, Debra, Life Skills  
MEd, Northern Arizona University  
BS, University of Phoenix

Lavery, Kenneth, Accounting  
MS, Grand Valley State University  
BA, Purdue University

Lawler, Karen, English  
MA, California Polytechnic State University  
BA, California Polytechnic State University

Lawrence, Dennis, English  
EdD, The University of Kansas  
MA, The University of Kansas  
BA, Rockhurst University

Laws, Penelope, Life Skills  
EdD, Argosy University  
MA, Clark Atlanta University  
BS, Clayton State University

Lazo, Alex, Computers  
MS, California State University, Fullerton  
BA, California State University, Fullerton  
PhD, Capella

Leatherbury, Linda, Tax  
PhD, Union Institute & University  
MS, Widener University  
BS, Drexel University

Lee, Freddy, Marketing  
PhD, University of British Columbia  
BS, University of Texas at Austin

Lee, Kevin, Computers  
MS, University of Phoenix  
BS, High Point University

Lee, Nelva, Business  
PhD, Touro University International  
MS, Central Michigan University  
BS, Wayland Baptist University

Lefebvre, Lyndsey, English  
MA, California State University Fullerton  
BA, California State University Fullerton

LeMoine, Monica, English  
MA, University of Wisconsin  
BA, Virginia Polytechnic Institute

Lemon, William, English  
MA, California State University, San Marcos  
BA, California State University, San Marcos

Leon, John, Computers  
MS, Cal State Fullerton  
BS, Cal State Fullerton

Leonard, Rodney, Criminal Justice

MS, Troy University  
BA, Edinboro University of Pennsylvania

Lester, LaWanda, Accounting  
MAC, Saint Thomas University  
BA, Florida International University

Levesque, Teresa, Life Skills  
MS, Murray State University  
BIS, Murray State University

Levy-Storms, Melinda, Paralegal  
BA, California State University  
JD, University of the Pacific

Lewandowski, Jaime, Higher Education Management  
MSEd, Purdue University  
BS, University of Illinois  
Cert, National-Louis University

Lewis, Carlton, Criminal Justice  
MS, East Carolina University  
BA, North Carolina Wesleyan College

Lewis, Jacquelyne, Accounting  
MBA, Campbell University  
BS, North Carolina Wesleyan College

Lewis, Michael, Criminal Investigations  
MSCJ, Tiffin University  
BA, Myers University

Lewis, Timothy, Criminal Investigations  
MS, Westfield State College  
BS, Western New England College

Lieberman, Brian, Criminal Justice  
MA, Saint Leo University  
BA, Saint Leo University

Lim, Song, Criminal Justice  
MAp, Chapman University  
BA, Chapman University

Lindemann, Anna, Life Skills  
EdD, Nova Southeastern University  
MS, Nova Southeastern University  
BS, Ursinus College

Lindemann, Steven, Life Skills  
EdD, Nova Southeastern University  
MS, Nova Southeastern University  
BFA, New York Institute of Technology

Lindquist, Robert, Business  
MBA, Northern Illinois University  
BS, Northern Illinois University

Lipscomb, Allen, Life Skills  
MSW, University of Southern California  
BA, University of California Santa Barbara  
BA, University of California Santa Barbara  
AA, Santa Monica Community College

## APPENDIX A: Administration and Faculty

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Lish, David, Paralegal  
JD, Arizona State  
BA, Arizona State

Little, Ann, Marketing  
DBA, Cleveland State University  
MBA, Western Carolina University  
BS, University of North Carolina

Lizano, Rolando, Computers  
MS, Nova Southwestern University  
BBA, Memphis State University

Llarena, Romel, Business  
MS, Walsh College  
BA, Wayne State University

Lloyd, Marshall, Paralegal  
JD, Oklahoma City University School of Law  
MSCJ, Southwest Texas State University  
MA, Texas A&M University – Corpus Christi  
MAT, Southwest Texas State University  
BA, Texas A&M University  
BS, Texas A&M University

Locklear, Hamilton, Criminal Justice  
MS, Georgia State University  
BS, Georgia State University

Lofland, Kurt, Paralegal  
JD, Western State University  
BA, California State University, Long Beach

Logsdon, Donald, Science  
PhD, Tourou University International  
PhD, Colorado State University  
MS, Trinity University  
MA, National University  
MS, National University  
MBA, National University  
MPA, National University  
MA, Chapman University  
BA, Chapman University  
MS, Chapman University  
MA, Chapman University  
BA, Northwestern University  
BS, Thomas Edison College

Lombard, Bryan, Science  
MS, University of Denver  
BS, Ohio State University

Lopez, Robert, Criminal Investigations  
MFS, National University  
BA, St. Leo University

Loving, Chassitty, Medical Assisting  
MBA, Jones International University  
DPM, Ohio College of Podiatric Medicine  
BS, Valdosta State College

Lovvorn, Rae, English  
BS, Northern Michigan University  
MA, Northern Michigan University

MLIS, University of South Carolina

Luce, Russell, Communications,  
MA, Miami Univeristy  
BA, Central Michigan University

Lukic, Eryn, Medical Insurance Billing & Coding  
MBA, Cardinal Stritch University  
BS, University of Wisconsin

Lunsford-Solis, Jeanne, Paralegal  
JD, Oklahoma City University, College of Law  
MBA, University of Texas  
BS, West Virginia University

Luscher, Stephen, Interpersonal Communication  
MA, Florida International University  
BA, University of Maryland

Lyncheski, Stephanie, Business  
DM, University of Phoenix  
M Ed, Northern Arizona University  
MA, Marquette University  
BA, Ripon College

Lynn, Elliott, Computers  
MBA, University of Phoenix  
BS, DeVry University  
AAS, DeVry University  
PhD, Capella

Lynn, Vivian, Computers  
MS, Kean University  
BS, Kean University

Lyon-Buchanan, David, American Literature  
PhD, University of Minnesota  
MA, Wayne State University  
BA, Wayne State University

Lyons, Brenda, English  
D.Phil, Balliol College, University of Oxford  
MA, University of Massachusetts, Amherst  
BA, University of Massachusetts, Boston

MacCartey, Kelli, English  
PhD, The University of Warwick  
MA, The University of York  
BA, University of Colorado

MacDonald, Heather, English  
MA, Cal State University Fullerton  
BA, Cal State University Fullerton

MacDonald, James, Science  
PhD, Rutgers University  
BS, Columbia University  
BA, Columbia University

Machuca, Ana, Accounting  
MBA, Webster University  
BS, Florida Southern College  
PhD, Northcentral University  
MS, Keller Graduate School of Managements

## APPENDIX A: Administration and Faculty

---

MacKintosh, Mary, English  
MFA, Chapman University  
MA, Chapman University  
MLS, University of Washington  
BA, University of Washington

MacLellan, Kathryn, Accounting  
MS, University of Central Florida  
BA, University of Central Florida

MacLeod, Jason, English  
M.A., Iowa State University  
B.F.A., University of Maine at Farmington  
B.A., Grinnell College

Maday, Renee, Communications  
PhD, Arizona State University  
MA, University of Alaska  
BA, University of Pittsburgh

Magro, Michael, Business  
MIT, American Intercontinental University  
BBA, Loyola Marymount University

Maguire, Mary, Life Skills  
PhD, Portland State University  
MSW, Portland State University  
MA, Lindenwood University  
BS, William Woods University

Maloon, Jennifer, Paralegal  
JD, The Ohio State University  
BA, Marietta College

Mamoran, Anita, Psychology  
MS, Troy University, Florida Region Campus  
BS, Troy University

Manah, Stephen, Accounting  
PhD, University of Birmingham, UK  
MA, Lancaster University  
BS, Fourah Bay College

Mandel, Scott, Paralegal  
JD, Hofstra University  
BA, Hofstra University

Manderville, Patricia, Math  
MA, University of Florida  
BA, University of Florida

Manley, Shari, Government  
MA, University of Northern Iowa  
BA, University of Northern Iowa  
MA, University of Northern Iowa

Mann, Pat, Psychology  
Psy. D., Argosy University  
M.A., National University  
B.S., Arizona State University

Mapes, Virginia, Business  
MS, Lesley University

MS, Boston College  
BS, Boston College

March, David, General Education  
MA, University of New England  
BA, Washington State University

Marchese, Milagros, Computers  
MEd, Columbia University  
MA, New York University  
BS, New York University

Marco, Christopher, Criminal Justice  
MS, Saint Joseph's University  
BA, Temple University

Marquez, David, Computers  
MS, Hawaii Pacific University  
BS, Hawaii Pacific University

Marsh, Clifford, General Education  
MSW, University of South Carolina at Columbia  
MS, Capella University  
BA, University of South Carolina at Columbia

Martin, Daniel, Computers  
MIS, Roosevelt University  
MBA, University of Illinois at Chicago  
BS, Northern Illinois University

Martin, Donald, Medical Assisting  
DC, Logan College of Chiropractic

Mason, William, Economics  
MBA, New York University  
BBA, St. John's University

Matheson, Summer, Life Skills  
MA, Argosy University  
BA, Illinois Institute of Technology

Matias, Richard, Information technology  
MS, Capella University  
BS, University of Maryland

Matthews, John, Criminal Investigations  
MPA, University of Southern California  
BA, University of Southern California

Maurer, Indira, Medical Assisting  
MS, Clarkson College  
BS, University of Phoenix

Mauser, Steven, Criminal Investigations  
MS, California State University, Sacramento  
BA, Union Institute

May, Susan, Life Skills  
MEd, Northern Arizona University  
BA, Arizona State University

Mazarky, Michael, Homeland Security  
MS, University of Phoenix  
BS, North Georgia College and State University



## APPENDIX A: Administration and Faculty

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Mazzuca, Scott, Business MBA, University of Phoenix BS, Metropolitan State College of Denver	BA, California State University, Northridge
McCaffery III, Jack, Accounting JD, Barry University School of Law LLM, Saint Thomas University School of Law BA, National-Louis University DBA, Argosy	McLaughlin, Shirley, Marketing DBA, Nova Southeastern University MS, Rollins College BA, University of North Carolina
McCarty, Patrick, Criminal Investigations MA, California State Dominguez Hills BA, University of California	McMahon, Kim, Business MPA, Troy State University BS, State University of New York, Empire
McCauley, John, Homeland Security MSCJ, Tiffin University BA, Myers University	McRae, John, Paralegal JD, Michigan State University MBA, Oakland University MA, Oakland University BS, Western Michigan University
McClain, Bruce, Tax JD, Case Western Reserve University LLM, New York University School of Law BA, Hillsdale College	Meadors, Lawrence, Computers MS, Georgia State University MBA, Mercer University BBA, Mercer University
McCoy, Chantuary, Life Skills MEd, Wayne State University BS, Eastern Michigan University	Meadows, Robert, Criminal Justice PhD, Claremont Graduate School MS, Pepperdine University BS, Northern Arizona University DEd, Pepperdine University
McCray, Takesha, Life Skills EdD, Nova Southeastern University MS, Nova Southeastern University BS, Florida A&M University	Means, Tina, Business MS, City University BS, California State University Dominguez Hills
McDaniel, Molly, Criminal Justice MS, Michigan State University MA, Webster University BS, University of Detroit Mercy	Mecucci, Lauren, English MA, California State University San Marcos BA, California State University San Marcos
McDavid, Sandra, Paralegal JD, St. Louis University MBA, St. Louis University BS, University of Kansas McGill, Carla, American Literature PhD, University California Riverside MA, University of California, Riverside BA, CA State College San Bernardino	Medlock, Robyn, Life Skills MEd, Florida Agricultural and Mechanical University BA, Florida Agricultural and Mechanical University
McDowell, Kristina, General Education MA, Regis University BA, University of Northern Colorado	Mejia, Alexander, Medical Insurance Billing & Coding M.D., Pontifical Catholic University of Ecuador
McGrath, Lynn, Math PhD, University of Rhode Island BS, State University of New York at Stony Brook MS, University of Rhode Island	Melton, Angela, Life Skills Ed.S., University of West Georgia M.Ed., University of West Georgia BS, University of Mary Hardin Baylor
McHale, Joseph, Criminal Investigations PhD, Northcentral University MS, Grantham University MPA, Park University BS, Park University	Merriam, Sandra, Life Skills EdD, Pepperdine University MA, Azusa Pacific University BS, Azusa Pacific University
McIntosh, Judith, Life Skills MS, California State University, Northridge	Messina, Daniela, Medical Assisting DC, New York Chiropractic College MS, New York Chiropractic College BA, State University of New York, Stonybrook
	Meyer, Madeline, Medical Insurance Billing & Coding MBA, Nova Southeastern MS, Nova Southeastern BA, Metropolitan State University
	Meyer, Michael, Medical Insurance Billing & Coding

## APPENDIX A: Administration and Faculty

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DO, Texas College of Osteopathic Medicine  
BS, University of Central Florida

Meyers, Jodi, Paralegal  
JD, Arizona State University College of Law  
MS, Florida International  
BS, Arizona State University  
BA, Arizona State University

Michelli, John, Criminal Investigations  
MA, Indiana University of Pennsylvania  
BS, Duquesne University

Migge, Christina, Life Skills  
MEd, National University  
BS, Northern Arizona University

Mignott, Andrea, Medical Insurance Billing & Coding  
MBA, American InterContinental University  
BS, Macon State College

Milazzo, Nancy, Computers  
MPM, Keller Graduate School  
MBA, Keller Graduate School  
BS, DeVry University

Milazzo, Thomas, Computers  
MISM, Keller Graduate School of Management  
MPM, Keller Graduate School of Management  
BS, Devry  
MBA, Devry

Millazzo, Andrea, Marketing  
MBA, Baker College  
BA, Metropolitan State College of Denver

Miller, Carrie, English  
MA, Gannon University of Pennsylvania  
BA, Edinboro University of Pennsylvania

Miller, Casey, Communications  
MA, University of Texas at Tyler  
BFA, Sam Houston State University

Miller, James, Finance  
DBA, Nova Southeastern University  
MBA, Widener College  
BBA, Ursinus College

Miller, Kaisa, English  
MFA, Naropa University  
BA, Luther College

Miller, Kerry, Computers  
MBA, Baker College  
BBA, Davenport University

Miller, Marietta, Life Skills  
MS, Walden University  
BA, University of Central Florida

Miller, Stuart, Computers  
EdS, Nova Southeastern University  
MS, Nova Southeastern University

BA, University of Tampa

Milliken-Setser, Robyn, Sociology  
MBA, American Military University  
MA, New Mexico State College  
BA, Thomas Edison State College

Mills, Ryan, Business  
MBA, University of California at Irvine  
BS, California Polytechnic State University

Milne, Beth, Life Skills  
MA, Ball State University  
BA, Indiana University

Mitchell, Kalaveeta, Criminal Justice  
MS, Chicago State University  
BA, Chicago State University

Mitchell, Tamekia, Medical Insurance Billing & Coding  
MPA, Troy University  
BS, University of Alabama

Mohabir-McKinley, Sandra, Marketing  
Mphil., University of Strathclyde  
BA, University of Strathclyde

Moisa-Duran, Alicia, Life Skills  
MS, California State University, Fullerton  
BA, University of California, Irvine

Mooney, Allan, Sociology  
MS, Abilene Christian University  
BS, Abilene Christian University

Moore, Frances, Business  
PhD, University of Texas  
MBA, Baker College  
BS, University of Phoenix

Moore, James, Computers  
MS, California State University - Chico  
BS, Howard University

Morrison, Peggy, General Education  
PhD, University of Cincinnati  
MSW, University of Georgia  
BA, Emory University

Mosco, Michele, General Education  
MA, University of Arizona  
EdD, Arizona State University  
BA, Roosevelt University

Moser, Ashley, American Literature  
MA, University of Tennessee  
BA, University of Tennessee  
BA, University of Tennessee

Moses, Julius, Criminal Investigations  
MS, University of Phoenix  
BS, University of Phoenix

Moses, Karen, Medical Insurance Billing & Coding

## APPENDIX A: Administration and Faculty

---

BA, University of Louisiana  
MS, Central Michigan University  
MBA, University of Louisiana

Moskowitz, Steven, Life Skills  
MS, Long Island University  
BM, SUNY College at Potsdam

Moss, Ronald, Computers  
PhD, Utah State University  
MBA, University of Utah  
BA, University of Utah

Moza, Timothy, Government  
PhD, University of Denver  
MS, University of Benin, Nigeria  
BS, University of Benin, Nigeria

Mraovic, Damjana, English  
MA, University of Tennessee  
BA, University of Belgrade- Serbia  
PhD, Penn State

Mroczo, Jennifer, Computers  
MS, George Washington University  
BS, University of Albany

Muhammad, Dawn, Psychology  
PhD, Capella University  
MS, Roosevelt University  
MA, DePaul University  
BA, University of Illinois at Chicago

Mujeye, Douglas, Computers  
MS, Northern Kentucky University  
BBA, Solusi University

Mujeye, Stephen, Computers  
MSA, Central Michigan University  
BBA, Siena Heights University

Mullen, Kenneth, Criminal Justice  
PhD, State University of New York  
MS, California State University  
BS, California State University

Muller, Meredith, Paralegal  
JD, Stetson University College of Law  
BA, Berry College

Muqri, Mohammad, Computers  
MS, University of Tennessee

Murphree, Rachel, English  
MA, California State University Fullerton  
BA, California State University Fullerton

Murphy, Kristina, Life Skills  
MED, Northern Arizona University  
BA, University of Arizona

Murphy, Lynn, Science  
MS, West Coast University  
BS, University of Connecticut

Murphy, Michael, Criminal Justice  
MS, Troy State University  
BS, Troy State University

Murphy, Dina, Information Technology  
MIS, University of Phoenix  
BS, University of Phoenix

Musil, Elizabeth, Computers  
MIT, American Intercontinental University  
MA, Antioch University  
BA, Antioch University

Nanni, John, Business  
MBA, University of Texas at Dallas  
BS, Northern Arizona University

Napier, Rebecca, English  
MA, The University of Tennessee  
BA, The University of Tennessee

Nathanson, Craig, Computers  
MA, The Fielding Grad. Institute  
MS, Garden Gale University  
BA, University of San Francisco

Navid-Tabrizi, Hossein, Mathematics  
MS, Prairie View A&M University  
MS, University of Ferris State  
MEd, University of Houston

Nedd, Sandy, Life Skills  
MS, Springfield College  
BS, Cookman College

Nelson, Dena, Life Skills  
MA, Chapman University  
BA, Concordia University

Nelson, Kristin, Criminal Investigations  
MA, Argosy University  
BS, James Madison University

Nesbeth, Karen, Computers  
MA, Webster University  
BA, Warner Southern College

Nesbitt, Charles Scott, English  
MA, University of Central Florida  
BA, Auburn University

Neuman, Amanda, General Education  
MA, Central Michigan University  
BA, Saginaw Valley State University

Neupane, Mahesh, Computers  
MS, California State University San Bernardino

Ng, Amy, Criminal Justice  
MSCJ, Tiffin University  
BS, Ohio University

Nguyen, Long, Life Skills

## APPENDIX A: Administration and Faculty

---

PhD, Walden University  
MS, California Polytechnic State University  
BA, University of California, Davis

Nguyen, My-Linh, Psychology  
PhD, Walden University  
MA, University of San Diego  
BA, San Diego State University

Nicholson, Lewis, Criminal Justice  
MA, Webster University  
BS, University of Arizona

Niehaus, Joseph, Criminal Investigations  
MS, Tiffin University  
BS, University of Cincinnati

Nikolidakis, Lisa, English  
MA, Rutgers University  
BA, Rutgers University

Noblejas, Sharol, Medical Insurance Billing & Coding  
MBA, Orlando College  
BS, University of Central Florida  
AA, University of Florida

Notowitz, Lori, Medical Assisting  
MJ, Loyola University  
BSN, State University of New York

November, Raymond, Paralegal  
LL.B., Case Western Reserve University  
LL.M., Case Western Reserve University  
BBA, Case Western Reserve University

Novotnak, Suzanne, Life Skills  
MA, University of Oklahoma  
BS, Oklahoma Wesleyan University

O'Brien, Anne, Finance  
MBA, New York University, Stern School of Business  
MA, University of Illinois  
BA, Colgate University

O'Bryant, Robert, Business  
MBA, University of Redlands  
BS, Southern Illinois University

O'Donnell, Kamisah, Business  
MBA, Bellevue University  
BA, University of Wisconsin-Milwaukee

O'Keeffe, Angel, English  
MA, University of Central Florida  
BA, University of Central Florida

O'Reilly, Kimberly, Life Skills  
DrHE, AT Still University  
MSW, Indiana University  
BA, INDIANA UNIVERSITY-PURDUE UNIVERSITY

O'Rourke, Chris, English  
MFA, Naropa University  
BA, Temple University

Oak, Mina, Psychology  
PhD, Pacific Graduate School of Psychology  
MS, Pacific Graduate School of Psychology  
BA, University of California, Santa Cruz

Oakes, Ron, Business  
JD, Indiana University  
MBA, Indiana University  
BS, Indiana University

Oakley, James, Marketing  
MBA, Memphis State University  
BS, University of Tennessee

Ogg, Sherry, Science  
PhD, University of Maryland  
MS, California State University  
BS, Delaware Valley College

Oizumi, Joelle, Psychology  
PhD, University of North Texas  
MA, University of North Texas  
BA, Arizona State

Olsen, Larry, Medical Assisting  
DrPH, University of California  
MPH, University of California  
MAT, Lewis and Clark College  
BS, Lewis and Clark College

Onion, Jamie, Criminal Justice  
MSCJ, Tiffin University  
BA, Waynesburg College

Onu, Stephen, Business  
MBA, University of Phoenix  
BA, Howard University

Orazi, Catherine, Paralegal  
JD, City University of New York  
BA, State University of New York

Oregon-Santarelli, Norma, Life Skills  
MS, California State University, Sacramento  
BA, California State University, Sacramento

Orenstein, Agatha, Psychology  
MA, University of New Mexico  
BA, University of New Mexico

Orner, Randell, Computers  
MS, Touro University International  
BS, Charter Oak State College

Ortega, Monica, Life Skills  
MA, Webster University  
BA, University of Tampa

Ortiz-Colella, Irene, Medical Assisting  
DC, Palmer College of Chiropractic Florida  
BS, Lynn University

Ott, Jennifer, Science

## APPENDIX A: Administration and Faculty

---

MS, Wright State University  
BA, Wittenberg University

Otterstetter, Kimberly, Business  
MA, Wayne State University  
MBA, Davenport University  
BBA, Davenport University

Ouderkirk, Bert, Criminal Justice  
MFA, National University  
MA, University of Phoenix  
BS, College Park

Ousley, Roger, Criminal Investigations  
MA, Wichita State University  
MS, Central Missouri State Univeristy  
BS, Central Missouri State Univeristy

Oxley, Bryan, Business  
MBA, Everest University (formerly FMU)  
BS, Everest University (formerly FMU)  
AS, Everest University (formerly FMU)

Oyer-Owens, Stephen, Life Skills  
PhD, University of Texas at Dallas  
MA, University of Chicago  
BA, Loyola University

Pakula, Jennifer, Economics  
BA, California State University  
MA, California State University

Palmer, Debora, General Education  
PhD, Walden University  
Med, Loyola University  
BS, Towson University

Palumbo, Ralph, Tax  
DBA, Argosy University  
MBA, Fairleigh Dickinson University  
BS, Montclair State University

Pareno, Pamela, Business  
MA, California State University Fullerton  
BA, California State University Fullerton

Parent, Christopher, Computers  
MS, Bentley University  
BS, Bentley University

Parham, Vera, Government  
MA, University of San Diego  
BA, University of Washington  
PhD, University of California Riverside

Parker, Chvonne, English  
BA, Christopher Newport University  
MA, Old Dominion University

Parker, David, Medical Assisting  
MHS, Johns Hopkins University  
BS, Edinboro University  
BS, University of Maryland

Parker, Lorraine, Medical Assisting  
DC, New York Chiropratic College  
MS, University of Bridgeport  
BS, The University State of New York

Parkin, Denise, English  
M.A. , Chico State College, now California State University,  
Chico  
B.A. , Chico State College, California State University, Chico

Parks, Elizabeth, General Education  
MA, California State University Fullerton  
JD, Western State College of Law  
BA, University of California Los Angeles

Parks, Tonya, Life Skills  
EdD, Argosy University  
MED, Lynn University  
BAS, University of Michigan

Parrent, Condoa, General Education  
MS, University of North Texas  
EdD, University of North Texas  
BS, University of North Texas

Partica, Michelle, Accounting  
MA, Nova Southeastern University  
BS, Nova Southeastern University

Pasternack, Jenna, Information Technology  
MS, Nova Southeastern University  
BS, Nova Southeastern University

Patel, Manishkumar, Computers  
MBA, Mercer University  
BTE, Georgia Institute of Technology

Patel, Sangita, Business  
MBA, San Jose State University  
BA, University of California, Berkeley

Patterson, Letitia, Medical Insurance Billing & Coding  
MPA, Roosevelt University  
BS, Illinois State University

Paul, Carolyn, Sociology  
Ph.D., University of Southern California  
M.A., University of Southern California  
B.A., University of California at Los Angeles

Pearson, January, English  
MA, California State University, Fullerton  
BA, Concordia University

Peck, Michael, Criminal Investigations  
MBA, Franklin Pierce University  
BA, Franklin Pierce University

Peeterse, Natalie, English  
M.F.A., The University of Montana  
B.A., School for International Training

Pell, Valerie, English  
MFA, School of the Art Institute of Chicago

## APPENDIX A: Administration and Faculty

---

B.A., University of California, San Diego

Pence, Charlotte, English  
MFA, Emerson College  
BA, University of Tennessee

Penn, Tanya, Accounting  
MBA, Baker College  
BS, John C. Smith University

Pepmiller, Elizabeth, Life Skills  
M.A., Lindenwood University  
B.A., San Jose State University

Perkins, Jolly, Criminal Justice  
MSCJ, Kaplan University  
BS, Pensacola Christian

Perrino, Kevin, Medical Assisting  
DC, Palmer College of Chiropractic  
MS, Georgian Court University  
BS, Rider University

Perry, Stephanie, Computers  
MS, Duquesne University  
MBA, Duquesne University  
BS, Carlow University

Peters, Sarah, English  
MA, Wayne State University  
BA, Michigan State University

Peterson, Sharon, Business  
MS, Carnegie Mellon University  
BS, North Carolina A & T State University  
Ph.D., Capella

Petrella, Melissa, Life Skills  
MEd, University of Phoenix  
MHA, University of Phoenix  
BS, University of Phoenix

Pettler, Laura, Criminal Investigations  
MS, Youngstown State University  
BS, Geneva College

Philipson, Danielle, Medical Assisting  
MHA, Cornell University  
BA, University of California, Irvine

Phillips, JoDee, Business  
MBA, Marylhurst University  
BS, Illinois State University

Phillips, Julie, Psychology  
MS, Capella University  
BS, Park University

Phillips, Sara Jane, Paralegal  
JD, St. Mary's University  
BA, Stephan F. Austin State University  
MA, University of Texas at Arlington

Phillis, Monica, Accounting

MS, Keller Graduate School  
BS, North Carolina Wesleyan College

Picciolo, Vincent, Criminal Investigations  
MPA, Nova Southeastern University  
BHRM, Palm Beach Atlantic University

Pieper, Jeffrey, Life Skills  
MA, George Fox Seminary/University  
BS, Portland State University

Pierce, Gary, Computers  
MS, Georgia State University  
BBA, Clayton State University

Pilkington, Cyndra, Criminal Justice  
PhD, The Fielding Institute  
MA, The Fielding Institute  
MHS, Armstrong Atlantic State University  
MS, Georgia Southern University  
BS, Armstrong Atlantic State University

Pillitteri, Joseph, Criminal Investigations  
MS, Nova Southeastern University  
BS, Florida Southern College

Pincumbe, Nicholas, English  
MFA, University of Alabama  
BA, Western Michigan University

Pincus, Adam, Paralegal  
JD, Nova Southeastern University  
BA, University of Pittsburgh

Pinkham, Lance, Business  
MBA, University of Phoenix  
BS, CA State University LB

Pinkham, Laura, Life Skills  
MSW, California State University  
BA, California State University

Pinner, Raymond, Accounting  
MBA, Nova Southeastern University  
MA, Nova Southeastern University  
BA, Tulane University

Pixler, Christine, Life Skills  
MEd, Northern Arizona University  
BA, Texas Tech University

Plotkin, Sharon, Criminal Justice  
MS, Florida International University  
BS, Florida International University

Poe, Anne, Math  
MEd, West Georgia College  
BS, Shorter College

Polesny, Evelyn, English  
MA, Teachers College, Columbia University  
BA, Wesleyan University

Polic, Zorica Lola, American Literature

## APPENDIX A: Administration and Faculty

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MA, California State University Fullerton  
BA, California State University Fullerton  
TC, Yugoslavia Institutions

Porras, Fernando, Criminal Justice  
MS, Florida International University  
BS, Florida International University

Porter, Anne, Computers  
MS, University of Southern California  
BA, Mills College

Pourarian, Siamak, Government  
MBA, University of Phoenix  
BA, California State University, Los Angeles

Pourchot, Thomas, Business  
MS, National-Louis University  
ED, Northern Illinois University  
BA, National-Louis University

Powers, Shawn, Criminal Justice  
MA, Webster University  
BS, Excelsior College

Pozesny, Michael, Criminal Justice  
MS, Nova Southeastern University  
BS, Indiana University

Prest, Toban, Life Skills  
MEd, Grand Canyon University  
BA, American Military University

Preston, John, Criminal Justice  
MS, University of Alabama  
BA, University of Alabama

Prince, Adam, English  
MFA, University of Arkansas, Fayetteville  
BA, Vassar College

Pumphrey, Jade, Criminal Justice  
MS, National University  
BS, San Diego State University

Purnell, Elizabeth, Psychology  
MA, University of Pennsylvania  
MA, Indiana University  
BA, University of Illinois

Quail-Hock, Dylan, English  
MFA, Naropa University  
BA, Western Michigan University

Que, Caron, Medical Assisting  
BS, Abilene Christian University  
MA, Chapman University

Quiros, Victor, Political Science  
PhD, Nova Southeastern University  
MS, University of Phoenix  
BA, University of Arizona

Rabe, Sheree, Paralegal

JD, University of Texas School of Law  
BS, Texas Women's University

Raines, April, Medical Insurance Billing & Coding  
MBA, American Intercontinental University  
BS, Albany State University

Rais, Medhi, Medicine  
MD, St. Christopher College of Medicine

Rajan, Sunil, Computers  
MS, Capella University  
BS, University of Maryland

Ralphs, David, Criminal Justice  
MA, University of Texas  
BS, University of North Texas

Rapa, Sheila, Psychology  
PhD, Carlos Albizu University  
MS, Carlos Albizu University  
BS, PALM BEACH ATLANTIC COLLEGE

Rashidian, Mitra, Psychology  
MS, California State University, Northridge  
BS, West Coast University

Ratcliff, Susan, Marketing  
MA, Webster University  
BA, University of Central Florida

Ravenna, Georgianna, English  
MS, University of Southern California  
MA, California State University, Northridge  
BA, University of California, Los Angeles  
EdD, University of Southern California

Rawlings, Dirk, Wyotech  
BA, California State University, Chico  
BA, California State University, Chico

Ray, Pat, Medical Insurance Billing & Coding  
MPA, Troy State University  
B.S., University of Maryland

Raybon, Josephine, Information Technology  
PhD, Florida State University  
MS, Florida State University  
Med, Albany State University  
BS, Albany State University

Rayner, Charles, Psychology  
MA, Goddard College  
BA, University of Maine at Augusta  
BA, University of Maine at Machias

Reason, Casey, Education  
PhD, Bowling Green State University  
Med, Bowling Green State University  
EDS, University of Toledo  
BS, Bowling Green State University

Redd, James, English  
MA, Mississippi State University

## APPENDIX A: Administration and Faculty

---

BA, Mississippi State University

Redder, Daniel, Criminal Justice  
MA, Boston University  
BS, Keuka College

Redmond, Timothy, Criminal Justice  
MS, Nova Southeastern University  
BS, Florida International University

Reichmuth, Jessica, Science  
MS, Rutgers  
BS, Coastal Carolina University  
PhD, Rutgers

Reid, Randall, Biology  
MD, Loyola University Stritch School of Medicine  
BS, Loyola University

Reinke, Gary, Business  
BS, University of Wisconsin  
MS, Central Michigan University

Relstab, Annemarie, Medical Insurance Billing & Coding  
BS, Western Illinois University

Respress, Lindsey, Psychology  
MS, Capella University  
BS, Ashford University

Reynolds, Catherine, Life Skills  
PhD, Capella University  
MA, University of Phoenix  
BS, Cameron University

Rhee, Jean, Tax  
MBA, California State University, Los Angeles  
BS, California State University, Los Angeles

Rhodes-Hicks, Dawn, Medical Assisting  
DPM, Barry University of Graduate Medical Sciences  
BS, Xavier University of Louisiana

Ribaya, Jeronimo, Science  
Ph.D., University of California, Los Angeles  
MS, University of California, Los Angeles  
BS, University of California, Los Angeles

Rich, Thomas, Science  
MBA, University of Florida  
ME, University of Florida  
BS, University of Florida

Richardson, Daniel, Computers  
MS, Capella University  
BS, Capella University

Richardson, Neva, Business  
MS, Florida Institute of Technology  
BS, Florida Southern College  
Grad Cert, Strayer University  
Grad Cert, Strayer University

Riddles, Allison, English

PhD, University of Southern Mississippi  
MA, Ohio University  
BA, Flagler College

Ridenhour, Kim, Medical Assisting  
MS, University of Phoenix  
BS, University of Phoenix

Ritter, Wallace Victor, Math  
PhD, Claremont Graduate University  
MBA, California State Polytechnic University  
BA, California State Polytechnic University

Rivera, Jeffrey, Medical Assisting  
BS, Mercy College  
MBA, University of Phoenix

Rivera-Hainaj, Rosa, Science  
PhD, Case Western Reserve  
BS, University of Puerto Rico – Mayaguez

Rivers-Blackmon, Kimberly, Health Sciences  
MBA, University of Phoenix  
BS, Florida State University

Roach, Erica, Computers  
MBA, The Johns Hopkins University  
MPM, University of Maryland  
BA, State University of New York

Roberson, Flora, Computers  
MS, Tarleton State University  
BS, Tarleton State University

Roberts, Cynthia, Math  
MS, University of Texas  
BS, University of Houston

Roberts, Heather, Science  
PhD, Texas Tech University  
MS, Baylor University  
BS, Texas A&M University

Roberts, James W, Criminal Justice  
MPA, Troy State University  
BA, Saint Leo University

Robins, Michael, English  
MFA, University of Massachusetts  
BA, University of Oregon

Robinson, James, Government  
Ph.D., University of California Los Angeles  
M.A., University of California Los Angeles  
B.A., California State University Los Angeles

Robinson, Janell, Computers  
MS, University of Maryland University College  
BS, University of Maryland University College

Robinson, Pamela, Sociology  
MA, California State University, Dominguez Hills  
BA, California State University, Dominguez Hills



## APPENDIX A: Administration and Faculty

---

Robison, Brian, Criminal Justice  
MS, Ferris State University  
BS, Ferris State University

Rodriguez, Frances, Business  
DBA, University of Sarasota  
MA, Middle Tennessee State University  
BA, Saint Leo University

Rodriguez, Jessica, Life Skills  
MS, California State University  
BA, Concordia University

Roff, Kimberly, Life Skills  
BA, Albany University  
MA, Stony Brook University

Rollins, John, Homeland Security  
JD, American University  
BS, Fayetteville State University

Rollins-Hatcher, Mia, Medical Insurance Billing & Coding  
BS, Western Kentucky University

Romero, Barbara, Life Skills  
MA, University of Phoenix  
BA, Arizona State University

Rongcal-Valera, Grace, Government  
MA, University of San Diego  
BA, University of Phillipines Diliman

Rosario, Nilda, Life Skills  
MS, Capella University  
BLS, Barry University

Rose, Steven, Finance  
MBA, Wayne State University  
BBA, University of Toledo

Rosenberg, Simone, Paralegal  
JD, University of Florida  
BA, University of Florida

Rosenthal, Lynne, English  
Ph.D, Columbia University of New York  
MA, Columbia University of New York  
BA, The City College of New York

Ross, Dave, Public Administration  
MPA, Golden Gate University  
BA, Upper Iowa University

Ross, Marilyn, Economics  
MA, University of New Mexico  
BA, American University

Rothenberg, Steven, Computers  
MCIS, University of Denver  
BS, The City College of The City University of New York

Rothenbuehler, Steven, Business  
MBA, Strayer University  
MBA, Everest University

BA, Metropolitan State University

Rotkosky, Richard, Computers  
MS, DePaul University  
BS, Missouri Institute of Technology

Rowe, Rosemarie, Environmental Science  
MS, University of New Hampshire  
BS, University of New Hampshire

Ryan, Joanne, Accounting  
MBA, Webster University  
BS, Saint Joseph's College

Ryan, Melissa, Psychology  
MA, Roosevelt University  
BA, St. Cloud State University

Sabel, Lauren, English  
M.F.A., Naropa University  
B.A., Eckerd College

Sahhar, Fady, Marketing  
MBA, University of Tennessee  
BSBA, University of Tennessee

Saleh, Fadia, Life Skills  
MA, National University  
BA, California State University Fullerton

Saleh, Usama, Medical Assisting  
PhD, University of Kentucky  
MSN, University of Kentucky  
BSN, Clarkson College

Saltman, Bethany, English  
MFA, Brooklyn College of the City University of New York  
BA, Antioch University Yellow Springs, Ohio

Sanders, Bob, Computers  
MS, Bowie State University  
BS, University of Maryland University College

Sanders, Danita, Accounting  
MBA, Capella University  
BS, Capella University

Sanders, LaFanya, Math  
MS, Auburn University  
BS, Xavier University of Louisiana

Sandusky, Craig, Business  
BA, Illinois State University  
MA, Illinois State University  
MBA, University of Kansas

Sarakatsannis, Phillip, Finance  
MBA, Xavier University  
BA, Thomas Moore College

Sargent, Michael, Business  
MBA, University of Wisconsin  
BS, University of Wisconsin

## APPENDIX A: Administration and Faculty

---

Sarkar, Chandreyi, Science  
MS, University of Calcutta  
BS, University of Calcutta

Sarookhanian, Talin, Government  
MA, California State University, Northridge  
BA, California State University, Northridge  
PhD, SUNY at Albany

Savage, Veronica, General Education  
MPA, University of North Carolina  
EdD, Argosy University  
BA, University of North Carolina

Saxon, Linda, Life Skills  
MA, University of Phoenix  
MA, University of Phoenix  
BS, University of Phoenix

Sayler, Crystal, Medical Insurance Billing & Coding  
BS, Strayer University

Schaffer, Jason, History  
MA, California State University Los Angeles  
BA, Occidental College

Schager, Danielle, Life Skills  
M.Ed., Northern Arizona University  
BA, Arizona State University

Schilaty, Nathan, Medical Assisting  
PhD, Parker College of Chiropractic  
BS, Parker College of Chiropractic  
BS, Parker College of Chiropractic

Schluger, Alice, Psychology  
PhD, Capella University  
MA, New York University  
BA, Queens College (CUNY)

Schneider, Margaret Kennedy, Business  
MBA, Keller Graduate School of Management  
BA, University of Northern Iowa

Schultz, Darcy Renee, English  
PhD, University of Nebraska  
MA, University of Nebraska  
BS, Central Missouri State University

Schwartz, Belky, Life Skills  
MS, University of Miami  
BA, Florida International University

Sconyers, Novella, Sociology  
MA, Roosevelt University  
BA, Northwestern University

Scott, Angela, Business  
AA, Phoenix College  
BA, Arizona State University  
MBA, University of Phoenix

Scott, Ericka, English  
MA, University of California Riverside

BA, Western Washington University

Scott, Vivian, Business  
MBA, California State Polytechnic University  
BA, Humboldt State  
BA, Humboldt State

Scully, Anna, Psychology  
PhD, Princeton University  
MA, Pepperdine University  
MA, Princeton University  
BS, University of Michigan

Searle, David, Business  
MBA, University of Phoenix  
BS, Arizona State University

Seddon, Ayn, Criminal Investigations  
PhD, Indiana University of Pennsylvania  
MA, Edinboro University of Pennsylvania  
BA, University of Pittsburgh  
BS, University of Pittsburgh

Semmar, Yassir, Psychology  
PhD, Capella University  
MA, California State University Long Beach  
BA, San Diego State University

Serbia, Angelique, Medical Assisting  
BA, University of California  
MD, Tulane University

Sever, Brion, Criminal Justice  
PhD, Florida State University  
MS, Florida State University  
BS, Florida State University

Sewkarran, Jaichand, Finance  
PhD, Capella University  
MBA, Touro University Intl  
MBA, Iona College  
MS, Iona College  
BPS, Empire State College

Shaffer, Shelley, Criminal Justice  
MS, Kaplan University  
BS, Metropolitan State College

Shahin, Alireza, Math  
PhD, Purdue University  
MS, Purdue University  
MS, Purdue University

Shahisaman, Mohammad, English  
MA, California State University Fullerton  
BA, California State University Fullerton

Shanmuganathan, Ganesh, Information Technology  
MS, Penn State Great Valley  
MBA, Johnson & Wales University  
BA, Vivekananda College

Sharp Johnsen, Robin, Life Skills  
MA, Antioch University

## APPENDIX A: Administration and Faculty

---

BA, Cal State Univ. Fullerton

Shaw, Jacqueline, Computers  
MS, The City College of New York City University of New York  
BA, City University of New York

Shaw, Wendell, Computers  
MIS, University of Phoenix  
BS, Bethel University  
TC, Columbia State Comm College

Shehata, Deena, English  
MFA, George Mason University  
MA, Johns Hopkins University  
BA, Syracuse University

Sheikh, Shahid, Business  
Ed D, Pepperdine University  
MBA, CA Lutheran University  
BA, CA Lutheran University

Shelton, Angelina, Computers  
MS, Colorado Technical University  
MS, University of Redlands  
BS, University of Phoenix

Shields, Molly, English  
Med, University of North Florida  
BA, University of Illinois

Shirley, Steven, Political Science  
PhD, Old Dominion University  
MA, University of Missouri  
BA, Clemson University

Shoemake, Nancy, Accounting  
MBA, Aspen University  
BS, Louisiana Tech University

Shull, Joseph, Marketing  
MS, California State University, Northridge  
BS, California State University, Northridge

Shumate, Stormy, Criminal Investigations  
MA, Appalachian State University  
BS, Gardner-Webb University

Siemson, Aimellia, Government  
MA, California State University, Fresno  
BA, California State University, Fresno

Sigal, Mitchell, Criminal Investigations  
MS, National University  
BA, University of Southern California Irvine

Silvers, Kara, Medical Insurance Billing & Coding  
MEd, Auburn University  
BS, Auburn University

Simmons, Mikiko, Life Skills  
MA, East Carolina University  
BS, East Carolina University

Simon, Steven, Paralegal  
JD, St. Thomas University School of Law  
BS, University of Florida

Simpson, Lisa, Life Skills  
M.Ed., University of California, Los Angeles  
BA, University of California, Los Angeles

Sinay, Shahriar, Computers  
MS, California State University, Northridge  
BS, California State University, Los Angeles

Sineath, Alice, Accounting  
MA, Appalachian State University  
BS, Appalachian State University  
BSBA, Appalachian State University

Sjuib, Fahline, Economics  
PhD, Kansas State University  
MA, Western Illinois University  
BS, Parahyangan University

Skiba, Michael, Business  
MBA, University of Albany, State University of New York  
BA, The College of Saint Rose

Skipper, Haley, Math  
BS, University of North Dakota  
MS, University of North Dakota

Slama, James, English  
MFA, Fairleigh Dickinson University  
BA, University of South Dakota

Slater, Angela, Paralegal  
JD, New York University School of Law  
B.A., Montclair State University

Sloan, Amy, American Literature  
MA, University of Tennessee  
BA, Baylor University

Smart, Catherine, Life Skills  
MS, Capella University Online  
MED, American Intercontinental University Online  
BA, University of Louisiana at Monroe

Smith, Amy, Science  
MS, Colorado State University  
BS, Western Washington University

Smith, Denise, Medical Assisting  
MS, University of Phoenix  
BS, The Florida State University School of Nursing

Smith, Douglas, Computers  
MBA, Keller Graduate School of Management  
MPM, Keller Graduate School of Management  
BGS, University of Michigan  
PhD, Walden University

Smith, Gerald Andy, Criminal Investigations  
MS, University of New Haven  
BA, University of Southern Mississippi

## APPENDIX A: Administration and Faculty

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Smith, Janet, English  
MA, Marshall University  
BA, Marshall University

Smith, Jere, Accounting  
MBA, Keller Graduate School of Management  
BS, University of the State of New York

Smith, Rochelle, Life Skills  
MEd, State University of West Georgia  
BS, Morris Brown College

Smith, Rose Mary, Psychology  
MA, University of Colorado  
BS, University of Maryland

Smith, Stacie, Medical Insurance Billing & Coding  
MBA, Sullivan University  
BA, Midway College

Smith, Stacy Ann, Accounting  
MBA, University of Phoenix  
BA, The Richard Stockton College Of New Jersey  
BS, The Richard Stockton College Of New Jersey

Smith, Tamara, Science  
PhD, Washington State University  
MS, Washington State University  
BS, University of California, Davis

Smith, Tonya, Medical Insurance Billing & Coding  
BS, University of Alabama

Smith-Silber, Carol, Criminal Justice  
MA, Monmouth University  
BA, Rutgers

Snider, Zachary, Communications  
MA, Long Island University  
BA, Pace University

Snow, Kenneth, Accounting  
MBA, Florida Institute of Technology  
BS, Athens State College

Snow, Natalya, Accounting  
MBA, Samford University  
MA, Biysk State Pedagogical Univ.  
BA, Biysk State Pedagogical Univ.

Solomon, Gary, Business  
MBA, National University  
BBA, Temple University

Solomon, Robert, English  
MA, North Carolina Central University  
BA, University of North Carolina

Somnarain, Su, Life Skills  
MS, Capella University  
BS, University of South Florida

Sorensen, Annabel, Information Technology

ME, Arizona State University  
BA, University of Washington

Sorgi, Deborah, Life Skills  
MS, St. John's University  
BA, St. Francis College  
EdD, University of Phoenix

Sparks, Steven, English  
MA, University of Tennessee  
BA, University of Tennessee

Sparks, Teresa, English  
MFA, Naropa University  
BA, West Virginia University

Sperling, Jonathan, Criminal Justice  
MS, University of Central Florida  
BA, Columbia College

Spicer, Vivian, Math  
EdD, NOVA Southeastern University  
MA, State University of New York at Stony Brook  
BA, State University of New York at Stony Brook

Spinks, Robert, Criminal Justice  
MS, University of Cincinnati  
MA, University of Phoenix  
BS, Excelsior College - University of the State of New York

Spivey, Robert, Criminal Justice  
MA, Norwich University  
BA, Ottawa University

Starcher, James, Paralegal  
JD, Thomas M. Cooley Law School  
BS, Franklin University

Starr, Judith, Life Skills  
MA, University of Phoenix  
BA, California State, Long Beach

Steere, Nancy, Computers  
MS, Regis University  
BS, Colorado Christian University

Stein, Paul, Criminal Investigations  
PhD, University of Miami  
MS, National University  
MA, CUNY City College  
BS, CUNY City College

Steinberg, Brian, Life Skills  
MA, University of Northern Iowa  
BS, Central Michigan University

Stepp, Zachary, Math  
MEd, University of Florida  
BS, University of Florida

Stomper, Connie, Life Skills  
EdD, Teachers College Columbia University  
MA, Teachers College Columbia University  
BS, University of Illinois, Urbana-Champaign

## APPENDIX A: Administration and Faculty

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Story, Lisa, Paralegal  
JD, Texas Tech University School of Law  
BS, Louisiana State University

Stowens, Rachel, Criminal Investigations  
MFS, The George Washington University  
BA, Tulane

Strauch, Michael, Criminal Investigations  
MS, Nova Southeastern University  
BS, Drury University

Strauss-Berta, Dawn, Medical Assisting  
DC, Palmer College of Chiropractic  
BA, New Jersey City University

Strickland, Amanda, Business  
MS, University of Phoenix  
MBA, American Intercontinental University  
BS, University of Phoenix

Stroll, John, Accounting  
MBA, Pace University Graduate School  
BA, Columbia University

Stromberg, Scott, Information Technology  
MS, Nova Southeastern University  
BS, Southern Illinois University

Strother, Rachele, Life Skills  
MS, California State University, East Bay  
BA, California State University, East Bay

Stuart, Latazia, Computers  
MS, Nova Southeastern University  
BA, Columbia Union College

Stuber, Donna, Psychology  
PhD, Kansas State University  
MS, Emporia State University  
BS, Missouri Western State University

Suescun, Yvonne, Medical Assisting  
MD, University of Antioquia

Summers, Brandi, Marketing  
MEd, University of Phoenix  
MBA, University of Phoenix  
BS, Arizona State University

Swadlow, Len, Criminal Justice  
JD, Antioch School of Law  
BS, Florida International University  
BBA, University of Miami

Sweeney, Shawna, Medical Insurance Billing & Coding  
BA, The College of St. Scholastica  
AS, Northeast Iowa Community College

Swisher, Laura, Paralegal  
JD, University of Toledo  
B.A., University of Toledo

Tanaka, Debbie, Sociology  
MA, University of Nevada  
BA, University of Hawaii

Tanner, Cort, Criminal Justice  
MS, Troy University  
JD, Kaplan University (Concord Law School)  
BS, University of Utah  
BS, University of Utah

Tannoury, Carlo, Information Technology  
MS, Bellevue University  
BS, Rochester College

Taras, Debra, Psychology  
PsyD, Immaculata University  
MA, Adelphia University  
BA, Temple University

Taylor, Bernice, Communications  
MS, Roosevelt University  
EdD, Northern Illinois University  
BS, Roosevelt University

Taylor, Jocelyn, Life Skills  
EdD, University of Southern California  
MA, Azusa Pacific University  
BA, University of California

Taylor, Monica, Life Skills  
MS, California State University  
BA, University of California, Los Angeles

Taylor, Stacey, Business  
MBA, University of Phoenix  
BBA, Baruch College

Taylor, Sylvester, Business  
MBA, University of Phoenix  
BS, Florida State University

Telesco, Grace, Criminal Justice  
PhD, Fordham University  
MA, John Jay College  
BS, John Jay College

Temple, Angela, English  
MA, St. Ambrose University  
MS, Portland State University  
BS, Eastern Oregon University

Terrell, Kenneth, Business  
DBA, Nova Southeastern University  
MSA, Central Michigan University  
BA, Southeastern Louisiana University

Test, Timothy, General Education  
PhD, Hampton College  
MS, Utah State University  
BA, Utah State University

Tetzlaff, Anne, Medical Insurance Billing & Coding  
BA, University of Illinois  
Cert, Medical College of Georgia

## APPENDIX A: Administration and Faculty

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Thomas, Cedric, Criminal Justice  
AA, Southwestern Community College  
BA, Saint Leo University  
MS, Saint Leo University

Thomas, Christine, English  
MA, University of East Anglia  
BA, University of California, Berkeley

Thomas, David, Computers  
EdD, Alliant International University  
MA, Alliant International University  
BA, California State University, Los Angeles

Thomas, Huey, Business  
MBA, University of Phoenix  
BS, Southern Polytechnic State University

Thompson, Denise, Life Skills  
MEd, Columbus State University  
EdS, Columbus State University  
BS, Albany State University  
EdD, University of Phoenix

Thompson, Leroy, Psychology  
MS, California State University  
BA, University of California

Thorndike, Jean, Life Skills  
PhD, Fuller Theological Seminary  
MSW, University of Southern California  
MA, Fuller Theological Seminary  
MA, Fuller Theological Seminary  
MD, Fuller Theological Seminary  
BA, La Verne College

Thornhill, Jessica, Medical Insurance Billing & Coding  
AA, DeVry

Thornhill, Patti, Paralegal  
JD, George Mason University School of Law  
BA, Old Dominion University

Tischler, James, Business  
MBA, University of Pennsylvania  
BA, Indiana State University of Pennsylvania

Titus Jr, Lynn, Criminal Investigations  
MCJ, Boston University  
BA, University of Minnesota

Tolj, Alexander, English  
MA, California State University  
BA, McDaniel College

Tomcho, Michael, Computers  
MA, Montclair State University  
BS, Montclair State University

Tonsil, Pauline, Education  
PhD, Capella University  
MS, Florida Institute of Technology  
BS, Virginia State University

Tosh, Nancy, Sociology  
PhD, University of California, Santa Barbara  
MA, University South Florida  
BA, Flagler College

Townsend, Tracy, Criminal Investigations  
MS, Jacksonville State University  
BS, Jacksonville State University

Tricic, Lejla, English  
MFA, California State University Fresno  
MA, California State University Fresno  
BA, California State University Fresno

Troxler, Linda, English  
MA, University of North Carolina  
BA, University of North Carolina

Tsapara, Irene, Math  
PhD, University of Illinois  
MS, University of Illinois  
BS, University of Patras

Turner, Chariese, Business  
MS, Nova Southeastern University  
EdD, Nova Southeastern University  
BS, Florida State University

Turner, Jarrod, Paralegal  
JD, Florida Coastal School of Law  
BA, University of North Carolina  
MPA, University of North Carolina

Turner, Rita, Communications  
MA, University of Wisconsin  
BA, University of Wisconsin

Tvorik, Kathryn, Business  
MS, Indiana Wesleyan University  
BS, University of LaVerne

Tvorik, Stephen, Business  
PhD, Walden University  
MBA, University of La Verne  
BSEd, Ohio State University  
BFA, Ohio State University

Tyson, Erin, English  
MA, California State University Fullerton  
BA, California State University Fullerton

Ulferts, Harry, Criminal Justice  
MA, Western Illinois University  
BA, Western Illinois University

Underwood, John, Business  
MBA, University of Memphis  
JD, Oak Brook College of Law  
BBA, University of Memphis

Van Renselaar, Donna, Life Skills  
MEd, University of Arkansas  
BFA, University of Washington

## APPENDIX A: Administration and Faculty

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Vasile, Robert, Computers  
MS, The University of North Carolina Charlotte  
BS, Concord College

Vasiliou, William, Life Skills  
MA, The State University of New York  
BA, Hofstra University

Vatisoontorn, Manusya, Computers  
MS, DePaul University

Vaughan, George, Math  
MA, University of California, Santa Barbara  
BS, Harvey Mudd College, Claremont

Vaughan, Robert, Psychology  
M Div, Western Evangelical Seminary  
BA, Azusa Pacific University  
DMin, George Fox University

Vaughn, Brandon, Math  
EdS, University of West Florida  
MA, University of West Florida  
BA, University of West Florida  
PhD, Florida State University

Vicario, Linda, Life Skills  
MA, Anna Maria College  
BA, Anna Maria College

Vincent, James Ray, Life Skills  
M Ed, Azusa Pacific University  
MDiv, Abilene Christian University  
MM, Abilene Christian University  
BA, L.I.F.E. Bible College

Volker, Jamie, English  
MA, Northern Arizona University, Flagstaff  
BS, Northern Arizona University, Flagstaff

Voorhees, Lisa, Life Skills  
MS, University of Phoenix  
BS, New York Institute of Technology

Waddell, Rosita, Medical Insurance Billing & Coding  
MBA, University of Phoenix  
BS, Norfolk State University

Walker, Andreeana, Mathematics  
MA, University of West Alabama  
BS, Spelman College

Walker, James, Criminal Investigations  
Ph.D, Texas A&M  
MS, Sam Houston University  
BGS, University of South Carolina

Walker, Maylon, Computers  
MIT, American InterContinental University  
BS, North Georgia College and State University

Wallace-Lewis, Dianne, English  
Med, Armstrong Atlantic University

BA, Mercer University

Walmsley, Michelle, Life Skills  
MSW, Virginia Commonwealth University  
BA, Monmouth University

Walsh, Timothy, Paralegal  
JD, University of San Diego School of Law  
BA, College of the Holy Cross

Walters, Mark, Criminal Investigations  
MBA, University Of Colorado  
BBA, Angelo State University  
AA, Howard College

Waltman, Bradley, English  
M.A., Hunter College/City University of New York  
B.A. , James Madison University

Walton, Brien, Paralegal  
LLM, Georgetown University  
JD, University of the District of Columbia  
BA, University of the District of Columbia

Warner, Carl, Computers  
MA, Webster University  
BS, Troy University

Waters, Renee, Medical Insurance Billing & Coding  
BS, Northern Michigan University

Watkins, Milette, Medical Insurance Billing & Coding  
BS, Florida A&M University

Watson, Robert, Finance  
MBA, Indiana University  
BS, Brigham Young University

Watson, Tekeria, Accounting  
MS, Strayer University  
BA, Georgia Southern University

Webb, Anita, Interpersonal Communication  
Ed.D., University of Southern California  
MA, San Diego State University  
AB, San Diego State University  
AA, College of the Sequoias

Webster-Schuler, Alexandra, Medical Assisting  
DC, Life University

Weidinger, Alois, Accounting  
JD, Free Universitat, Berlin  
MS, University of Central Florida

Weinbrot, Joel, English  
MA, Florida State University  
BA, Florida Atlantic Univeristy  
BS, University of Miami

Weiss, Dena, Criminal Investigations  
MS, Virginia Commonwealth University  
BA, Mary Baldwin College

## APPENDIX A: Administration and Faculty

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Weiss, Margo, marriage and Family Therapy  
PhD, Nova Southeastern University  
MS, Nova Southeastern University  
MS, Barry University  
BS, Florida International University

Welch, Chris, Medical Insurance Billing & Coding  
MBA, Millsaps College  
BBA, Millsaps College

Welker, Valerie, Medical Assisting  
MS, Hardin-Simmons University  
BS, University of Phoenix

Wells, Tasha, Math  
MS, Florida State University  
BS, University of North Florida

Wenzel, Rebecca, Criminal Justice  
MA, University of Texas  
BA, University of Hawaii at Manoa

West, Brian, Computers  
MS, Tarleton State University  
BS, Tarleton State University  
MBA, The University of Texas at Arlington

Westover, Thomas, Business  
MBA, Pepperdine University  
BS, University of Wisconsin - Madison

Wheat, Nadine, Psychology  
PhD, Capella University  
MBA, St. John's University  
BS, Iona College

Wheeler, William, Computers  
MA, Webster University  
BA, University of Central Florida

Whitaker, Christal-Joi, Psychology  
MA, Pepperdine University  
BA, UCLA

Whitaker, Lisa, Math  
MA, DePaul University  
BA, Michigan State University  
BA, Michigan State University

White, Jason, Government  
PhD, University of Missouri  
MBA, Rockhurst University  
BS, Northwest Missouri State University

White, Kenneth, English  
MFA, The University of Montana  
BS, University of Idaho

White, Romona, Life Skills  
EdD, Argosy University  
MS, Mississippi State University  
BS, Mississippi State University  
EdSpec, Argosy University  
EdSpec, Univ. of West Georgia

Whitley, Jennifer, Accounting  
MS, University of Alabama  
BS, University of Alabama  
MBA, Keller School of Management

Whitley, William, Accounting  
EdD, University of Alabama  
MBA, University of Houston  
BS, University of Alabama

Whitten, Conni, Public Administration  
MS, Central Michigan University  
EdD, Nova Southeastern University  
BS, Troy State University

Wiggin, Donald, Computers  
MA, Webster University  
BS, New York Institute of Technology

Wilkerson, Monique, Criminal Justice  
MS, Georgia State University  
BS, Georgia State University

Wilkins, Penny, Life Skills  
DM, University of Phoenix  
MA, University of Phoenix  
BA, University of Phoenix  
MS, California State University

Williams, Cydney, English  
MA, Loyola University  
BA, Lake Forest College

Williams, Erica, Psychology  
MS, Alabama State University  
BS, Alabama State University

Williams, Kelly, Medical Insurance Billing & Coding  
MBA, Keller Graduate School of Management - Devry  
BA, Idaho State University

Williams, Michelle, Criminal Investigations  
MS, National University  
BS, Northern Arizona University

Williams, Nikisia, Computers  
MBA, University of Phoenix  
MS, University of Phoenix  
BS, University of Central Florida

Williams, Patricia, Life Skills  
MEd, Florida A & M University  
BS, Florida A & M University

Williams, Sheneaise, Life Skills  
MEd, Florida A & M University  
BS, Florida A & M University

Williams, Stacie, Math  
PhD, Florida State University  
MS, Florida State University  
BS, Florida State University



## APPENDIX A: Administration and Faculty

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Williams, Travis, Business  
MBA, University of Phoenix  
BFA, California Institute of the Arts

Williams, Valencia, Psychology  
Psy.D., The Chicago School of Professional Psychology  
MA, Roosevelt University  
BS, St. Mary-of-the-Woods College

Williams, Victoria, Computers  
MIT, American Intercontinental University  
BA, Vanguard University

Willsey, Rob, Information Technology  
MS, Bellevue University  
BS, Bellevue University

Wilmoth, Traci, English  
MA, Virginia Polytechnic Institute and State University  
BA, Virginia Polytechnic Institute and State University

Wilson, Linda, Computers  
EdD, Nova Southeastern University  
MS, Strayer University  
BS, Strayer University

Wilson, Rebecca, Psychology  
PsyD, California Southern University  
MS, Longwood University  
BS, Radford University

Wilson, Thomas, Life Skills  
MS, California State University, Fullerton  
BS, Colorado State University-Pueblo

Wind, Susan, Criminal Investigations  
MA, Rutgers, the State University of New Jersey  
BS, The University of Tampa

Winston, Shaitaisha, Education  
PhD, Gallaudet University  
MS, Texas Women's University  
BS, Prairie View A&M University

Wiseman, Kimberly, Life Skills  
M.Ed, Northern Arizona University  
BS, Kutztown University

Wojcik, Jillian, Life Skills  
MA, University of Central Florida  
BA, University of Minnesota

Wolf, Jody, Business  
MS, Capella University  
BBA, Florida Metropolitan University

Wolod, Larry, Paralegal  
MS, University of Hartford  
JD, Potomac School of Law  
LLM, Georgetown University Law Center  
BS, University of Baltimore

Wolusky, G. Anthony, Paralegal  
JD, Golden Gate University

MA, Salve Regina University  
M Ed, Northern Montana College  
BS, United States Air Force Academy

Woodburn, JoAnn, Life Skills  
MS, Howard University  
BA, University of Marland

Woods, Shondria, Business  
MBA, American Intercontinental  
BA, Grambling State University  
DM, University of Phoenix

Works, Betty, Business  
PhD, University of Phoenix  
MBA, Georgian Court University  
BS, University of Maryland

Wright, Nicole, Accounting  
MS, Keller Graduate School  
BS, North Carolina Wesleyan College

Wright-Smith, Annette, Science  
DC, Palmer College of Chiropractic  
BS, Clark Atlanta University

Wyatt, James, Psychology  
MA, Texas A&M University  
BS Texas State University

Wyatt, Stacy, English  
MA, Texas A and M University  
BA, Texas State University

Wylie, Dennis, Science  
M.S., Florida Institute of Technology  
B.A., Washington & Jefferson College

Wyllie, Summer, English  
MA, California State University, Stanislaus  
BA, Sonoma State University

Yazbec, William, English  
MFA, University of Memphis  
BA, Purdue University

Yesenosky, Erin, Medical Assisting  
MSN, University of Phoenix  
BSN, University of Pittsburgh

Yoak, John, Business  
JD, Stetson University College of Law  
MBA, Stetson University  
BSBA, University of Pittsburgh

Yoo, Edward, English  
MA, California State University  
BA, California State University

Young, David, Business  
MBA, Troy University  
BSBA, Auburn University

Young, James, Life Skills

## APPENDIX A: Administration and Faculty

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EdD, Auburn University  
EdS, Troy State University  
MBA, University of Maine  
BS, Ohio State University

Young, Jennifer, Business  
EdD, Spalding University  
MBA, Webster University  
MA, Webster University  
BA, University of Louisville

Zaladonis, Michelle, English  
MFA, The School of the Art Institute of Chicago  
BFA, University of Central Florida

Zapalski, Christopher, Paralegal  
JD, Nova Southeastern University  
MA, Nova Southeastern University  
MBA, Nova Southeastern University  
BS, Nova Southeastern University

Zapalski, Laura, Business  
MS, Keller Graduate School of Management  
MA, University of South Florida  
BS, Nova Southeastern University

Zappia, Susan, Library Science  
MA, Cal State Dominguez Hills  
MLS, University of Pittsburgh  
BA, University of Pittsburgh

Zardinejad, Nooshin, English  
MA, California State University Fullerton  
BA, California State University Fullerton

Zimecki-Fennimore, Danielle, Education  
MA, Georgian Court University  
MA, Georgian Court University  
BA, Thomas Edison State College

Zupan Jr, John, Computers  
MS, California State University  
BS, Charleston Southern University

## APPENDIX B: Tuition and Fees

### ON-GROUND PROGRAMS – QUARTER-BASED

Undergraduate tuition per credit hour per term – Effective July 1, 2010, For currently attending students enrolled in Quarter-Based Programs, the tuition increase will become effective July 1, 2010

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Investigations, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding, Paralegal, Pharmacy technician	\$393	\$425
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Health Care Administration, Paralegal	\$390	\$425

Graduate tuition per credit hour per term - Effective July 1, 2010

Master of Business Administration	\$535
Books and materials are estimated at	\$1,750

### ON-GROUND PROGRAMS – MODULAR

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	9 Months	55.0	\$15,264	\$1,365
Medical Administrative Assistant	8 Months	47.0	\$15,407	\$1,411
Medical Assistant, V2.0	10 Months	59.0	\$16,192	\$1,505
Pharmacy Technician	8 Months	47.0	\$15,471	\$861
Effective for estimated textbook pricing starting January 1, 2011 and after				

### ONLINE PROGRAMS

Online Program Tuition	
The student's total tuition for a given quarter is determined by either a per quarter or per credit hour price as follows:	
<ul style="list-style-type: none"> <li>Students enrolling in Computer Information Science, Associate and Bachelor's degree programs, with start dates of October 11, 2010 and later.</li> </ul>	\$4044 per quarter
<ul style="list-style-type: none"> <li>Active students with start dates prior to October 11, 2010.</li> <li>Students enrolling in all programs, with the exception of Computer Information Science, Associates and Bachelor programs.</li> </ul>	\$548 per credit hour for Graduate course \$404 per credit hour for Undergraduate course

## APPENDIX B: Tuition and Fees

### FEES AND PENALTIES FOR ALL PROGRAMS

Registration fee	\$25	Required of all students each quarter. Does not apply to modular and fully online students.
Re-entry fee	\$25	Nonrefundable fee required of all applicants for re-enrollment in quarter-based programs after withdrawal has occurred. Does not apply to fully online students.
Online learning fee both undergraduate and graduate	\$100	Per course, per term in addition to regular course tuition. Does not apply to fully online students.
Criminal background check (Allied Health students)	\$52	Required upon enrollment
Graduation fee for undergraduate programs	\$35	Does not apply to fully online students.
Graduation fee for graduate programs	\$45	Does not apply to fully online students.
Duplicate diploma	\$25	
Return check penalty	\$25	Per item
Proficiency Exam Fees	\$20 \$40 \$50	Testing Fee Computer exams testing fee (CGS 2167C) Per credit transfer fee cannot be paid from Title IV financial aid funds.
Graduate student culmination fee	\$200	Assessed to the graduate student at time of thesis/practicum submission, comprehensive exam administration, or externship placement. This fee does not apply to fully online students.
Experiential Learning Fees: Portfolio Application Fee Per Credit Transfer Fee Appeal Fee	\$50 \$100 \$25	Payable upon portfolio submission. Cannot be paid from Title IV financial aid funds.
Technology fee per quarter	\$35	Does not apply to fully online students.
Library fee		A fee of \$0.25 per day will be charged for each day an overdue library book is not returned. When a book is more than 30 days overdue, the student will be charged the replacement cost of the book. This fee does not apply to fully online students.

## APPENDIX C: Calendars

Academic Calendar 2010—2011				
Summer Term Starts		July	12	2010
Summer Term Add/drop Deadline		July	25	2010
Mini-Term Starts		August	23	2010
Mini-Term Add/drop Deadline		August	29	2010
Labor Day Holiday		September	6	2010
Micro-Term Starts		September	13	2010
Summer Term Ends		October	3	2010
Fall Break	From	October	4	2010
	To	October	10	2010
Fall Term Start		October	11	2010
Fall Term Add/drop Deadline		October	24	2010
Mini-Term Starts		November	22	2010
Thanksgiving Day Holiday	From	November	25	2010
	To	November	26	2010
Mini-Term Add/drop Deadline		December	1	2010
Micro-Term Starts		December	13	2010
Winter Holiday	From	December	23	2010
	To	January	2	2011
Classes Resume		January	3	2011
Fall Term Ends		January	9	2011
Winter Break	From	January	10	2011
	To	January	16	2011
M.L. King Jr. Birthday Holiday		January	17	2011
Winter Term Starts		January	18	2011
Winter Term Add/drop Deadline		January	31	2011
Presidents' Day		February	21	2011
Mini-Term Starts		February	28	2011
Mini Term Add/drop Deadline		March	6	2011
Micro-Term Starts		March	21	2011
Winter Term Ends		April	10	2011
Spring Vacation	From	April	11	2011
	To	April	17	2011
Spring Term Starts		April	18	2011
Spring Term Add/drop Deadline		May	2	2011
Memorial Day Holiday		May	30	2011
Mini-Term Starts		May	31	2011
Mini Term Add/drop Deadline		June	6	2011
Micro-Term Starts		June	20	2011
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From	July	11	2011
	To	July	17	2011

Academic Calendar 2011—2012				
Summer Term Starts		July	18	2011
Summer Term Add/drop Deadline		July	31	2011
Mini-Term Starts		August	29	2011
Mini-Term Add/drop Deadline		September	4	2011
Labor Day Holiday		September	5	2011
Micro-Term Starts		September	19	2011
Summer Term Ends		October	9	2011
Fall Break	From	October	10	2011
	To	October	16	2011
Fall Term Start		October	17	2011
Fall Term Add/drop Deadline		October	30	2011
Thanksgiving Day Holiday	From	November	24	2011
	To	November	25	2011
Mini-Term Starts		November	28	2011
Mini-Term Add/drop Deadline		December	4	2011
Micro-Term Starts		December	19	2011
Winter Holiday	From	December	23	2011
	To	January	2	2012
Classes Resume		January	3	2012
Fall Term Ends		January	15	2012
M.L. King Jr. Birthday Holiday		January	16	2012
Winter Term Starts		January	17	2012
Winter Term Add/drop Deadline		January	30	2012
Presidents' Day		February	20	2012
Mini-Term Starts		February	27	2012
Mini Term Add/drop Deadline		March	4	2012
Micro-Term Starts		March	19	2012
Winter Term Ends		April	8	2012
Spring Vacation	From	April	9	2012
	To	April	15	2012
Spring Term Starts		April	16	2012
Spring Term Add/drop Deadline		April	29	2012
Memorial Day Holiday		May	28	2012
Mini-Term Starts		May	29	2012
Mini Term Add/drop Deadline		June	4	2012
Micro-Term Starts		June	18	2012
Independence Day Holiday		July	4	2012
Spring Term Ends		July	8	2012
Summer Vacation	From	July	9	2012
	To	July	15	2012

## APPENDIX C: Calendars

Academic Calendar 2012—2013				
Summer Term Starts		July	16	2012
Summer Term Add/drop Deadline		July	29	2012
Mini-Term Starts		August	27	2012
Mini-Term Add/drop Deadline		September	2	2012
Labor Day Holiday		September	3	2012
Micro-Term Starts		September	17	2012
Summer Term Ends		October	7	2012
Fall Break	From	October	8	2012
	To	October	14	2012
Fall Term Start		October	15	2012
Fall Term Add/drop Deadline		October	28	2012
Thanksgiving Day Holiday	From	November	22	2012
	To	November	23	2012
Mini-Term Starts		November	26	2012
Mini-Term Add/drop Deadline		December	2	2012
Micro-Term Starts		December	17	2012
Winter Holiday	From	December	22	2012
	To	January	1	2013
Classes Resume		January	2	2013
Fall Term Ends		January	13	2013
Winter Term Starts		January	14	2013
M.L. King Jr. Birthday Holiday		January	21	2013
Winter Term Add/drop Deadline		January	28	2013
Presidents' Day		February	18	2013
Mini-Term Starts		February	25	2013
Mini Term Add/drop Deadline		March	3	2013
Micro-Term Starts		March	18	2013
Winter Term Ends		April	7	2013
Spring Vacation	From	April	8	2013
	To	April	14	2013
Spring Term Starts		April	15	2013
Spring Term Add/drop Deadline		April	28	2013
Memorial Day Holiday		May	27	2013
Mini-Term Starts		May	28	2013
Mini Term Add/drop Deadline		June	3	2013
Micro-Term Starts		June	17	2013
Independence Day Holiday		July	4	2013
Spring Term Ends		July	7	2013
Summer Vacation	From	July	8	2013
	To	July	14	2013

## APPENDIX C: Calendars

### MODULAR CALENDARS

Modular Programs 2010 - 2012		
Start Dates	End Dates	Holidays/Breaks
12/22/2010	01/27/2011	12/24/2010- 12/31/2010 01/17/2011
01/28/2011	02/25/2011	02/21/2011
02/28/2011	03/25/2011	
03/28/2011	04/22/2011	04/25/2011
04/26/2011	05/23/2011	05/24/2011
05/25/2011	06/22/2011	05/30/2011 06/23/2011- 06/24/2011
06/27/2011	07/25/2011	07/04/2011 07/26/2011
07/27/2011	08/23/2011	08/24/2011
08/25/2011	09/22/2011	09/05/2011 09/23/2011
09/26/2011	10/24/2011	10/25/2011
10/26/2011	11/22/2011	11/23/2011- 11/25/2011
11/28/2011	12/23/2011	12/26/2011 12/28/2011
12/29/2011	01/25/2012	01/02/2012 01/16/2012

Massage Therapy Program 2010 - 2012		
Start Dates	End Dates	Holidays/Breaks
12/22/2010	01/26/2011	12/24/2010- 12/31/2010 01/17/2011
01/27/2011	02/24/2011	02/21/2011
02/28/2011	03/24/2011	
03/28/2011	04/21/2011	04/25/2011
04/26/2011	05/23/2011	05/24/2011
05/25/2011	06/22/2011	05/30/2011 06/23/2011- 06/24/2011
06/27/2011	07/25/2011	07/04/2011 07/26/2011
07/27/2011	08/23/2011	08/24/2011
08/25/2011	09/22/2011	09/05/2011
09/26/2011	10/20/2011	10/24/2011- 10/25/2011
10/26/2011	11/22/2011	11/23/2011- 11/25/2011
11/28/2011	12/22/2011	12/26/2011- 12/28/2011
12/29/2011	01/25/2012	01/02/2012 01/16/2012

