

# Everest

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## UNIVERSITY

### LARGO CATALOG 2016 – 2018

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The contents of this catalog and any addendum to this catalog, as well as other school bulletins, or announcement are subject to change without notice and such changes will not negatively affect currently enrolled students.

As of the date of the publication of this catalog, the information in this catalog is true and correct in content and policy to the best of my knowledge.



George Roedler  
Director of Regulatory Affairs

## **CAMPUS DIRECTOR'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. 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.

Oluyemi Awolola  
Campus Director

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# ABOUT EVEREST UNIVERSITY

## ZENITH EDUCATION GROUP

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

## THE ZENITH COMMITMENT TO STUDENTS

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

We commit to:

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

## MISSION

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

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

- Academics - To provide challenging and relevant accredited programs in a variety of career-oriented disciplines, incorporating effective educational methodologies, modern technology, and traditional and

alternative instructional delivery systems, characterized by effective teaching and a student-centered atmosphere.

- Educational Support Services - To provide a variety of programs and services that support its educational goals and purpose, are consistent with student needs, encourage student success, enhance diversity, and improve the quality of life for students.
- Enrollment - To manage the controlled growth of a diverse student body through the use of effective and ethical recruitment and retention methods and initiatives, and to support the quality of educational opportunities for all students, while meeting the school's fiscal needs.
- Business and Finance - To manage and increase resources in accordance with sound business practices, regulatory standards, and applicable laws.
- Physical Resources - To ensure that the physical resources, including buildings and equipment, are adequate to serve the needs of the institution, support its purpose, and contribute to an atmosphere for effective learning.
- Continuous Improvement - To continuously improve the quality of programs and services to meet the needs of its students, communities, and other key stakeholders.

## **SCHOOL HISTORY**

The Largo campus was formerly known as Tampa College. Founded in 1890, Tampa College is the oldest business college in the state. It became Florida Metropolitan University in 1996 and ultimately Everest University in 2007. In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

## **FACILITIES AND EQUIPMENT**

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

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

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

## **ACCREDITATION, LICENSURE AND APPROVALS**

- Everest University is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associates, bachelors and 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. Notice to students and prospective students: Zenith Education Group campuses have been placed on probation by their accreditor, the Accrediting Council for Independent Colleges and Schools ("ACICS"), based on financial stability standards.
- Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free number (888) 224-6684.
- The Massage Therapy program is approved by the Florida Board of Massage Therapy.
- Assigned school by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB).
- The Dental Assistant program is approved by the Florida Department of Health.
- The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 657-3000, [www.ashp.org](http://www.ashp.org).
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

## **MEMBERSHIPS**

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

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



**GAINFUL EMPLOYMENT INFORMATION**

For more important information about the educational debt, earning and completion rates of students who attended this school, please visit our website at [www.everest.edu/disclosures](http://www.everest.edu/disclosures).

## ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. No English as a second language courses are offered by the campus.

### REQUIREMENTS AND PROCEDURES (UNDERGRADUATE)

- High school diploma or a recognized equivalent such as the GED is required for admittance.
- Applicants are informed of their acceptance status within in 15 days after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

\*Nonrefundable admissions and registration fees shall not exceed \$150 for students who reside in Florida.

### PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

#### Massage Therapy Diploma Program

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

#### Pharmacy Technician Diploma Program

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

#### Associate in 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, 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 pass a criminal background check

### CRIMINAL BACKGROUND SCREENING

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering students are subject to the same background check requirements as a new student.

### ONLINE PROGRAMS AND COURSE REQUIREMENTS (LINEAR PROGRAMS ONLY)

Online courses are offered for residential students at the campus through a consortium agreement with Everest University in Tampa, Florida using the eCollege platform via the Internet. There are no separate admissions requirements to take a course online. To participate in an online course, the only prerequisite is to complete the online orientation before taking the first of any online courses offered. Online courses have the same course objectives and learning outcomes as courses taught on-ground, although more individual focus and initiative is

required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. Students registering for an online course must obtain prior approval from their Program Director or the Academic Dean. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

**Windows Systems**

Windows 7, 8, XP, or Vista

56K modem or higher

Sound Cards & Speakers

Firefox, Chrome, or Microsoft Internet Explorer 10 and 11

**Mac Systems**

Mac OS X 10.7 or higher (in classic mode)

56K modem or higher

Sound Cards & Speakers

Safari, Chrome or Firefox 31 and 32

In addition, students taking online courses must:

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

## ACADEMIC READINESS

All incoming undergraduate students are required to demonstrate academic readiness for program-level coursework at the time of enrollment. This can be done through any of the following means: SAT, ACT, ACUPLACER or COMPASS scores; recent (five years or less) high school grade point average of 2.5 or higher; or grades of C or higher in college-level English Composition and college-level mathematics. If none of these measures are available, the student is expected to demonstrate readiness by completion of an online assessment. A student may be allowed to enroll and start his or her first term or module of classes prior to demonstrating academic readiness as described herein, but a student who fails to meet this requirement may be prevented from enrolling in the next quarter or module. Note this is a one-time requirement and may not apply to re-admissions, depending upon academic evaluation at the time of re-enrollment.

### **Recent high school academic performance within the past five years**

A high school cumulative grade point average (GPA) of 2.5 or higher on a 4 point scale is accepted for assessment if the date of high school graduation is 5 years or less from date of admission. High school seniors who have not yet graduated may use cumulative GPA at the end of 7 high school semesters.

### **SAT, ACT, or PSAT scores completed within the past five years**

Scores of 460 or higher on each section of the SAT, 46 or higher on each section of the PSAT, or scores of 17 or higher in English, Reading, & Math on the ACT are accepted for assessment

### **Previous college experience – no time limit**

General education college-level mathematics and college-level English courses taken from a national or regionally accredited institution, with a grade of C or higher may be used for assessment. Developmental courses (generally noted as remedial or pre-college on a transcript and not calculated into a college GPA) do not qualify. Prior success in a writing-intensive English class demonstrates readiness for writing and reading, while success in a previous math or quantitative reasoning class demonstrates readiness for math. Review and approval of previous college experience to be completed by office of the Registrar.

### **College placement scores from another institution within past five years**

COMPASS, ACCUPLACER, or other standardized test scores demonstrating college readiness in each of the three areas of math, writing, or reading are accepted for assessment

## ACADEMIC POLICIES

### EVEREST REGULATIONS

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

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

### DEFINITION OF CREDIT

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

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

### MAXIMUM CLASS SIZE

To provide instruction and training, classes are limited in size. The maximum class size is 24 students. Lab classes have a maximum class size of 24 students unless required to be smaller in compliance with any programmatic accreditation requirements.

### OUT OF CLASS ASSIGNMENTS

- Students in degree programs should expect to spend approximately two hours outside of class completing homework for every hour of in class lecture
- Students in all programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi. Homework and out-of-class assignments will be evaluated by faculty.

### TRANSFER OF CREDIT INTO EVEREST

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

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

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

### Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science courses and Computer Information Science courses) – within ten (10) years of completion; and
- Due to the pace of technology change, Computer Information Science courses are eligible for transfer within five (5) years of completion.
- Military training, proficiency exams (e.g. DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core and General Education and Major Core courses.

**NOTE:** Due to certain programmatic accreditation criteria, health science core courses are eligible for transfer within five (5) years of completion.

### Required Grades

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

### **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.

### **Coursework Completed at Foreign Institutions**

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). 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 Proficiency Examination**

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Similarly, Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications such as CNE, MCSE, etc. For more information, please contact the Academic Dean or Director of Education.

### **Experiential Learning Portfolio**

Students may earn credit for experiential learning through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. No more than 25% of the units required for a degree shall be awarded for prior experiential learning. Procedures for applying for credit through experiential learning are available in the Academic Dean's/Director of Education's office.

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

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

### **Transfer to Other Everest Locations**

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a "C" or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

### **Transfer to Participating Institutions in Florida's Statewide Course Numbering System (SCNS)**

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

### **Everest Consortium Agreement**

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% of credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

## 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@zenith.org](mailto:transfercenter@zenith.org)

## DIRECTED STUDY

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

## GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning	Technical Programs Scale	Nursing Scale	Percentage Scale <sup>1</sup>
A	4.0	Excellent	100-90	100-92	100-90
B	3.0	Very Good	89-80	91-84	89-80
C	2.0	Good	79-70	83-76	79-70
D*	1.0	Poor	69-60	75-68	N/A
F**	0.0	Failing	59-0	67-0	69-0
Fail	Not Calculated	Fail (for externship/internship)			
Pass	Not Calculated	Pass (for externship/internship or thesis classes only)			
L	Not Calculated	Leave of Absence (allowed in modular programs only)			
EL	Not Calculated	Experiential Learning			
IP	Not Calculated	In Progress (for externship/internship or thesis courses only)			
PE	Not Calculated	Proficiency Exam			
PF	Not Calculated	Preparatory Fail			
PP	Not Calculated	Preparatory Pass			
W***	Not Calculated	Withdrawal			
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress			
TR	Not Calculated	Transfer Credit			

\*Not used in modular programs.

\*\*For modular programs, F (Failing) is 69-0%.

\*\*\* Calculated as an attempt for nursing students per the nursing handbook

<sup>1</sup> The Florida Department of Health requires a minimum passing grade of 75% for the Dental Assistant Program

### Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation

Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y

PE	N	Y	Y
PF	N	N	N
PP	N	N	N
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

### GPA AND CGPA CALCULATIONS

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

### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (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 time frame (MTF) allowed to complete the academic program (150% for all programs).

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

### Evaluation Periods for SAP

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

### Rate of Progress Toward Completion

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

### Maximum Time Frame to Complete

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

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

### Satisfactory Academic Progress Tables for Undergraduate Programs

<p><b>48 Quarter Credit Hour Program.</b>  <b>Total credits that may be attempted:</b>  <b>72 (150% of 48).</b></p>
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<p><b>55 Quarter Credit Hour Program.</b>  <b>Total credits that may be attempted:</b>  <b>82 (150% of 55).</b></p>
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Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	N/A	2.0	N/A	66.66%

Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-54	2.0	1.5	66.66%	55%
55-66	2.0	1.8	66.66%	64%
67-82	N/A	2.0	N/A	66.66%

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

75 Quarter Credit Hour Program. Total credits that may be attempted: 112 (150% of 75).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.25	66.66%	50%
49-64	2.0	1.5	66.66%	60%
65-72	2.0	1.75	66.66%	65%
73-112	N/A	2.0	N/A	66.66%

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

96 Quarter Credit Hour Program Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-12	2.00	0.1	66.66%	N/A
13-24	2.00	0.25	66.66%	N/A
25-36	2.00	0.25	66.66%	10%
37-48	2.00	0.5	66.66%	20%
49-60	2.00	1.1	66.66%	30%
61-72	2.00	1.5	66.66%	40%
73-84	2.00	1.8	66.66%	50%
85-96	2.00	2.0	66.66%	55%
97-108	2.00	2.0	66.66%	60%
109-120	2.00	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

96 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below

192 Quarter Credit Hour Program Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below

1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66.66%
96-144	N/A	2.0	N/A	66.66%

1-12	2.0	0.1	66.66%	N/A
13-24	2.0	0.25	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%

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

### Application of Grades and Credits to SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades are not used and non-credit and remedial courses do not factor into CGPA or ROP.

### SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term, if the student is at risk of falling below the required academic standards (CGPA, ROP, or MTF) for his or her program. During the SAP advising period, the student is eligible for financial aid. Academic advising will be documented using the Academic Advising Form. The form shall be kept in the student's academic file.

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

- Students must receive the notification by the third (3) business day of the subsequent module; and for linear programs, notifications must be received by the first day of the term.
- Must be advised within ten (10) calendar days after the module start. The (10) calendar days should exclude schedule breaks and Holidays.

### **Financial Aid Warning**

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

### **Notification of Financial Aid Warning**

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:

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

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.**

- For modular programs:
  - Students must receive the notification by the third (3) business day of the next module; and
  - Must be advised within ten (10) calendar days after the module start.

### **Financial Aid Probation**

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification for modular programs and within seven (7) calendar days for linear programs in accordance with the Academic Appeals Policy.

### **Notification of Financial Aid Probation**

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

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

### **Academic Progress Plan**

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

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

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

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

## Evaluation of Progress

At the end of each evaluation period encompassed by the APP, the student will meet with the Academic Dean/Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the first (1<sup>st</sup>) calendar day of the module or term.

## SAP Advising or SAP Met Status

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

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

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

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

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

## SAP Not Met Status and/or Dismissal

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

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

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

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

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

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

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

## SAP Re-Entry

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

## Retaking Passed Coursework

Students in degree programs may repeat a previously passed course one time. Students in diploma programs may not retake previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

## **Retaking Failed Coursework**

Students must repeat all failed courses that are required for graduation from the program. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Students may not exceed three attempts of prerequisite modules in diploma programs. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Veterans Affairs (VA) students are not eligible for VA funding for repeating passed coursework.

## **ADD/DROP POLICY (DEGREE PROGRAMS ONLY)**

Continuing students may register for classes prior to the start of the 12-week term. Once the term has started, students may add or drop courses during the add/drop period without academic penalty upon obtaining approval from Academic administration and the Student Finance office.

The taking of attendance of new and re-entering students who enroll during the add/drop period will begin the first scheduled class session following the student's enrollment. The add/drop period for full term (12-week) courses is the first 14 calendar days of the term, excluding holidays. For either the six-week 1 or six week 2 courses, the add/drop period is the first seven calendar days of the course, excluding holidays.

Students who enroll in a 12-week course during the add/drop period must attend class by the earlier of the 21<sup>st</sup> calendar day of the term or the 14<sup>th</sup> calendar day after enrollment, or be unregistered from the course. Students who enroll in 6-week courses during the add/drop period must attend class by the 14<sup>th</sup> calendar day of the 6-week course, or be dropped from the course.

## **Full Term Courses**

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

## **Mini-Term Courses**

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

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

## **Impact of Add/Drop on Financial Aid Calculation**

Adding or dropping a course may impact a student's enrollment status and the amount of financial aid for which the student is eligible. If the student adds or drops a course, Student Finance office will advise the student of the financial consequences. Student Finance Support and Student Accounts will process any adjustments to a student's charges or financing due to adding or dropping courses.

For 6-week 2 courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the courses by the close of business on day 14 of the start of the full term (i.e., prior to the Census date).

## **ATTENDANCE POLICY**

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Normally, a student is considered present if he or she is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session.

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

## **Establishing Attendance/Verifying Enrollment**

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

## **Monitoring Student Attendance**

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

If an appeal is granted, the student is not dismissed, but must be advised and monitored with an advising plan. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

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

## **Make-Up Attendance**

In clock hour modular programs, students may choose to, or be required to, make up attendance. Make-up attendance is quantifiable time that the student is at the campus engaged in meaningful and applicable work with staff supervision. The make-up work must be related to the module in which the absences, attendance violation and / or appeal applied. Make-up attendance may be voluntary (at the student's request), or mandatory (as part of an advising or appeal process.)

Make-up attendance must occur outside of regularly scheduled class time, and the quantity of make-up attendance per module cannot exceed the amount of absence in that module. Make-up attendance will be defined in thirty (30) minutes blocks, rounded down to the nearest thirty (30) minutes. There are no breaks or "grace" periods. Make-up attendance may be made up only until the fourteenth (14th) calendar day after module end.

Make-up time can be overseen by appropriate Academics staff, unless content-based, in which case it must be administered by staff qualified to teach in the applicable program. The make-up activities may occur in a class other than the student's own (lab only), or at separate, designated make-up times. When making up hours all applicable ratios and maximums will apply.

Qualified make-up activities include, but are not limited to the following academic activities:

- Taking or re-taking a quiz or test
- Performing lab practice or check-offs
- Facilitated content review
- Facilitated / demonstrable study
- Engaging in a study group or group project
- Tutoring
- Completing in-class or homework assignments

The make-up attendance process will apply in all cases, and includes an approval process, a required Make-up Attendance Form, and a secure process for managing quizzes, tests, and any other work requiring grading.

## **Consecutive Absence Rule**

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class the next scheduled class after the violation and must post positive attendance the next scheduled class after the violation (for an online course, post attendance within five calendar days after the date of violation).
  2. File an appeal within five (5) calendar days after the date of violation
  3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

For degree programs, the consecutive absence rule is applied to consecutive days missed in a single term. For diploma programs, the consecutive absence rule is applied to one or more sequences of 14 consecutive days missed during the total program.

### Percentage Absence Rule

#### Diploma Programs:

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

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

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

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

#### Degree Programs

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

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from all courses and dismissed from school

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

Percentage	Action Taken
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from the module and dismissed from school

#### Clock Hour Programs

Percentage	Action Taken
10% of the total hours in each module – second occurrence in a payment period	Attendance warning letter sent Student is advised and required to make up attendance
10% of the total hours in each module – third occurrence, and those that occur beyond the third	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal, and will be required to agree to an attendance plan that requires make-up attendance
More than 10% of the total hours in each payment period – occurring prior to measurement of payment period completion for disbursement	Attendance warning letter sent Student is advised and required to make up attendance

<p>More than 10% of the total hours in each payment period at the point of measurement of payment period completion for disbursement</p>	<p>Withdrawn from the module and dismissed from school.</p> <p>Student has the opportunity to appeal the dismissal and will be required to make up attendance - prior to the end of the first payment period, or outside of regularly-scheduled hours in the second payment period classes.</p> <p><b>Note: The appeal shall not be entered until the student has made up attendance sufficient to achieve 90% or more attendance for the payment period hours.</b></p>
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### Violations of Percentage Absence Rules

When a student violates the applicable percentage absence rule, the faculty must notify the Executive Director (or designee) who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days after the date of violation;
  3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

### Date of Withdrawal

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

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

### Date of Determination (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the earliest of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy; or
- No later than the 14<sup>th</sup> calendar day after the LDA

### Attendance Records

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

### LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, personal reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. However, an LOA will not be granted for any of the following reasons:

- a) The courses that the student needs are not available;
- b) The courses that the student needs are available, but the student declines to take them;
- c) An externship/internship site is not available for the student;
- d) A student is unable to pay tuition;
- e) The student is failing a course(s); or
- f) To delay the return of unearned federal funds.



Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- a) the school documents the unforeseen circumstances and the Academic Dean or Director of Education determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), and
- b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

### **Extension of Leave of Absence**

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

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

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

### **Return from a Leave of Absence**

A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return. A student who goes on leave prior to the end of a module/term will receive a grade of "L" (leave). The course(s) with a grade of "L" will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

### **Failure to Return from Leave of Absence**

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw). The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms, including the exhaustion of some or all of the student's grace period
  - Rate of progress
  - Maximum time frame for completion

### **EXTERNSHIP TRAINING**

Upon successful completion of all classroom requirements, students in programs that require an externship are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly

scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

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

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

### **WITHDRAWAL PROCEDURES**

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about re-entry.

### **MAKE-UP WORK**

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within 10 calendar days after the end of the term/module.

### **REQUIREMENTS FOR GRADUATION**

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

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

### **VETERANS' EDUCATION BENEFITS**

#### **Prior Credit for Education and Training**

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

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

#### **Benefit Overpayments**

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

#### **Academic Standards for Students Receiving VA Benefits**

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

#### **Additional Requirements for Veteran Students (Modular Programs Only)**

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

<b>Percentage</b>	<b>Action Taken</b>
15% of the cumulative hours attempted	Attendance warning letter sent

20% of the cumulative hours attempted	Dismissed from the program
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For Veteran students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

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

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student's enrollment status changes; such notification may result in the termination of veteran benefits. All dismissals and successful appeals by students funded through the VA shall be reported to the VA by the certifying official for the school.

## APPEALS POLICIES

### Student Academic Appeals Policy (Undergraduate and Graduate Programs)

A student may submit an appeal based on one of three adverse determinations:

- Attendance policy violation
- Satisfactory Academic Progress (SAP) violation or
- Final grade(s).

Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination.

Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:

- Specific academic decision at issue and
- Resolution sought by the student.

A SAP or Attendance violation appeal must include an explanation of the circumstances that:

- Led to the violation and
- Will improve achievement going forward.

For a final grade appeal, the student will include the informal steps taken to address the disagreement.

Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.

The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

### Assignments/Test Grades

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

### Final Course Grades

Final grade appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs; and
- Sixth calendar day of the subsequent term for Degree programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:

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

A student may appeal more than one final grade while active in a program.

Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor's discretion, consistent with the grade policy and syllabus guidelines.

### Attendance Violations Appeals

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending. Depending on the type of violation, the student must:

- Percentage Absence (program or term) - post positive attendance ("present") within five calendar days of the date of violation and
- Consecutive Day Absence - post positive attendance the next scheduled class session after the violation (for an online course, post attendance within five calendar days after the date of violation).

Violations occurring at the end of the degree term when there is no opportunity to attend until the next term are not subject to these requirements.

Subject to applicable state requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

**For clock hour modular programs**, as a condition of granting the appeal, the Committee may require the student to make-up attendance.

### **Satisfactory Academic Progress (SAP) Violation Appeals**

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs and
- Sixth calendar day of the subsequent term (by the fourteenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Progress Plan (see Satisfactory Academic Progress and Retaking Coursework Policy).

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

## FINANCIAL INFORMATION

### STATEMENT OF FINANCIAL OBLIGATION

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

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Everest may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

### FINANCIAL GOOD STANDING

Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contributes to their success.

For a student to be considered in good financial standing the student must:

- Complete required financial aid applications to assist in satisfying all anticipated direct costs of the selected program including tuition, books and required fees for each of the academic and award years within time frames required
  
- Have an outstanding earned Accounts Receivable balance less than:
  - \$2,500 or one term of instruction (whichever is greater) if enrolled full time in a degree program,
  - \$5,000 or one module of instruction (whichever is greater) if enrolled in a diploma program

Students who were actively attending as of February 1, 2016, and who have an outstanding balance from a previously completed academic year, may qualify for continued enrollment if the student meets the following criteria:

- Within 30 days of the policy notification completes all financial aid documentation requirements for the current academic year
- Maintains good financial standing status as outlined above for each subsequent term

Failure to remain in good financial standing may result in:

- A hold on registration for subsequent terms for degree students, or
- Dismissal from the program of study.

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any Zenith program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Academic Dean/Education Director.

### TUITION AND FEES

Tuition and fee information can be found in the "Tuition and Fees" section of the catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, tuition will be charged in the full tuition amount, or in increments based on state policy, for each academic year.

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 12 credits per quarter for undergraduate programs. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rate, including any courses being repeated. 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.

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

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

## **TEXTBOOKS**

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

## **ADDITIONAL FEES AND EXPENSES**

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

## **VOLUNTARY PRE-PAYMENT PLAN**

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

## **BUYER'S RIGHT TO CANCEL**

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

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

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

## **OFFICIAL WITHDRAWALS**

An official withdrawal is considered to have occurred on the date that the student provides to The School official notification of his or her intent to withdraw. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education in writing to provide official notification, including the official date and reason, of their intent to withdraw.

When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

**Quarter-Based Programs:** After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

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

## **DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)**

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

If the student ceases attendance without providing official notification due to circumstances beyond the student's control, the withdrawal date is as follows: If the withdrawal is due to circumstances beyond the student's control, the date of withdrawal is the date The School determines is related to the circumstance beyond the student's control; otherwise, the withdrawal date is the midpoint of the quarter or the last documented date of attendance at an academic activity, whichever is later.

For a student who officially withdraws, the DOD is the student's withdrawal date or date of notification, whichever is later. For a student who withdraws without notification, the DOD is the date that The School becomes aware that

the student has ceased attendance. For a student who withdraws after rescinding an official withdrawal, the DOD is the date The School becomes aware that the student did not, or will not, complete the period of enrollment.

## **FEDERAL FINANCIAL AID RETURN POLICY**

### **Student Financial Aid (SFA)**

The School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The School is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

### **Return of Title IV Funds Calculation and Policy**

The School is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The School must return the lesser of:

1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a federal PLUS loan) is required to repay the difference between the amount of unearned aid and the amount returned by the School. If the student's portion of the unearned aid includes federal grants, the student is required to return the grant amount: (1) if the grant overpayment is greater than \$50; and (2) only to the extent that the grant amount exceeds 50% of the original amount received for the payment period or period of enrollment. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied).

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

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

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the student may be due a postwithdrawal disbursement. If the Return calculation determines that the student is due a post-withdrawal disbursement, upon the permission of the student (or parent, if a Federal PLUS loan), the institution may seek to disburse the corresponding loan funds. Any postwithdrawal disbursement must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds, and the student may be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

### **Title IV Credit Balances**

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that The School performs the Return calculation and will be paid in one of the following manners:

1. With the student's (or parents, if a Federal PLUS loan) permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment)
2. Return to the student.

### **Effect of Leaves of Absence on Returns**

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

### **Time Frame Within Which Institution Is to Return Unearned Title IV Funds**

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

## **REFUND POLICIES**

### **Institutional Pro Rata Refund Calculation and Policy**

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

The School will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e. students who receive a final grade of "W" or "WZ"). Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.
6. **TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE NON-TITLE IV REFUNDS**  
Non-Title IV refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by The School, whichever is applicable.

### **Textbook and Equipment Return/Refund Policy**

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

### **Effects of Leaves of Absence on Refunds**

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

### **Time Frame Within Which Institution Is to Issue Refunds**

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

## **STUDENTS CALLED TO ACTIVE MILITARY DUTY**

### **Continuing Modular Diploma Students**

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

### **Continuing Quarter-Based Students**

If tuition and fees are collected in advance of the withdrawal, a strict institutional pro rata refund of any tuition, fees or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees or other



charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service.

## **STUDENT FINANCING OPTIONS**

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

### **Financial Assistance**

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

### **Student Eligibility**

To receive financial assistance you must:

1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (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 loan made under any title IV program, not have obtained loan amounts that exceed annual or aggregate loan limits made under any title IV loan program, not have property subject to a judgment lien for a debt owed to the United States, and not be liable for a grant or Federal Perkins loan overpayment.;
8. Have a high school diploma or its equivalent or have completed homeschooling at the secondary level as defined by state law.
9. Not be enrolled in either an elementary or secondary school;
10. Satisfy the title IV program specific loan requirements
11. Have not been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving title IV program funds, unless eligibility has been regained.
12. If previously convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining title IV program funds, has completed repayment of such assistance

### **Federal Financial Aid Programs**

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

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loan (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

### **Alternative Loan Programs**

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

- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

## **Federal Work Study**

The Federal Work Study (FWS) Program is a federally subsidized, self-help financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. FWS encourages students to earn their funds while performing work in community, public interest or student services and work related to their course of study.

FWS jobs may be on or off-campus. Off-campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible. **Please contact your Student Finance representative for more information.**

### **Requirements for FWS Students**

Students must meet all eligibility criteria required for receipt of federal aid, including:

- Maintaining satisfactory academic progress (SAP)
- Maintaining at least half-time enrollment

Additional requirements include:

- Students may hold only one FWS position at any time.
- FWS earnings are not considered income when calculating financial aid (FA) eligibility.
- FWS earnings are taxable income as reported on federal and state tax returns.
- FWS students are paid only for hours actually worked and are not paid for lunch, sick days, or other hours not actually worked.
- Students may not earn FWS funds in excess of their FWS award.
- Students may work no more than 25 hours per calendar week.
- Students are allowed to work during periods of non-attendance (e.g., vacations, breaks, etc.) provided sufficient work-study allocations exist.
- Any student who falsified a time sheet will be referred to the appropriate campus authority for investigation and may be referred to law enforcement authorities.

## **GRANTS AND SCHOLARSHIPS**

### **Zenith American Dream Scholarship**

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

**To be eligible a student must:**

- Obtain a written reference from a leader in the student's community
- Complete an essay or video answering the question "How will Everest (or WyoTech) Help Me Fulfill My American Dream" – see guidelines
- Meet application guidelines and deadlines

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

### **Scholarship winners**

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

Selection criteria will include:

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

### **Obtaining scholarship funds**

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

### **Renewing the scholarship**

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

**Note:** This scholarship is available to those who qualify.

### **Zenith Student Grant**

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after July 25, 2016 for current and future academic periods. The amount and source of the grant, which can be up to \$10,000 per academic year, may vary by student based on the demonstrated financial assistance needed, and institutional grant funding availability.

The grant may be used to cover any confirmed remaining unmet financial need once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled. Successful and unsuccessful applicants will be notified within 45 days of the grant application submission date by the Campus Director or other campus official.

### **Eligibility**

To be eligible, the student must:

- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study
- Be eligible to receive federal Title IV financial aid.

### **Obtaining grant funds**

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

### **Renewing the grant**

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:

- Determined financial need
- Enrollment

Timeliness of his/her financial aid application

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

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

### **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 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.

### **Veteran's Assistance Programs**

For information about U.S. Department of Veterans Affairs (VA) education benefits for veterans and their families, call (888)-GI-BILL-1 (888-442-4551) or visit [www.gibill.va.gov](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)

## **ADMINISTRATIVE POLICIES**

### **STATEMENT OF NON-DISCRIMINATION**

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

### **CIVIL RIGHTS COMPLIANCE**

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, and Title VI of the Civil Rights Act of 1964, all as amended from time to time. The Campus Director has been designated as the Civil Rights Coordinator and will coordinate the efforts of Everest to comply with all relevant civil rights laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

### **DISABILITY ACCOMMODATION PROCEDURE**

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Civil Rights Coordinator. The student will meet with the Civil Rights Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Civil Rights Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Civil Rights Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. Once the student has self-disclosed a disability and it has been verified and appropriate accommodation(s) suggested the Campus Director (the Civil Rights Coordinator) will work with the student to determine how the accommodation(s) can be provided. The accommodation(s) will depend on the needs of the particular student and the accommodation(s) suggested or recommended, and can include but are not limited to the following examples: extended time on exams, quiet environment for testing, a reader for exams, oral exams, note taker/faculty notes, Ebooks/Software reader, and ASL interpreter.

If the request for an accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal. To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Civil Rights Coordinator with a new accommodation form marked appeal.

### **DISCRIMINATION GRIEVANCE PROCEDURES**

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

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

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate

against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

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

## **ANTIHAZING POLICY**

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

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

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

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

## **Code of Student Conduct**

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

To this end, Everest Code of Student Conduct 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 Campus Director (or designee) is responsible for appropriately conducting, recording and enforcing the outcome of all disciplinary matters. In addition the Campus Director is responsible for notifying the student of the alleged violation in writing, any sanction to be imposed, provide the student with available information about the violation, and notify the student of his/her right to appeal.

## **Conduct Affecting On-Campus Safety**

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

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

## **Conduct Affecting Student Learning**

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

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

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

### **Limitations on Students with Pending Disciplinary Matters**

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

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

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

### **Inquiry by the Campus Director**

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

### **Conduct that does not Result in Suspension or Dismissal**

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

### **Conduct Resulting in Suspension or Dismissal**

If the school determines that a student's behavior should result in a suspension or dismissal, the school will promptly provide the student with a written notice of:

- The conduct resulting in the suspension or dismissal;
- The specific penalty being imposed;
- The student's right to submit a written appeal within five calendar days following the date of the school's suspension or dismissal determination

## **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

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

## **STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY**

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

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;

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

### **COPYRIGHT POLICY**

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

### **SEXUAL HARASSMENT POLICY**

Everest is required by Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part Sec. 106.9 not to discriminate on the basis of sex in the educational programs and activities which it operates. Everest strives to provide a safe working and learning environment at all its schools and is committed to creating and sustaining a positive learning environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking. Such behaviors are prohibited both by law and School policy, and will not be tolerated on any Everest campus. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Refer to Appendix A for further information.

### **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 Campus Director. Students dismissed from the school remain responsible for any outstanding balance owed to the school.

### **APPEAL PROCESS**

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

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

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



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

The Student Conduct Committee shall:

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

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

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

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

## **RECORD OF DISCIPLINARY MATTER**

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

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

## **STUDENT GRIEVANCE PROCEDURE**

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to the Campus Director. You may then appeal the President's decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School's Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0255 or email at [studentservices@zenith.org](mailto:studentservices@zenith.org). A student filing a grievance will not be subject to adverse or unfair actions by any school official as the result of initiating the grievance.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and School  
750 First Street NE, Suite 980  
Washington, DC 20002-4223  
(202) 336-6780, (202) 842-2593 (fax)

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

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

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

## **DRESS CODE**

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that Everest promotes a 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 typically includes a person employed by the institution in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the institution who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

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

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

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

## STUDENT RECORDS

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

## TRANSCRIPT AND DIPLOMA RELEASE

Requests for transcripts must be submitted to the Office of the Registrar via the school electronic transcript service provider. 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.

Pursuant to Florida law, any student enrolled at or seeking an official transcript from a Florida campus will not be eligible to receive an official transcript if the student is determined to be in default in making legally required payments on any student loan made or guaranteed by the State of Florida or its agencies (such as the Florida Office of Student Financial Assistance ("OFSA")), including any OFSA scholarship loan, student loan, or guaranteed loan. Any such student may not receive an official transcript until the loan is paid in full or the default status has been removed.

Everest is working with Parchment to provide electronic delivery of official transcripts to students. Students can request their transcript by going to <http://www.everest.edu/transcripts> or by contacting the Registrar office for assistance. Transcripts will be delivered electronically to the student's destination of choice if:

- Student has a record in the current student information system
- Student is current with their financial obligation to the campus, and student owes the campus an outstanding balance of \$1,500 or less

Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

**Note:** Students who have outstanding balances above \$1,500 may receive an unofficial copy of their transcript.

## CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

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

## DRUG-FREE SCHOOLS POLICY

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 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 Campus Director. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process

may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities.

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

### **STATISTICAL INFORMATION**

Everest is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 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 10 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

## **STUDENT SERVICES**

### **ORIENTATION**

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

### **HEALTH SERVICES**

Everest does not provide health services.

### **HOUSING**

Everest does not provide on campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Department.

### **TUTORING**

Tutoring is available to students as needed; a student needing tutoring should talk to their instructor or program director to set it up.

### **STUDENT ADVISING**

Academic advising is coordinated by the Academic Dean/Director of Education and includes satisfactory academic progress and attendance. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

### **EVEREST CARE PROGRAM**

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

### **PLACEMENT ASSISTANCE**

Everest maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available by contacting the Career Services Office.

## PROGRAMS OFFERED

<b>Diploma Program</b>	<b>Credential</b>
Dental Assistant	Diploma
Massage Therapy	Diploma
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Medical Insurance Billing and Coding	Diploma
Pharmacy Technician	Diploma
<b>Associate Degree Program</b>	<b>Credential</b>
Accounting	Associate in Science
Applied Management	Associate in Science
Business	Associate in Science
Computer Information Science	Associate in Science
Criminal Justice	Associate in Science
Paralegal	Associate in Science
<b>Bachelor's Degree Program</b>	<b>Credential</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
Paralegal	Bachelor of Science
<b>Master's Degree Program</b>	<b>Credential</b>
Business	Master of Business Administration

\*New students are no longer being enrolled in any program.

## MODULAR PROGRAMS



### DENTAL ASSISTANT

Diploma Program

33 Weeks – 760 Hours, 48 Credits

V 1.0

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

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

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

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

This 760 clock Hour/48.0 Credit Units of study consists of seven individual learning units, plus a hands-on clinical experience, called an externship. Each of these "modules," as they are referred to, stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon completion of the seven classroom modules, the students participate in a 200-clock-hour-externship. Students will spend 50% of time in Lecture and 50% of time in lab.

Module Number	Module Title	Total Contact Hours	Quarter Credits
Module A	Dental Office Emergencies and Compliance	80	6.0
Module B	Dental Radiography	80	6.0
Module C	Dental Specialties	80	6.0
Module D	Operator Dentistry	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Dental Anatomy and Orthodontics	80	6.0
Module G	Dental Health	80	6.0
Module X	Dental Assistant Externship	200	6.0
<b>Program Totals:</b>		<b>760</b>	<b>48.0</b>

**Major Equipment:** Air Compressor, Amalgamators, Autoclave, Automatic and Manual Processing Equipment, Dental Unit and Chairs, DXXTR Manikins, Handpieces, Model Trimmers, Model Vibrators, Oral Evacuation Equipment, Ultrasonic Units, X-ray Units, Water Retrieval Manikins

#### Module A – Dental Office Emergencies and Compliance

**6.0 Quarter Credits**

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Dental practice act and administrative code are studied. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, protective barrier techniques and handling hazardous chemicals in the dental environment. Students practice step-by-step instrument decontamination and operator disinfection utilizing approved sterilization agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students will become certified in CPR for the Healthcare Provider and be instructed on how to manage emergencies that may occur in the dental office. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Pharmacology in the dental office is introduced for a basic understanding in this area. Students are also introduced to basic anatomy and tooth morphology. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0

**Module B – Dental Radiography****6.0 Quarter Credits**

Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for radiation safety and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include periapical and bitewing x-rays using the bisecting and parallel techniques and are performed on a patient simulator manikin. Students process film using an automatic processor or digital radiology. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films understanding and following the ALARA concept. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Toward the end of the module, students explore front office techniques using the Dentrix software. Related dental terminology is also taught. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

**Module C – Dental Specialties****6.0 Quarter Credits**

In this module, students study skills performed by the dental assistant in the specialty areas of Dental Implants, Endodontics, Periodontics, Oral and Maxillofacial Surgery and Pedodontics. Additionally, procedures for the administration of topical and local anesthetics are discussed. Students practice acquired skills on training manikins (Typodonts), passing instruments, setting up the operatories and manipulating materials. Related dental terminology is studied as well as basic anatomy of the head and teeth. Students are introduced to the history and dental profession highlighting dental ethics. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

**Module D – Operatory Dentistry****6.0 Quarter Credits**

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, liners, bases and other bonding systems are presented. Students practice required procedures such as placement, wedging and removal of Tofflemire retainers and other matrices. Procedures to include placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins are also practiced. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

**Module E – Laboratory Procedures****6.0 Quarter Credits**

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will learn the various dental cements used for prosthodontics and their proper manipulation techniques. Students are introduced to the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Students are introduced to front office procedures utilizing related front office software. Related dental terminology is studied. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.



**Module F – Dental Anatomy and Orthodontics****6.0 Quarter Credits**

This module focuses on orthodontics as a specialty as well as dental anatomy and general human anatomy. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. HIPAA regulations are introduced with emphasis on protection of patient's privacy and how dental health professionals must follow these regulations. Students also discuss job readiness and explore marketing themselves for future employment. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

**Module G – Dental Health****6.0 Quarter Credits**

In this module the specialty area of periodontics are studied with an emphasis in preventive dentistry and nutrition. Students will receive a foundational understanding of dental caries. Related areas of dental sealants and fluorides are presented. Coronal polish theory and procedures are taught and practiced on manikins. Pit and fissure sealants theory and procedures are taught and practiced on typodonts. Students are introduced to basic anatomy of the head and teeth. Students are introduced to oral pathology which includes oral cancers and various oral lesions. HIV/AIDS is covered with an emphasis on understanding the causes, modes of transmission, and the practice of universal standard precautions. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 20.0.

**Module X – Dental Assisting Externship****6.0 Quarter Credits**

This module is 200 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.



**MASSAGE THERAPY**  
 Diploma Program  
 36 Weeks – 750 Hours, 55 Credits

V 3

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry.

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. Topics included in this program are anatomy and physiology, introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business, ethics, 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.

Note: For purposes of calculating financial aid, this program is treated as a Clock Hour program.

Module Number	Module Title	Total Contact Hours	Quarter Credits
<b>Prerequisite Course</b>			
HCIN	Introduction to the Healthcare Profession	80	6.0
<b>Modular Courses</b>			
MTD201	Business and Ethics	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MTD263	Eastern Theory and Practice	80	6.0
MTD220	Energy & Non-Traditional Therapies and Wellness	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MTD246	Clinical and Sports Massage	80	6.0
MTD295	Health and Wellness	80	6.0
MTD278	Massage Therapy Clinic	30	1.0
<b>Program Total:</b>		<b>750</b>	<b>55.0</b>

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

Courses comply with the requirements of the Florida Board of Massage Therapy:

**Major Equipment:** Professional Massage Table, Vortex Massage Chairs, Round Bolster, Angle Bolster, Rolling Stools, Hydrocollator Model E-1, Baseline Hi-Res 360 Plastic, Signature Hot Stone Massage Set w/Chakra, Therabath Paraffin Bath, Thermal Spa Paraffin Wax, Paraffin Liners, Shiatsu Mat & Slip Cover Combo

<p><b>HCIN – Introduction to the Healthcare Profession</b></p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: None</p>	<p><b>6.0 Quarter Credits</b></p>
<p><b>MTD 201 – Business &amp; Ethics</b></p> <p>This module is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite HCIN Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credits</b></p>

<b>MTD 237 – Swedish Massage, Pre Natal, Post-Natal and Infant, &amp; Elder/Geriatric Massage</b>	<b>6.0 Quarter Credits</b>
<p>This module is designed to provide the student with the theory and hands-on skills involved in practicing Swedish massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant, and elder/geriatric massage. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite HCIN Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<b>MTD 263 – Eastern Theory</b>	<b>6.0 Quarter Credits</b>
<p>This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered in this module please refer to the anatomy and physiology outline. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite HCIN Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<b>MTD 220 – Energy &amp; Non-Traditional Therapies and Wellness</b>	<b>6.0 Quarter Credits</b>
<p>This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity and beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite HCIN Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<b>MTD 282 – Deep Tissue, Myofascial Release &amp; Pin and Stretch</b>	<b>6.0 Quarter Credits</b>
<p>This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite HCIN Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<b>MTD 214 – Neuromuscular/Trigger Point Therapy &amp; Muscle Energy Techniques</b>	<b>6.0 Quarter Credits</b>
<p>This module is designed to provide the student with understanding and knowledge of neuromuscular therapy (NMT)/trigger point therapy and muscle energy techniques (MET) along with the assessment skills necessary for these modalities. The student will also learn about the structure and function of the nervous system and review the muscles of the shoulder. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite HCIN Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<b>MTD 246 – Clinical and Sports Massage</b>	<b>6.0 Quarter Credits</b>
<p>This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite HCIN Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<b>MTD 295 – Health and Wellness</b>	<b>6.0 Quarter Credits</b>
<p>This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite HCIN Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
<b>MTD 278 – Massage Therapy Clinic</b>	<b>1.0 Quarter Credit</b>
<p>This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or ‘mock’ clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Successful completion of 6 of the 9 modules and instructor approval. With Instructor approval, students may be allowed to begin their clinic hours earlier than the 7th module. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 30.0.</p>	



## MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program  
33 Weeks – 760 Hours, 48 Credits

V 1.0

The objective of the Medical Administrative Assistant program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-10 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

The Medical Administrative Assistant program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

Module Number	Module Title	Total Clock Hours	Total Quarter Credits
Module HCIN	Introduction to Healthcare Profession	80	6.0
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	200	6.0
<b>Program Totals:</b>		<b>760</b>	<b>48.0</b>

**Major Equipment:** Student Personal Computers, Student SVGA 14" Monitor, Student Printers, Vital Signs Kit

### MODULE HCIN - Introduction to the Healthcare Profession

**6.0 Quarter Credits**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: None

### Module A - Office Finance

**6.0 Quarter Credits**

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and identify 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 medical administrative assistant so that you can advance in your career. They also become familiar with essential medical terminology. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0

<b>Module B - Patient Processing and Assisting</b>	<b>6.0 Quarter Credits</b>
<p>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-10 codes. Students continue to build upon basic techniques of vital signs and study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn self-directed job search process by identifying their personal career objective. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0</p>	
<b>Module C - Medical Insurance</b>	<b>6.0 Quarter Credits</b>
<p>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 &amp; insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0</p>	
<b>Module D - Insurance Plans and Collections</b>	<b>6.0 Quarter Credits</b>
<p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0</p>	
<b>Module E - Office Procedures</b>	<b>6.0 Quarter Credits</b>
<p>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. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn self-directed job search by learning how to set their own career goals. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0</p>	
<b>Module F - Patient Care and Computerized Practice Management Procedures</b>	<b>6.0 Quarter Credits</b>
<p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping basic techniques for taking patients vital signs. Students study essential medical terminology, build on keyboarding and word processing skills, as well as skills to operate in an electronic health record, and learn self-directed job search process. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN Lecture Hours: 40.0; Lab Hours: 40.0</p>	
<b>Module X – Medical Administrative Assistant Externship</b>	<b>6.0 Quarter Credits</b>
<p>Upon successful completion of modules HCIN – F, students participate in a 200-hour externship at an approved facility. This course is 200 hours of supervised, practical in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisites: Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 200.0</p>	



**MEDICAL ASSISTANT**  
Diploma Program  
41 Weeks – 920 Hours, 60 Credits

V 2.0

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

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.

**Note:** Graduates from a Medical Assistant program that is accredited by either ABHES (Accrediting Bureau of Health Education Schools) or CAAHEP/MAERB (Commission on Accreditation of Allied Health Education Programs/Medical Assisting Education Review Board) are immediately eligible to sit for the RMA Exam (Registered Medical Assistant), CMA Exam (Certified Medical Assistant), NCMA Exam (National Certified Medical Assistant) and CCMA Exam (Certified Clinical Medical Assistant) exams. Candidates who pass the exam are considered Registered Medical Assistants (RMA), Certified Medical Assistants (CMA), National Certified Medical Assistants (NCMA), or Certified Clinical Medical Assistants (CCMA) depending on which certification exam they take.

Graduates of campuses where the Medical Assistant program is not accredited by either ABHES or CAAHEP/MAERB, but are institutionally accredited are immediately eligible to sit for the RMA Exam (Registered Medical Assistant), NCMA Exam (National Certified Medical Assistant) and CCMA Exam (Certified Clinical Medical Assistant) exams.

Course Number	Course Title	Clock Hours	Quarter Credit Units
Module HCIN	Introduction to the Healthcare Profession	80	6
Module A	Integumentary, Sensory Systems, Patient Care and Communication	80	6
Module B	Skeletal and Muscular System, Infection Control, Minor Office Surgery and Pharmacology	80	6
Module C	Digestive System, Nutrition, Financial Management and First Aid	80	6
Module D	Cardiopulmonary Systems, Vital Signs and Electrocardiography	80	6
Module E	Urinary, Blood, Lymphatic and Immune Systems with Laboratory Procedures	80	6
Module F	Pediatrics, Geriatrics, Endocrine and Reproductive Systems	80	6
Module G	Nervous System, Law and Ethics, Psychology and Therapeutic Procedures	80	6
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	80	6
Module X	Medical Assistant Diploma Program Externship	200	6
<b>Program Totals:</b>		<b>920</b>	<b>60</b>

**Major Equipment:** Actar D-fib CPR Trainer, Deluxe Nurse Training Baby, Male & Female, Intramuscular Injection Simulator, Heart Cutaway Model, Mr. Plain Skeleton, Reinforced Support, HeartStart AED Trainer FR2, Autoclave w/o Auto Door, Blood Pressure System, Macro w/ Wall Board, Blood Pressure Unit Standard Adult DLX, Exam Table Top, Shadow Grey, Hydrocollator, IV Pole Mobile 2 hooks with 4 caster base

**Module Descriptions**

Module descriptions include the module number, title, and synopsis, a listing of the lecture hours, laboratory hours, externship hours, and credit units.

**Module HCIN - Introduction to the Healthcare Profession****6.0 Quarter Credits**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: None

**Module A - Integumentary, Sensory and Nervous Systems, Patient Care and Communication****6 Quarter Credits**

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, and the integumentary system. Students will have an opportunity to perform front office skills related to records management, appointment scheduling, telephone screening, and processing mail. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students will transfer patients from a wheelchair, measure weight and height, perform eye screening tests, check vital signs, obtain blood samples, and prepare and administer injections. Students practice using an electronic health record. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN

**Module B - Muscular System, Infection Control, Minor Office Surgery and Pharmacology****6 Quarter Credits**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn the procedures for disinfecting and sterilizing medical office equipment, along with minor surgical procedures and wound care. Students learn how to calculate medication dosages and the principles and various methods of administering medication. Basic pharmacology concepts and terminology are studied, along with the uses, classification and effect of common medications and related federal regulations. 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 will practice using an electronic health record. Students demonstrate increasing speed and accuracy on the computer keyboard. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN

**Module C - Digestive System, Nutrition, Financial Management and First Aid****6 Quarter Credits**

Module C introduces students to the health care environment, office emergencies, and first aid. 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 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 demonstrate increasing speed and accuracy on the computer keyboard. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN

**Module D - Cardiopulmonary Systems, Vital Signs and Electrocardiography and CPR 6 Quarter Credits**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students 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 will practice using an electronic health record. Students demonstrate increasing speed and accuracy on the computer keyboard. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN

**Module E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory****Procedures****6 Quarter Credits**

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn the skills involved in organizing and writing a paper. Students will practice using an electronic health record. Students demonstrate increasing speed and accuracy on the computer keyboard. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN

**Module F – Endocrine, Skeletal and Reproductive Systems, Pediatrics and Geriatrics 6 Quarter Credits**

Module F covers anatomy, physiology, and functions of the endocrine and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development, including techniques for interacting with children. Technique for obtaining height and weight measurements, administering injections, obtaining urine samples, and checking vital signs in infants and children are discussed. 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 will practice using an electronic health record. Students demonstrate increasing speed and accuracy on the computer keyboard. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN

**Module G – Medical Law and Ethics, Psychology and Therapeutic Procedures****6 Quarter Credits**

Module G covers anatomy, physiology, and functions of the nervous system, along with medical terminology associated with this system. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. An introduction to the health care system and the medical office is given. 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. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students study and practice communication and listening skills. They explore patient expectations, personal boundaries, cultural influences, and how to establish caring relationships. Medical law and ethics in relation to health care are discussed including HIPPA, HITECH, and advance directives. 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 learn how to apply heat and cold applications and how to use ambulatory aids. Students will practice using an electronic health record. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN



**Module H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing**

**6 Quarter Credits**

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-10-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 into an electronic medical record, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN

**Module X - Medical Assistant Externship**

**6 Quarter Credits**

Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture Hours: 00 Lab Hours: 00 Hours. Other Hours: 200 Prerequisite: HCIN, Completion of Modules A-H



## MEDICAL INSURANCE BILLING AND CODING

Diploma Program  
33 Weeks – 760 Hours, 48 Credits

V 2.0

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

The objective of the Medical Insurance Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will learn diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding program is a 760 clock hour/48.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules. Students must first complete the Module HCIN and then continue in any sequence for the remaining six modules. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of all modules, students participate in an externship. This consists of 200 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Module Number	Module Title	Total Clock Hours	Total Quarter Credits
HCIN	Introduction to the Healthcare Profession	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBPC	MIBPC Practicum-OR-	200	6.0
MIBXT	MIBXT Externship	200	6.0
<b>Program Totals:</b>		<b>760</b>	<b>48.0</b>

**Major Equipment:** Windows 2010, Microsoft Office 2010, ClaimGear v.8.4.0, Devore Electronic Health Record for the Physician's Office with MedTrak Systems, Keyboarding Pro 6, Student Personal Computers (Pentiums with at least 256 MB memory, 8 GB HDD, CD ROM, Mouse), Student SVGA 14" Monitors, Student Printers: Instructor Personal Computer (Pentium with at least 256 MB Memory, 8 GB HDD, CD ROM, Mouse), Instructor Monitor

<p><b>HCIN – Introduction to the Healthcare Profession</b> <span style="float: right;"><b>6.0 Quarter Credits</b></span></p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: None</p>
<p><b>Module MIBCL – Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems</b> <span style="float: right;"><b>6.0 Quarter Credits</b></span></p> <p>This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new</p>

terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN Lecture Hours: 40 Lab Hours: 40

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

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

**Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology 6.0 Quarter Credits**

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICG-10 CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language

encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN Lecture Hours: 40 Lab Hours: 40

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

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM/PCS coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN Lecture Hours: 40 Lab Hours: 40

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

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN Lecture Hours: 40 Lab Hours: 40

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

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as

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

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

**Module MIBPC – MIBP Practicum**

**6.0 Quarter Credits**

Upon successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing and coding students participate in a 200-hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. An instructor or department chair evaluates students at 100 and 200 hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Practicum Hours: 00 Lab Hours: 00 Other Hours: 200

**Module MIBXT – MIBXT Externship**

**6.0 Quarter Credits**

Upon successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lecture Hours: 00 Lab Hours: 00 Other Hours: 200



**PHARMACY TECHNICIAN**  
 Diploma Program  
 33 weeks – 760 hours, 48 credits

V 1.0

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

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

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

The Pharmacy technician program is a total of 33 weeks in length including externship.

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

Module Code	Modular Title	Contact Hours	Quarter Credit Units
HCIN	Introduction to the Healthcare Profession	80	6.0
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory, Cardiovascular, Circulatory Systems, & Nuclear Oncology Pharmacy Practice	80	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System and Skeletal System	80	6.0
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
Module X	Pharmacy Clinical Externship	200	6.0
<b>Total</b>		<b>760</b>	<b>48.0</b>

**Major Equipment:** Skeleton, Head and Torso/removable organs, Computers, Class A prescription balance, Conical graduates, Anatomy and Physiology Charts, Laminar Flow Hood, Counter balance, Cylindrical graduates, Pharmaceutical weights set, Porcelain mortar and pestle, Glass mortar and pestle, Spatulas, X-ray view box, Digital thermometer, Blood pressure training arm, Patient stimulator manikin, Adult IV training Arm Kit

<p><b>Module HCIN – Introduction to the Healthcare Profession</b></p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: None</p>	<p><b>6.0 Quarter Credits</b></p>
<p><b>Module A – Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems</b></p> <p>This module is designed to provide the student with an overall understanding of medication administration, safety</p>	<p><b>6 Quarter Credits</b></p>

and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN. Lecture Hours: 40 Lab Hours: 40

**Module B – Aspects of Retail Pharmacy and Pharmacology of the Nervous System 6 Quarter Credits**

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous systems are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN. Lecture Hours: 40 Lab Hours: 40

**Module C – History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice 6 Quarter Credits**

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, cardiovascular, and circulatory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN. Lecture Hours: 40 Lab Hours: 40

**Module D – Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses 6 Quarter Credits**

This module infection control, mitigation of medication error and quality assurance practices in the 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. Also covered in this module are medications used for disorders of the eyes and ears. Students also learn about over-the-counter (OTC) alternative medication. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN. Lecture Hours: 40 Lab Hours: 40

**Module E – Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular and Skeletal System 6 Quarter Credits**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding enteral 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. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting is covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN. Lecture Hours: 40 Lab Hours: 40

**Module F – Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System 6 Quarter Credits**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV piggybacks, and the use of a heparin lock. Critical care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: HCIN. Lecture Hours: 40 Lab Hours: 40

**Module X – Pharmacy Clinical Externship****6 Quarter Credits**

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



## ASSOCIATE'S DEGREE PROGRAMS



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

V 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.

Course Code	Course	Associate Degree Quarter Credits
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS 1105	Strategies for Success	4.0
CGS 2060C	Computer Applications	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
<b>Choose courses to total 8.0 credits from the following options:</b>		
LIS 2004	Introduction to Internet Research	2.0
MAN 2031	Let's Talk Business	2.0
OST 2335	Business Communications	4.0
MTB 1103	Business Math	4.0
OST 1149L	Keyboarding*	2.0
CGS 2573C	Applied Spreadsheets	4.0
<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 Enterprise	4.0
BUL 2131	Applied Business Law	4.0
<b>Choose courses to total of 8.0 credits from the following options:</b>		
CGS 2573C	Applied Spreadsheets	4.0
FIN 1103	Finance	4.0
ACG 2178	Financial Statement Analysis	4.0
MAN 2021	Principles of Management	4.0
<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. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.



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

V 1.0

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

Course Code	Course	Associate Degree Quarter Credit Hours
<b>College Core Requirements</b>		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
CGS 2060C	Computer Applications	4.0
	<b>TOTAL MAJOR CORE CREDIT HOURS</b>	<b>10.0</b>
<b>Major Core Requirements</b>		
MAN 1030	Introduction to Business	4.0
MAN 2021	Principles of Management	4.0
APA 2111	Principles of Accounting I	4.0
BUL 2131	Applied Business Law	4.0
	Major Core Electives*	36.0
<b>Choose 8.0 units from the following:</b>		
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>
<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
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.



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

V 2.1

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, industry and government.

**Marketing (Concentration Courses May Be Available Only Online)**

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

**International Business (Concentration Courses May Be Available Only Online)**

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 Credits
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS 1105	Strategies for Success	4.0
CGS 2060C	Computer Applications	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
<b>Choose courses to total 4.0 credits from the following options:</b>		
OST 1149L	Keyboarding*	2.0
OST 2335	Business Communications	4.0
LIS 2004	Introduction to Internet Research	2.0
CGS 2501C	Applied Word Processing	4.0
CGS 2573C	Applied Spreadsheets	4.0
MTB 1103	Business Math	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>		<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS</b>		
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
BUL 2131	Applied Business Law	4.0
MAN 2300	Introduction to Human Resources	4.0
MAR 1011	Introduction to Marketing	4.0
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
MANP 2501	Capstone Experience	4.0
<b>And one of the following four concentrations:</b>		
<b>BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>		
FIN 1103	Finance	4.0
MAR 2305	Customer Relations and Servicing	4.0
<b>Choose two of the following courses:</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 CREDIT HOURS</b>			<b>48.0</b>
OR			
<b>MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Finance	4.0
SBM	2000	Small Business Management	4.0
MAN	2604	Introduction to International Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</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
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</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
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>48.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPCP	2300	Fundamentals of Interpersonal Communication	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>
<b>APPROVED ELECTIVE REQUIREMENT</b>			<b>8.0</b>
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.



## COMPUTER INFORMATION SCIENCE, ASSOCIATE IN SCIENCE DEGREE

24 Months – 96.0 Credit Units

V 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

The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry level programmer.

### Network Administration

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

### Web Design (Online Only)

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

Course Code	Course	Associate Degree Quarter Credit Hours
<b>College Core Requirements</b>		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
CGS 2060C	Computer Applications	4.0
<b>Choose one of following courses (students taking Web Design concentration must take Project Development and one of the other three choices):</b>		
CEN 1056C	Project Development	2.0
OST 1149L	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 2000C	Programming Concepts	4.0
COP 2505C	Fundamental Programming Techniques	4.0
CIS 2321	Introduction to the Systems Development Life Cycle	4.0
	Approved IT Electives**	8.0
<b>Choose one of the following two-course language sequences in Visual Basic or C++ or Java or C# (4.0 credits each).</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
	<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
<b>Choose one of the following two-course network management sequences in Security or Database or other approved IT electives (4.0 credits each).</b>		
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 2000C	Programming Concepts	4.0
COP 2505C	Fundamental Programming Techniques	4.0
CGS 1800C	Web Site Design Methodology	4.0
CGS 1821C	Web Content Development	4.0
COP 2840C	Content Generation – Scripting Languages	4.0
CGS 2820C	Web Authoring	4.0
CGS 2877C	Web Animation	4.0
GRA 2125C	Graphic Design Using Adobe Photoshop	4.0
CGS 2177C	E-Commerce Systems Administration	4.0
CGS 2910C	Web Design Portfolio Project	2.0
	Approved IT Electives**	8.0
	<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>

\*Course not offered online.

\*\*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, CNT, COP, CTS and CET prefixes).

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



## CRIMINAL JUSTICE, ASSOCIATE IN SCIENCE DEGREE

24 Months – 96.0 Credit Units

V 1.0

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

Course Code	Course	Associate Degree Quarter Credit Hours
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS	1105 Strategies for Success	4.0
SLS	1321 Career Skills and Portfolio Development	2.0
CGS	2060C 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>
<b>Students will take 12.0 credits from following courses:</b>		
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	2001 Principles of Sociology	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
SLS	1505 Basic Critical Thinking	2.0
AML	2000 Introduction to American Literature	4.0
EVS	1001 Environmental Science	4.0
<b>TOTAL GENERAL EDUCATION QUARTER CREDIT HOURS</b>		<b>34.0</b>

\*Course not offered online.



## PARALEGAL, ASSOCIATE IN SCIENCE DEGREE

24 Months – 96.0 Credit Units

V 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. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Code	Course	Associate Degree Quarter Credits
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS 2060C	Computer Applications	4.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
CGS 2501C	Applied Word Processing	4.0
	<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 Procedures	4.0
	<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>	<b>40.0</b>
<b>Students 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	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 2001	Principles of Sociology	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SLS 1505	Basic Critical Thinking	2.0
AML 2000	Introduction to American Literature	4.0
EVS 1001	Environmental Science	4.0
	<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. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.



## BACHELOR'S DEGREE PROGRAMS



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

V 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.

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 Credits
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS	1105	Strategies for Success	4.0
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development	2.0
<b>Choose courses to total 10.0 credits from the following options</b>			
LIS	2004	Introduction to Internet Research	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
MTB	1103	Business Math	4.0
OST	1149L	Keyboarding**	2.0
CGS	2573C	Applied Spreadsheets	4.0
<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
ACGP	4632	Auditing I	4.0
TAX	4001	Federal Taxation I	4.0
TAX	4011	Federal Taxation II	4.0
BUL	2131	Applied Business Law -OR-	4.0
BUL	3246	Business Law I* - OR-	
BUL	3247	Business Law II*	
TAX	2000	Tax Accounting	4.0
SLS	1354	Workplace Relationships	2.0
MAN	1030	Introduction to Business Enterprise	4.0
MAN	3554	Workplace Continuity and Planning	4.0
<b>Choose courses to total 8.0 credits from the following options:</b>			
CGS	2573C	Applied Spreadsheets	4.0
FIN	1103	Finance	4.0

ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
<b>TOTAL MAJOR CORE QUARTER CREDIT HOURS</b>			<b>90.0</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
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
AMH	2030	20 <sup>th</sup> Century American History	4.0
SYG	2001	Principles of Sociology	4.0
CPO	4003	Global Politics	4.0
SOP	4005	Social Psychology	4.0
STA	2014	Statistics	4.0
ENC	3211	Report Writing	4.0
<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. Students enrolled in this program online will take SPCP 2300 Fundamentals of Interpersonal Communication to satisfy this requirement.



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

V 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 Credits
<b>COLLEGE CORE</b>		
CGS 2060C	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	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 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
<b>Additional Major Core**</b>		<b>40.0</b>
<b>TOTAL MAJOR CORE CREDIT HOURS</b>		<b>92.0</b>
<b>GENERAL EDUCATION</b>		
SLSP 3130	Principles 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</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>ELECTIVE REQUIREMENT***</b>		<b>40.0</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>		<b>192.0</b>

\*This course is not offered online. Students enrolled in this program online will 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.

\*\*\*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 2001, SOP 4005, CPO 4003, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
  - may include: STA 2014

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.



**BUSINESS, BACHELOR OF SCIENCE DEGREE**  
48 Months – 192.0 Credit Units

V 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 (Concentration Courses May Be Available Only Online)**

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

**International Business (CONCENTRATION COURSES MAY BE AVAILABLE ONLY ONLINE)**

The Bachelor of Science 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 Credits
<b>COLLEGE CORE REQUIREMENTS</b>			
CGS	2060C	Computer Applications	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>			<b>4.0</b>
<b>MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS</b>			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
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 and Planning	4.0
MANP	4501	Applied Management Senior Capstone Experience	4.0
<b>And one of the following four concentrations:</b>			
<b>BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
FIN	1103	Finance	4.0
MAR	2305	Customer Relations and Servicing	4.0
FIN	3005	Principles of Finance	4.0
FIN	3501	Investments	4.0
MAR	3310	Public Relations	4.0
MAN	3344	Principles of Supervision	4.0
MAN	4701	Business Ethics	4.0
MAN	4764	Business Policy and Strategy	4.0

GEB	4361	Management of International Business	4.0
MAN	3100	Human Relations in Management	4.0
<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	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 Strategies	4.0
MAR	4613	Marketing Research	4.0
AR	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>
<b>GENERAL EDUCATION 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
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
SLSP	3130	Principles 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>
<b>APPROVED ELECTIVE REQUIREMENT</b>			<b>42.0</b>
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 enrolled in this program online will 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:

- Communications/Humanities
  - may include ENC 3211, AML 2000
- Social Sciences
  - may include SYG 2001, SOP 4005, CPO 4003, AMH 2030, POS 2041
- Mathematics and Science
  - may include: STA 2014



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

V 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. To ensure graduation with the minimum number of courses, students should choose the CIS Programming concentration for their lower division studies.

Course Code	Course	Bachelor's Degree Quarter Credits
<b>College Core Requirements</b>		
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development	2.0
CGS 2060C	Computer Applications	4.0
<b>Choose one of the following courses:</b>		
CEN 1056C	Project Development	2.0
OST 1149L	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>
<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 2000C	Programming Concepts	4.0
COP 2505C	Fundamental Programming Techniques	4.0
CIS 2321	Introduction to the Systems Development Life Cycle	4.0
<b>Approved IT Electives***</b>		<b>8.0</b>
<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 – System 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>
<b>Approved Electives</b>		<b>32.0</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. 8.0 credits of the Approved Electives must be upper-division courses.

<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
SYG 2001	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 4003	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. Students enrolled in this program online will 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).



## CRIMINAL JUSTICE, BACHELOR OF SCIENCE DEGREE

48 Months – 192.0 Credit Units

V 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 Credits
<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 Interrogations	4.0
DSC 2002	Introduction to Terrorism	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 3450	Criminal Justice Management	4.0
CCJ 4656	Gang Activity and Drug Operations	4.0
CCJ 3334	Alternatives to Incarceration	4.0
DSC 3214	Catastrophic Event Response Planning	4.0
CJE 4668	Computer Crime	4.0
CJL 3215	Concepts of Criminal Law	4.0
CCJP 4400	Criminal Justice Senior Capstone Experience	4.0
CCJ 3670	Women, Crime, and Criminal Justice	4.0
CCJ 3666	Victimology	4.0
CCJ 4054	Criminal Justice Ethics and Liability	4.0
CCJ 4129	Cultural Diversity for Criminal Justice Professionals	4.0
CCJ 4127	Criminal Justice in the Community --OR--	4.0
CCJ 4940	Criminal Justice Externship*	
SCC 3004	Private Investigation I	4.0
CCJ 3644	Methodology of Economic Crimes	4.0
	<b>TOTAL MAJOR CORE CREDIT HOURS:</b>	<b>92.0</b>
<b>GENERAL EDUCATION</b>		
SLSP 3130	Principles 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>

\*This course is not offered online. Students enrolled in this program online may take CCJ 4127 Criminal Justice in the Community to satisfy this requirement.

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

\*\*\*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 2001, SOP 4005, CPO 4003, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
  - may include: STA 2014

**Associate’s Degree Transfer Students:** Students who enroll with an approved Associate’s 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 5 - 4.0 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 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.

**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.

**CONCENTRATION IN INVESTIGATIONS**

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

- *These courses may be available only online.*

CJE 2678	Crime Scene Dynamics I	4.0
CJE 2679	Crime Scene Dynamics II	4.0
CJE 2673	Graphics and Documentation I	4.0
CJE 2602	Graphics and Documentation II	4.0
CJE 2690	Technology Crimes I	4.0
CJE 2691	Technology Crimes II	4.0
CJE 2676	Biological Evidence I	4.0
	<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 and Criminal Justice	4.0
DSC 1030	Tactical Communications	4.0
DSC 1011	Domestic & International Terrorism I	4.0
SCC 1102	Business & Ethics for Security Specialists	4.0
DSC 2210	Emergency Planning & Security Measures I	4.0
DSC 2008	Security: Principles, Planning & Procedures I	4.0

DSC 2812	Information Technology Security I	4.0
	<b>TOTAL</b>	<b>28.0</b>

**MASTER OF SCIENCE IN CRIMINAL JUSTICE BRIDGE PROGRAM**

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

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

An articulation of course equivalents ensures that prerequisite requirements are met. Students are assigned faculty advisors to facilitate entrance into the program. Upon completion of the baccalaureate degree and successful completion of the Bridge Program, students will be granted advanced placement within the Masters of Science Program.

Bridge Program - Replace following BS coursework with related MS Coursework

<b>Criminal Justice BS Core</b>		
CCJ3666	Victimology	4.0
CCJ4054	Criminal Justice Ethics and Liability	4.0
CCJ3670	Women, Crime, and Criminal Justice	4.0
<b>MS Bridge Courses</b>		
CCJ5665	Victimology	4.0
CCJ5489	Ethics in Criminal Justice	4.0
CCJ5672	Women, Crime, and Criminal Justice	4.0



**PARALEGAL, BACHELOR OF SCIENCE DEGREE**  
48 months – 192 Credit Units

V 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 Credits
<b>MAJOR CORE</b>		
<b>Lower division</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 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>
<b>Upper division</b>		
PLA 3115	Legal Research and Writing III	4.0
PLA 3570	International Law	4.0
PLA 4473	Worker's Compensation and Employment 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
PLA 2483	Administrative Law	4.0
PLAP 3210	Elder Law	4.0
PLA 4470	Employment Law	4.0
CJL 3215	Concepts of Criminal Law	4.0
CCJ 4054	Criminal Justice Ethics and Liability	4.0
CCJ 4129	Cultural Diversity for Criminal Justice Professionals	4.0
SCC 3004	Private Investigations I OR	4.0
PLA 2940	Paralegal 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 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:			24.0
<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 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:</b>			<b>192.0</b>

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

\*\*Not offered online.

\*\*\*General Education Requirements: To include a minimum of 5 4.0 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 ENC 3211, AML 2000
- Social Sciences
  - may include SYG 2001, SOP 4005, CPO 4003, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
  - may include: STA 2014

**Associate's Degree Transfer Students:** Students who enroll with an approved Associate's 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 5 - 4.0 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 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.

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

## MASTER'S DEGREE PROGRAMS

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

### ADMISSIONS REQUIREMENTS

#### GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

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

#### Prerequisite Requirements for Graduate Programs

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

#### Graduate Categories of Enrollment

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

#### Regular Graduate Students

Applicants must have achieved a cumulative grade point average of not less than 3.0 for all undergraduate upper-level division work; or must score not less than 470 on the Graduate Management Admission Test (GMAT); or must achieve a comparable score on the Graduate Record Examination (GRE) to become a candidate for a master's degree.

#### Provisional Graduate Students

Applicants who do not meet the requirements to be classified as a Regular Graduate Student may enroll and matriculate as a Provisional Graduate Student by having achieved a grade point average of not less than 2.0 for all undergraduate upper division work. The provisional status will remain in effect until the student has earned a score of not less than 470 on the GMAT, a comparable score on the GRE, or has satisfactorily completed 16.0 credits of graduate course work at the University with a grade point average that meets the minimum standards of progress for the graduate program.

#### INTERNATIONAL GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

International students must meet all admission requirements as stated in the school catalog. Campuses may not admit international students without an I-17 Petition approved through the Student and Exchange Visitor Program (SEVP).

Additionally, international students must:

- Applicants must have successfully completed a bachelor's degree program from an accredited college or university or the equivalent of a U.S. bachelor's degree if the degree was earned from a foreign institution. 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). Official transcripts must be provided.
- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Provide proof of English proficiency (if the student's first language is not English, an official test score on an approved English proficiency test is required).

- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  - a. Bank letter verifying student's available funds (self-sponsoring).
  - b. Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  - c. Form I-134 if sponsor is not a citizen or legal permanent resident of the U.S.
  - d. If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours; for graduate students at least 8 quarter credit hours; for Intensive English students and modular program students, at least 18 clock hours of attendance per week).
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee to the Department of Homeland Security.
- International students must meet the same programmatic entrance requirements as domestic students.

**Note:** M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

**Refugees and Asylees** - Refugees and asylees must provide documentation of their refugee/asylee status (e.g., confirmation of USCIS receipt of Form I-589, I-94, etc.), meet the general admission requirements, and provide proof of English proficiency prior to admission.

**Online Students** - Foreign students who apply for an online program and who intend to complete their studies without entering the United States must meet the general admission requirements and provide proof of English proficiency prior to admission.

**Undocumented Resident Aliens** - Undocumented resident aliens who graduated from a United States high school are not considered international students for purposes of this policy, and may be admitted as cash paying students provided that they meet all admission requirements.

**English Proficiency**

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:

- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for graduate programs are the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System Exam (IELTS), and the English Language School Center (ELS) test. The required passing score on each test is as follows:

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

**Note: Intensive English Studies Students** - Students lacking the required English proficiency may be admitted and enrolled in the appropriate Intensive English course as stated in the school catalog so long as all other international admission requirements are met. Such students must successfully complete the Intensive English course.

**ONLINE COURSE REQUIREMENTS**

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



### **Windows Systems**

Windows 7, 8, XP, or Vista  
56K modem or higher  
Sound Cards & Speakers  
Firefox, Chrome, or Microsoft Internet Explorer 10 and 11

### **Mac Systems**

Mac OS X 10.7 or higher (in classic mode)  
56K modem or higher  
Sound Cards & Speakers  
Safari, Chrome, Firefox

In addition, students taking online courses must:

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

## **ACADEMIC POLICIES**

### **DIRECTED STUDY**

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

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE PROGRAMS**

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

### **SAP Advising**

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term, if the student is at risk of falling below the required academic standards (CGPA, ROP, or MTF) for his or her program. During the SAP advising period, the student is eligible for financial aid. Academic advising will be documented using the Academic Advising Form. The form shall be kept in the student's academic file.

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

- Students must receive the notification by the third (3) business day of the subsequent module; and for linear programs, notifications must be received by the first day of the term.
- Must be advised within ten (10) calendar days after the module start. The (10) calendar days should exclude schedule breaks and Holidays.

### **Financial Aid Warning**

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

### **Notification of Financial Aid Warning**

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:

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

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.**

- For modular programs:
  - Students must receive the notification by the third (3) business day of the next module; and
  - Must be advised within ten (10) calendar days after the module start.

### **Financial Aid Probation**

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification for modular programs and within seven (7) calendar days for linear programs in accordance with the Academic Appeals Policy.

### **Notification of Financial Aid Probation**

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

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

### **Academic Progress Plan**

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

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

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

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

### **Evaluation of Progress**

At the end of each evaluation period encompassed by the APP, the student will meet with the Academic Dean/Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the first (1<sup>st</sup>) calendar day of the module or term.

### **SAP Advising or SAP Met Status**

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

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

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

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

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

### **SAP Not Met Status and/or Dismissal**

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

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

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

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

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

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

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

### **SAP Re-Entry**

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

### **Satisfactory Academic Progress Requirements**

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

### **Rate of Progress Toward Completion**

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

### **Maximum Time Frame to Complete**

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

## Satisfactory Academic Progress Table for Graduate Programs

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

### Satisfactory Academic Progress (SAP) Violation Appeals

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs and
- Sixth calendar day of the subsequent term (by the fourteenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Progress Plan (see Satisfactory Academic Progress and Retaking Coursework Policy).

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

### Student Academic Appeals Policy

A student may submit an appeal based on one of three adverse determinations:

- Attendance policy violation
- Satisfactory Academic Progress (SAP) violation or
- Final grade(s).

Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination.

Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:

- Specific academic decision at issue and
- Resolution sought by the student.

A SAP or Attendance violation appeal must include an explanation of the circumstances that:

- Led to the violation and
- Will improve achievement going forward.

For a final grade appeal, the student will include the informal steps taken to address the disagreement.

Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.

The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

### TRANSFER CREDITS

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

#### Maximum Transfer Credits Accepted

A student attempting to transfer a graduate-level course from another accredited institution must provide evidence that the course is related in content to the program of study at the school. The school will accept no more than 24.0 graduate-level hours in transfer, and no graduate-level course may be transferred in which the student received a grade below a "B."

## Requirements for Graduation

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

## TUITION, FEES AND FINANCIAL AID

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 8 credits per quarter for graduate programs. MBA students taking undergraduate courses as pre-requisites for graduate-level courses are ineligible to receive Title IV funding for those courses. Additional tuition and fee information may be found in "Tuition and Fees" section of the catalog. Additional Financial Aid information may be found in the "Financial Information" section of the catalog.

## DEGREE OBJECTIVES AND PROGRAM OUTLINE



### Business Administration, Master of Business Administration Degree 56.0 Credit Units

V 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, International Business (Online Only) or General Management.

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

Prerequisite foundation work may be required before selected higher-level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses. Previous coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement following review of official transcripts. Course descriptions for the undergraduate courses in the table below may be found in the Course Descriptions - Undergraduate Degree Programs section that begins on page 87. Undergraduate courses are those that have a Course Level Code of "4" or below. Undergraduate courses may not be taken as an elective as part of the Master of Business Administration Degree program.

Course Code	Course	Quarter Credit Hours
<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.

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 QUARTER CREDIT HOURS</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 QUARTER CREDIT HOURS</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 DESCRIPTIONS

Refer to the Florida Statewide Course Numbering System section on page 86 for an explanation of the course codes.

<p><b>ACG5027 - Financial Accounting</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG5216 - Advanced Accounting Topics</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG5405 - Accounting Information Systems</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG5516 - Governmental Accounting</b></p> <p>An introduction to the fund-based theory and practice of accounting as applied to governmental entities and not-for-profit organizations. Prerequisites: ACG3123 or equivalent Lecture Hours: 40; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG5647 - Auditing II</b></p> <p>A continuation of ACGP4632. Advanced study of auditing in an EDP environment. Planning, evaluation of internal controls, use of computer audit techniques, statistical sampling, documentation, and communication of audit findings will be emphasized. Prerequisites: ACG3123 or equivalent Lecture Hours: 40; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>APA 2111 – Principles of Accounting I</b></p> <p>Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0</p>	<p><b>4 Quarter Credits</b></p>
<p><b>APA 2121 – Principles of Accounting II</b></p> <p>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. Prerequisite: APA 2111. Lecture Hours: 40 Lab Hours: 0</p>	<p><b>4 Quarter Credits</b></p>
<p><b>ECO3007 – Macroeconomics</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ECO3028 – Microeconomics</b></p> <p>This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ECO5010 - Economic Analysis of the Firm</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ECO5709 - International Economic Systems</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>

<b>ECP5705 - Managerial Economics</b>	<b>4.0 Quarter Credits</b>
A comprehensive examination of microeconomic data employed in management analysis and decision rendering. Prerequisites: ECO3028 or ECO3007 or ECO5010 or equivalent Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>FIN5609 - International Finance</b>	<b>4.0 Quarter Credits</b>
A study of the international dimensions of finance on both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, cost of capital, financial structure, and capital budgeting for foreign projects. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>FIN6409 - Financial Management</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>ISM5026 - Management Information Systems</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN5066 - Managerial Ethics</b>	<b>4.0 Quarter Credits</b>
This course offers a comprehensive, integrated approach to business ethics which incorporates the principles of critical and ethical thinking and applies them to selected case studies. The course addresses ethics from the management, social, economic, and legal perspectives. An objective method of ethical analysis is emphasized for managerial decision making. The course provides a conceptual, systematic and practical study of ethics in business with an emphasis on the moral responsibilities of managers and organizations. Prerequisites: None. Lecture Hours: 40, Lab Hours: 0, Other Hours: 0	
<b>MAN5140 - Managerial Decision Making</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN5245 - Organizational Behavior</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN5266 - Management of Professionals</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN5285 - Organizational Development and Change</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN5355 - Managerial Assessment and Development</b>	<b>4.0 Quarter Credits</b>
Foundations of measurement of managerial performance and development. Analysis of research in competence, style, ratings, and performance. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MAN5601 - International Business</b>	<b>4.0 Quarter Credits</b>
An analysis of the managerial aspects of business administration from an international perspective, including organization, production, human resources, technology, finance, marketing, accounting, capital markets, and the latest trends and strategies in global operations. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	



<b>MAN5910 - Business Research</b>	<b>4.0 Quarter Credits</b>
An in-depth study of business research methods and practices vital to the business professional. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MAN6307 - Management of Human Resources</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN6721 - Business Policy and Strategy</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAR5153 - International Marketing</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAR5805 - Marketing Management</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>QMB5305 - Statistics for Managers</b>	<b>4.0 Quarter Credits</b>
A comprehensive introduction to statistical and quantitative business methods in decision making. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>QMB5355 - Quantitative Methods</b>	<b>4.0 Quarter Credits</b>
Quantitative methods theory and problems relating to business and industry in supporting administrative decision making. Prerequisites: QMB5305 or equivalent Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>STA2014 – Statistics</b>	<b>4.0 Quarter Credits</b>
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisites: MAT1033 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>TAX6065 - Tax Research and Planning</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	

## FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

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

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

### EXAMPLE OF COURSE IDENTIFIER

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
<b>ENC</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

### GENERAL RULE FOR COURSE EQUIVALENCIES

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exceptions to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### THE COURSE PREFIX

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

### AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

Section 1007.24(7), Florida Statutes, states:

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

#### **EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- a. Courses not offered by the receiving institution.
- b. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- c. Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- d. Applied academics for adult education courses.
- e. Graduate courses.
- f. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- g. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

#### **COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS**

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

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to **Tinamarie Aguilar in the Transfer Center (877) 727-0058** in the **Zenith Education Group Corporate office located at 5 Hutton Centre Drive, Suite 500, Santa Ana, CA 92707** or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

## COURSE DESCRIPTIONS – ASSOCIATE’S & BACHELOR’S DEGREE PROGRAMS

<p><b>ACG2021 - Introduction to Corporate Accounting</b></p> <p>This course defines financial accounting objectives and their relationship to business. Students learn about the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisites: APA2121 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG 2178 – Financial Statement Analysis</b></p> <p>The basics of financial statement analysis in directing a firm’s operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0</p>	<p><b>4 Quarter Credits</b></p>
<p><b>ACG2551 - Non-Profit Accounting</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG3073 - Accounting for Managers</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG3103 - Intermediate Accounting I</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG3113 - Intermediate Accounting II</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG3123 - Intermediate Accounting III</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG3341 - Cost Accounting I</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG3351 - Cost Accounting II</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACG4201 - Consolidation Accounting</b></p> <p>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: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACGP4632 - Auditing I</b></p> <p>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; Lab Hours: 0; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>ACO1806 - Payroll Accounting</b></p> <p>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; Lab Hours: 20; Other Hours: 0</p>	<p><b>4.0 Quarter Credits</b></p>

<b>AMH2030 - 20<sup>th</sup> Century American History</b>	<b>4.0 Quarter Credits</b>
A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20 <sup>th</sup> 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; Lab Hours: 0; Other Hours: 0	
<b>AML2000 - Introduction to American Literature</b>	<b>4.0 Quarter Credits</b>
This course concentrates on the major writers of modern American literature. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>APA 2111 – Principles of Accounting I</b>	<b>4 Quarter Credits</b>
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0	
<b>APA 2121 – Principles of Accounting II</b>	<b>4 Quarter Credits</b>
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. Prerequisite: APA 2111. Lecture Hours: 40 Lab Hours: 0	
<b>APA2141 - Computerized Accounting</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>APA2161 - Introductory Cost/Managerial Accounting</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>BSC2080 - Anatomy and Physiology of Body Systems</b>	<b>4.0 Quarter Credits</b>
This course is the study of basic anatomy and physiology for the student who is preparing for a career in the health sciences. This course will provide the background science information needed for an understanding of anatomy and physiology. The content of this class begins with a description of a single cell and progresses through the various organ systems. Prerequisites: HSC1527 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>BUL2131 - Applied Business Law</b>	<b>4.0 Quarter Credits</b>
This course provides students with essential information specific to the nature of law and the functions of the judicial system within a business environment. Students will examine and review the legal characteristics of sole proprietorships, partnerships, and corporations. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>BUL2261 – International Business Law</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>BUL3246 - Business Law I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>BUL3247 - Business Law II</b>	<b>4.0 Quarter Credits</b>
A study of the basic laws concerning bailments, sales, credit instruments, negotiable instruments, insurance, and Uniform Commercial Code. Prerequisites: BUL3246 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CCJ1017 – Criminology</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CCJ1020 - Introduction to Criminal Justice</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	

<b>CCJ1910 - Career Choices in Criminal Justice</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CCJ2358 - Criminal Justice Communications</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CCJ2501 - Juvenile Justice</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CCJ2679 - Introduction to Victims Advocacy</b>	<b>4.0 Quarter Credits</b>
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 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CCJ2943 - Current Issues in Criminal Justice</b>	<b>4.0 Quarter Credits</b>
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CCJ3334 - Alternatives to Incarceration</b>	<b>4.0 Quarter Credits</b>
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CCJ3450 - Criminal Justice Management</b>	<b>4.0 Quarter Credits</b>
An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CCJ3644 - Methodology of Economic Crimes</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CCJ3666 – Victimology</b>	<b>4.0 Quarter Credits</b>
This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization. Prerequisites: CCJ1020. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CCJ3670 - Women, Crime, and Criminal Justice</b>	<b>4.0 Quarter Credits</b>
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered. Prerequisites: CCJ1020. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CCJ4054 - Criminal Justice Ethics and Liability</b>	<b>4.0 Quarter Credits</b>
The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored. Prerequisites: CCJ1020. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CCJ4127 - Criminal Justice in the Community</b>	<b>4.0 Quarter Credits</b>
This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CCJ4129 - Cultural Diversity for Criminal Justice Professional</b>	<b>4.0 Quarter Credits</b>
This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisites: CCJ1020 (PLA1003 for Paralegal major) Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	

<b>CCJ4656 - Gang Activity and Drug Operations</b>	<b>4.0 Quarter Credits</b>
This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking. Prerequisites: CCJ1020 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CCJ5489 - Ethics in Criminal Justice</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CCJ5665 - Victimology</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CCJ5672 - Women, Crime, and Criminal Justice</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CCJP2288 - Spanish for the Criminal Justice Professional</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CCJP4400 - Criminal Justice Senior Capstone Experience</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CCJP4550 - Criminal Justice Externship</b>	<b>4.0 Quarter Credits</b>
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 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: 0; Lab Hours: 0; Other Hours: 120	
<b>CEN1056 - Project Development</b>	<b>2.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CENP2345C - Network Security</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>CENP2420C - Implementing and Administering Databases</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	

<b>CENP2450C - Database Design</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>CET 1605C – Network Routing I</b>	<b>4 Quarter Credits</b>
This course introduces the knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network using Cisco hardware. The course includes topics on the operation of IP data networks, LAN switching technologies, IPv6, IP routing technologies, IP services, network device security, and basic troubleshooting. Prerequisite: CNT 1003C. Lecture Hours: 30 Lab Hours: 20	
<b>CET 2607C – Network Routing II</b>	<b>4 Quarter Credits</b>
This course expands upon the topics covered in Network Routing I, enhancing the student's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium size enterprise branch network. The course includes topics on LAN switching technologies, IP routing technologies, IP services, troubleshooting, and WAN technologies. Prerequisite: CET 1605C. Lecture Hours: 30 Lab Hours: 20	
<b>CGS 1280C – Computer Hardware Concepts</b>	<b>4 Quarter Credits</b>
In this course, students will be introduced to a variety of hardware components and their related functions in personal devices (desktops, laptops, tablets, mobile devices). Topics discussed in the course include diagnosing, troubleshooting, installing and repairing hardware, network connection, and associated devices. By the end of this course, students will be able to demonstrate how to connect and trouble shoot external devices, explain the functions of different hardware platforms and operating system software, describe various processor types, optimize a PC's performance with the correct RAM choice, support various peripherals through hardware and software diagnostics, and maintain the local area network hardware. This course also provides preparation for the hardware content of the CompTIA A+ certification. Prerequisite: None. Lecture Hours: 30 Lab Hours: 20	
<b>CGS 2060C - Computer Applications</b>	<b>4.0 Quarter Credits</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisites: None Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CGS 2501C – Applied Word Processing</b>	<b>4 Quarter Credits</b>
This course introduces students to word processing programs. Students will explore a word processing program and practice creating documents for academic and business settings. While creating these documents, students will perform various tasks within the word processing program, helping them to become comfortable using the program. Prerequisite: CGS 2060C. Lecture Hours: 30 Lab Hours: 20	
<b>CGS2573C - Applied Spreadsheets</b>	<b>4.0 Quarter Credits</b>
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisites: CGS2060C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CIS 2252 Ethics in Computing</b>	<b>4 Quarter Credits</b>
This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2060C Lecture hours: 40 hours. Lab hours: 0.	
<b>CIS2321 - Introduction to the Systems Development Life Cycle</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CIS3303C - Object-Oriented Analysis and Design</b>	<b>4.0 Quarter Credits</b>
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 COP2280C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CIS3345 - Database Concepts I</b>	<b>4.0 Quarter Credits</b>
This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed. Prerequisites: CIS2321 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	



<b>CIS3615 - Designing Secure Software</b>	<b>4.0 Quarter Credits</b>
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: CIS3303C and COP2171C or COP2228C or COPP2281C or COP2805C Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CIS4328C - Senior Project: Systems Implementation and Integration</b>	<b>4.0 Quarter Credits</b>
This course is one 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; Lab Hours: 20; Other Hours: 0	
<b>CIS 4329C Senior Project: Systems Analysis &amp; Design</b>	<b>4 Quarter Credits</b>
This course is one of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Prerequisites: CIS 3303C and Senior Standing. Lecture hours: 30. Lab hours: 20.	
<b>CISP2475C - Designing Network Security</b>	<b>4.0 Quarter Credits</b>
This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lecture and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisites: CTS2303C, CTS2383C, CNT2400C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CISP2475C - Designing Network Security</b>	<b>4.0 Quarter Credits</b>
Designed to provide opportunities through reading, lectures, discussions, and exercises for students to improve their proficiency as information technology professionals. Course may be repeated, but students may not take the same topic more than once. Prerequisite: Approval of Program Director. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
<b>CJC2000 - Introduction to Corrections</b>	<b>4.0 Quarter Credits</b>
This course will provide 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; Lab Hours: 0; Other Hours: 0	
<b>CJE1600 - Criminal Investigations</b>	<b>4.0 Quarter Credits</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CJE 1770 – Crime Scene Photography II</b>	<b>4 Quarter Credits</b>
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 be able to comprehend fundamental concepts of general camera use. The students will also be able to apply photography concepts and practical applications to vehicular accidents, vehicle examinations, and crimes against property. Prerequisite: None Lecture Hours: 40 Lab Hours: 0	
<b>CJE 1772 – Crime Scene Photography II</b>	<b>4 Quarter Credits</b>
Upon successful completion of the course, the students will be able to understand the basic theory behind crime scene photography. Students will be able to properly photograph bodies and wounds. They will understand the use of ALS photography and the issues involved with special photographic situations. The students will also gain a basic understanding of the legal issues involved with digital imaging as well as the underlying theory behind macro/comparative photography. Prerequisite: CCJ 1020 Lecture Hours: 40 Lab Hour: 0	
<b>CJE2100 - Policing in America</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	

<b>CJE2580 - Introduction to Interviews and Interrogations</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJE2602 - Graphics and Documentation II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJE2678 - Crime Scene Dynamics I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJE2670 - Introduction to Forensics</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJE2673 - Graphics and Documentation I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJE2676 - Biological Evidence I</b>	<b>4.0 Quarter Credits</b>
This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CJE2679 - Crime Scene Dynamics II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJE2690 - Technology Crimes I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJE2691 - Technology Crimes II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJE4668 - Computer Crime</b>	<b>4.0 Quarter Credits</b>
This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance. Prerequisites: CCJ1020 (or CGS2060C for non-Criminal Justice majors). Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	

<b>CJL1100 - Civil and Criminal Justice</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJL2130 - Criminal Evidence</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJL2134 - Criminal Procedure and the Constitution</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJL 3138 - Theoretical Aspects of Conspiracy Investigations</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CJL3215 - Concepts of Criminal Law</b>	<b>4.0 Quarter Credits</b>
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. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>CNT1003C - Computer Networking Fundamentals</b>	<b>4.0 Quarter Credits</b>
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisites: None. Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CNT2400C - Network Security Fundamentals</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>COP 2000C – Programming Concepts</b>	<b>4 Quarter Credits</b>
This course provides the student with an introduction to the fundamentals of computer programming and program design. Students are introduced to structured and object-oriented programming concepts in a language independent manner. Students will explore basic programming terminology and concepts, specific control structures, and object oriented design. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0	
<b>COP2170C - Computer Programming - Visual Basic I</b>	<b>4.0 Quarter Credits</b>
This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisites: COP2505C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>COP2171C - Computer Programming - Visual Basic II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>COP2224C - Computer Programming - C++ I</b>	<b>4.0 Quarter Credits</b>
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisites: COP2505C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	

<b>COP2228C - Computer Programming - C++ II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>COP2250C - Computer Programming - Java I</b>	<b>4.0 Quarter Credits</b>
This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisites: COP2505C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>COP2505C - Fundamental Programming Techniques</b>	<b>4.0 Quarter Credits</b>
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudo code, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisites: COP2000C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>COP2805C - Programming Languages - Java II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>COP3764C - Structured Query Language</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>COP4724C - Database Application Development</b>	<b>4.0 Quarter Credits</b>
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 COP2281C or COP2171C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>COPP2280C - Computer Programming – C# I</b>	<b>4.0 Quarter Credits</b>
This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Prerequisites: COP2505C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>COPP2281C - Computer Programming – C# II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>CPO4003 - Global Politics</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>CTS1110C - Computer Operating Systems</b>	<b>4.0 Quarter Credits</b>
This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisites: None Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CTS1327C - Network Operating Systems – Client</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>CTS1334C - Network Operating Systems – Server</b>	<b>4.0 Quarter Credits</b>
This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisites: CNT1003C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	

<b>CTS2303C - Network Directory Services</b>	<b>4.0 Quarter Credits</b>
This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisites: CNT1003C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CTS2321C - Linux Administration</b>	<b>4.0 Quarter Credits</b>
This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs. Prerequisite: none. Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CTS2304C - Network Directory Design</b>	<b>4.0 Quarter Credits</b>
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: CTS2303C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CTS2313C - Internet Security and Acceleration Server</b>	<b>4.0 Quarter Credits</b>
This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection. Prerequisite: CTS 1334C. Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CTS2330C - Implementing and Supporting Email Services</b>	<b>4.0 Quarter Credits</b>
This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software. Prerequisite: CTS 1334C. Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CTS2383C - Network Management</b>	<b>4.0 Quarter Credits</b>
Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisites: CTS2303C, CTS2386C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CTS2386C - Network Infrastructure</b>	<b>4.0 Quarter Credits</b>
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisites: CNT1003C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>CTS4107 - Survey of Operating Systems</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>DSC1011 - Domestic and International Terrorism I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>DSC1030 - Tactical Communications</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>DSC2002 - Introduction to Terrorism</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	

<b>DSC2008 - Security: Principles, Planning and Procedures I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>DSC2210 - Emergency Planning and Security Measures I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>DSC2812 - Information Technology Security I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>DSC3214 - Catastrophic Event Response Planning</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>ECO3007 - Macroeconomics</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>ECO3028 - Microeconomics</b>	<b>4.0 Quarter Credits</b>
This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>ECOP1021 - General Economics</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>ENC1101 - Composition I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>ENC1102 - Composition II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>ENC3211 - Report Writing</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>EVS1001 - Environmental Science</b>	<b>4.0 Quarter Credits</b>
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	

<b>FIN 1103 - Finance</b>	<b>4 Quarter Credits</b>
The Introduction to Finance course explores the significant principles involved in personal finance and the manner in which finance is connected to decision-making throughout life. The real-world applicability and career-impacting decisions of personal and business finance will be explored. Specific concepts related to financial planning will be introduced, including; insurance, banking, credit, and investments. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0. Other Hours: 0.	
<b>FIN3005 - Principles of Finance</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>FIN3501 – Investments</b>	<b>4.0 Quarter Credits</b>
This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>FIN4602 - International Business and Finance</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>GEB2353 - International Competitiveness</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>GEB4352 - International and Comparative Industrial Relations</b>	<b>4.0 Quarter Credits</b>
This course examines the various aspects of globalization, acquiring, and operating a small business or corporation in a global environment. It is a comprehensive discussion of problems encountered by businesses. A study of global management principles and procedures provides methods of resolving these problems. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>GEB4361 - Management of International Business</b>	<b>4.0 Quarter Credits</b>
This course is a study of the characteristics, operation, and function of business in the global market. 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; Lab Hours: 0; Other Hours: 0	
<b>GEB4363 – Import/Export Management</b>	<b>4.0 Quarter Credits</b>
This course covers the functions and range of traffic management services performed by freight forwarders; examines the 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; Lab Hours: 0; Other Hours: 0	
<b>HIM1222C - Introduction to ICD-9 Coding</b>	<b>4.0 Quarter Credits</b>
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: HSC1529, BSC2080. May be taken with co-requisite of HSC1529. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>HIM1253 - Introduction to CPT Coding</b>	<b>4.0 Quarter Credits</b>
This course will cover the basic guidelines and coding conventions in CPT. This course will focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of procedure codes and associated modifiers. Prerequisites: HSC1527, HSC1529, BSC2080. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>HIM2255 - Advanced CPT Coding</b>	<b>4.0 Quarter Credits</b>
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: HIM1253 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	

<b>HIM2260C - Introduction to Hospital Billing</b>	<b>4.0 Quarter Credits</b>
This course will cover the hospital-billing environment, including the completion of the UB-04 claim form using the software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-04 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. ICD-10 procedural coding and prospective payment systems are introduced. Prerequisites: HIM1222C, HIM2272 Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>HIM2272 - Medical Insurance Billing</b>	<b>4.0 Quarter Credits</b>
This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisites: HSC1527 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>HIM2273 - Third Party Payers</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>HIM2278C - Medical Finance and Insurance</b>	<b>4.0 Quarter Credits</b>
This course will train the student in the major medical insurances and claims forms processing. It will include information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping, and bank-keeping procedures will be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Students will be exposed to Electronic Health Records software applications used within the healthcare setting in both ambulatory and hospital environments. Prerequisites: HIM2272; Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>HIM2283 - Abstract Case Coding</b>	<b>2.0 Quarter Credits</b>
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: HIM2255. Lecture Hours: 20; Lab Hours: 0; Other Hours: 0	
<b>HIM2326C - Computer Applications for MIBC</b>	<b>4.0 Quarter Credits</b>
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 work directly with the software for billing and coding of patient encounters for both ambulatory and inpatient hospital environments. Other medical software may be introduced. Prerequisites: CGS2060C Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>HIM2512 - Medical Office Management and Compliance</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>HSA1550 - Medical Law and Ethics</b>	<b>2.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>HSC1529 - Diseases of the Human Body</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>HSC1527 - Medical Terminology</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	



<b>LIS2004 - Introduction to Internet Research</b>	<b>2.0 Quarter Credits</b>
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; Other Hours: 0	
<b>MAN1030 - Introduction to Business</b>	<b>4.0 Quarter Credits</b>
The Introduction to Business course is designed to introduce the terminology, functions, and procedures related to the organization and operation of a business enterprise in an economic-driven and technologically-evolving society. The foundation of business is explored with real-world applicability and career-focused emphasis given to business ethics and social responsibility, management and the organization, and human resources. Additionally, an overview of business ownership, marketing, social media, information management, accounting and financial principles are introduced to build a foundation of business knowledge. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MAN1733 - Management Today</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN2021 - Principles of Management</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN2031 - Let's Talk Business</b>	<b>2.0 Quarter Credits</b>
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None Lecture Hours: 20; Lab Hours: 0; Other Hours: 0	
<b>MAN2300 - Introduction to Human Resources</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN 2604 – Introduction to International Management</b>	<b>4 Quarter Credits</b>
This course is a comparative study of international management thoughts and practices. Special attention is paid to the transferability of these practices across border lines. Prerequisite: None Lecture Hours: 40 Lab Hours: 0	
<b>MAN 2727 Strategic Planning for Business</b>	<b>4.0 Quarter Credits</b>
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies which integrate and apply what is learned. Prerequisites: MAN 1030 and APA 2121. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
<b>MAN3100 - Human Relations in Management</b>	<b>4.0 Quarter Credits</b>
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Prerequisites: MAN2021. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MAN3344 - Principles of Supervision</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN3554 - Workplace Continuity and Contingency Planning</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN4302 - Management of Human Resources</b>	<b>4.0 Quarter Credits</b>
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. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MAN4400 - Labor Relations and Collective Bargaining</b>	<b>4.0 Quarter Credits</b>
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. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MAN4701 - Business Ethics</b>	<b>4.0 Quarter Credits</b>
This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	

<b>MAN4734 - Contemporary Management</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAN4764 - Business Policy and Strategy</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MANP2501 - Capstone Experience</b>	<b>4.0 Quarter Credits</b>
This course, to be taken within the student's last 24.0 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career. Prerequisites: To be taken within the student's last 24.0 credits of the program. Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>MANP4501 - Applied Management Senior Capstone Experience</b>	<b>4.0 Quarter Credits</b>
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 To be taken within the student's last 24.0 credits of the program. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MAR1011 - Introduction to Marketing</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAR 2141 – Introduction to International Marketing</b>	<b>4 Quarter Credits</b>
This course examines the basic principles of marketing as an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011 Lecture Hours: 40 Lab Hours: 0	
<b>MAR2305 - Customer Relations and Servicing</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAR2320 - Advertising</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAR2720 - Marketing on the Internet</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAR3156 - Global Marketing</b>	<b>4.0 Quarter Credits</b>
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: MAR1101 or MAR2141. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MAR3231 - Retailing</b>	<b>4.0 Quarter Credits</b>
The 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: MAR1030 or MAR1011. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	

<b>MAR3310 - Public Relations</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAR4200 – Marketing Channels and Distribution</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAR3400 – Salesmanship</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAR3503 - Consumer Behavior</b>	<b>4.0 Quarter Credits</b>
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisites: MAR1011 or MAR2320. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MAR4156 – International Marketing Analysis</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAR4333 – Promotional Policies and Strategies</b>	<b>4.0 Quarter Credits</b>
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, MAR2320. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MAR4613 – Marketing Research</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MAT1033 - College Algebra</b>	<b>4.0 Quarter Credits</b>
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>MEAP1302 - Introduction to ICD-10 Coding</b>	<b>2.0 Quarter Credits</b>
This course will cover the basic guidelines and coding conventions in ICD-10-CM with a primary focus on the professional (outpatient) guidelines and code applications. The differences between the current ICD-9-CM and the ICD-10-CM systems will be explored and the impact on the healthcare environment. Prerequisites: HIM1222C. Lecture Hours: 20; Lab Hours: 0; Other Hours: 0	
<b>MEAP2246 - Pharmacology for MIBC</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>MEAP2808 - Externship for MIBC</b>	<b>4.0 Quarter Credits</b>
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 core courses in the Medical Insurance Billing and Coding. Lecture Hours: 0; Lab Hours: 0; Other Hours: 120	
<b>MTB1103 - Business Math</b>	<b>4.0 Quarter Credits</b>
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, percentages, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	

<b>OST1149L – Keyboarding</b>	<b>2.0 Quarter Credits</b>
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisites: None Lecture Hours: 0; Lab Hours: 40; Other Hours: 0	
<b>OST2335 - Business Communications</b>	<b>4.0 Quarter Credits</b>
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisites: ENC1102 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>PLA1003 - Introduction to Paralegal</b>	<b>4.0 Quarter Credits</b>
This course introduces students to the paralegal's role and responsibilities, and the nature of a career as a legal assistant. Legal pre-trial and trial procedures and tasks are presented in a real-world context with a basic introduction to necessary skills, such as legal research and writing, technology in the law, and specific paralegal tasks in the context of litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, sources of law, and the legal system. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>PLA1105 - Legal Research and Writing I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>PLA2106 - Legal Research and Writing II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>PLA2201 - Civil Litigation I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2203 - Civil Procedure</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2224 - Civil Litigation II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2273 – Torts</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2363 - Criminal Procedure and the Constitution</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	

<b>PLA2423 - Contract Law</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2433 - Business Organizations</b>	<b>4.0 Quarter Credits</b>
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>PLA2460 – Bankruptcy</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2483 - Introduction to Administrative Law</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2600 - Wills, Trusts, and Probate</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2610 - Real Estate Law</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2631 - Environmental Law</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2763 - Law Office Management</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA2800 - Family Law</b>	<b>4.0 Quarter Credits</b>
This course will instruct students 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; Lab Hours: 0; Other Hours: 0	
<b>PLA2930 - Contemporary Issues and Law</b>	<b>4.0 Quarter Credits</b>
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisites: PLA1003. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>PLA3115 - Legal Research and Writing III</b>	<b>4.0 Quarter Credits</b>
This course is a study of legal writing techniques and formats. Students will practice drafting complex legal memoranda and briefs. Prerequisites: PLA2106. Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	

<b>PLA3570 - International Law</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA4116 - Legal Research and Writing IV</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 20; Other Hours: 0	
<b>PLA4263 - Rules of Evidence</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA4274 - Advanced Tort Law</b>	<b>4.0 Quarter Credits</b>
A continuation of PLA2273. This is an advanced course in the complexities of tort law in the area of product liability, professional malpractice law, negligence, invasion of privacy, and business torts. Prerequisites: PLA2273 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>PLA4470 - Employment Law</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA4473 - Worker's Compensation and Employment Benefit Law</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLA4523 - Law and Medicine</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLAP3210 - Elder Law</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLAP4400 - Paralegal Senior Capstone Experience</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>PLAP4450 - Paralegal Externship</b>	<b>4.0 Quarter Credits</b>
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: To be taken within the student's last 24.0 credits of the program. Lecture Hours: 0; Lab Hours: 0; Other Hours: 120	
<b>PLAP4483 - Administrative Law</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>POS2041 - American National Government</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	

<b>PSY2012 - General Psychology</b>	<b>4.0 Quarter Credits</b>
This course covers the fundamental theories and principles of human psychology with an emphasis on applying the concepts to life and work in order to promote effective critical thinking and learning, understanding of emotions and motivations, positive social and workplace interactions, and the importance of the roles played by the unconscious and subconscious minds. Beginning with the historical foundations of psychology, students will study the groundwork for more contemporary perspectives. Study of the brain and its developmental stages, cognitive, motivational, and emotional functions, as well as disorders and their treatment provide a holistic investigation of the human mind as we know it. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>QMB5355 - Quantitative Methods</b>	<b>4.0 Quarter Credits</b>
Quantitative methods theory and problems relating to business and industry in supporting administrative decision making. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>SBM2000 - Small Business Management</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>SCC1102 - Business and Ethics for Security Specialists</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>SCC 3004 – Private Investigations I</b>	<b>4 Quarter Credits</b>
The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance. Prerequisite: None Lecture Hours: 40 Lab Hours: 0	
<b>SLS 1105 – Strategies for Success</b>	<b>4 Quarter Credits</b>
This course is designed to equip students with tools and techniques for reaching their goals. The course includes an introduction to the college and its resources and provides insights to the thinking process and how it affects actions. Students will be actively involved in learning how to unlock their potential as they embark on their educational journey. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0	
<b>SLS 1321 - Career Skills and Portfolio Development</b>	<b>2.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>SLS1354 - Workplace Relationships</b>	<b>2.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>SLS1505 - Basic Critical Thinking</b>	<b>2.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>SLSP3130 - Principles and Applications of Adult Learning</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>SOP4005 - Social Psychology</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	

<b>SPC2017 - Oral Communications</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>STA2014 – Statistics</b>	<b>4.0 Quarter Credits</b>
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisites: MAT1033. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>SYG2001 - Principles of Sociology</b>	<b>4.0 Quarter Credits</b>
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisites: None. Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>TAX2000 - Tax Accounting</b>	<b>4.0 Quarter Credits</b>
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: None Lecture Hours: 30; Lab Hours: 20; Other Hours: 0	
<b>TAX4001 - Federal Taxation I</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	
<b>TAX4011 - Federal Taxation II</b>	<b>4.0 Quarter Credits</b>
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; Lab Hours: 0; Other Hours: 0	



## ZENITH EDUCATION GROUP

The following schools are owned by Zenith Education Group:	
<b>Everest College</b> <ul style="list-style-type: none"><li>• Arlington (Mid Cities), TX</li><li>• Atlanta West, GA</li><li>• Chesapeake, VA</li><li>• Colorado Springs, CO</li><li>• Everett, WA</li><li>• Fort Worth South, TX</li><li>• Henderson, NV</li><li>• Springfield, MO</li><li>• Tacoma, WA</li><li>• Thornton, CO</li><li>• Woodbridge, VA</li></ul>	<b>Everest Institute</b> <ul style="list-style-type: none"><li>• Austin, TX</li><li>• Gahanna, OH</li><li>• Houston (Bissonnet), TX</li><li>• Houston (Hobby), TX</li><li>• Norcross, GA</li><li>• San Antonio, TX</li><li>• Southfield, MI</li><li>• South Plainfield, NJ</li><li>• Tigard, OR</li></ul>
<b>Everest University</b> <ul style="list-style-type: none"><li>• Tampa, FL</li><li>• Largo, FL</li><li>• Orange Park, FL</li><li>• South Orlando, FL</li></ul>	<b>WyoTech</b> <ul style="list-style-type: none"><li>• Blairsville, PA</li><li>• Daytona Beach, FL</li><li>• Laramie, WY</li></ul>

## STATEMENT OF OWNERSHIP

This campus is owned and operated by Zenith Education Group, Inc. (Zenith), a Delaware nonprofit corporation. Zenith's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for Zenith and ECMC Group are located at:

111 Washington Avenue South  
Minneapolis, MN 55401

ECMC Group	
Directors	Officers
John F. DePodesta, Chair	
Gary M. Cook	Greg Van Guilder, Chief Financial Officer and Treasurer
Julia Gouw	Dan Fisher, General Counsel and Corporate Secretary
I. King Jordan	
James V. McKeon	
Jack O'Connell	
Roberta Cooper Ramo	
Maurice M. Salter	
James E. Murray (Emeritus Dir.)	
Robert A. Stein (Emeritus Dir.)	
Zenith Education Group	
Directors	Officers
John F. DePodesta, Chair	Peter Taylor, President and CEO
Gary M. Cook	Jim Gilbertson, Chief Financial Officer
Julia Gouw	Dan Fisher, Secretary
I. King Jordan	
James V. McKeon	
Jack O'Connell	
Roberta Cooper Ramo	
Maurice M. Salter	
James E. Murray (Emeritus Dir.)	
Robert A. Stein (Emeritus Dir.)	

## ADMINISTRATION

Administration	
Campus Director & Academic Dean	Oluyemi Awolola
Director of Student Success	Tina Shontz
Director of Finance	Branka Anicic
Director of Career Services	Breanna Leuze

## CATALOG SUPPLEMENT

See the catalog supplement for information related to the faculty listing.

## TUITION AND FEES

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Dental Assistant	33 weeks	48	\$11,556	\$1,043
Massage Therapy	36 weeks	55	\$9,092	\$1,576
Medical Administrative Assistant	33 weeks	48	\$10,878	\$2,101
Medical Assistant	41 weeks	60	\$13,539	\$2,355
Medical Insurance Billing and Coding	33 weeks	48	\$10,659	\$2,215
Pharmacy Technician	33 weeks	48	\$11,525	\$1,139
Quarter Based Program		Tuition Per Credit Hour	Estimated Books Per Quarter	
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice Paralegal		See flat-term rate table	\$550	
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal		See flat-term rate table	\$425	
Program	Tuition Per Credit Hour	Estimated Books		
Master's Degree in: Business Administration	\$458	\$1,750		
Tuition effective January 11, 2016 for degree programs and February 8, 2016 for diploma programs Book Price effective July 1, 2016 *New students are no longer being enrolled in any program.				

All students enrolled or enrolling in a degree program with an academic year start date of February 2, 2016 or later will be assessed a technology fee of \$150.00 per academic year. All new students enrolling in a diploma program will be assessed a lab fee of \$150.00 per academic year. Academic years consisting of externship hours only will not be assessed the \$150 lab fee.

Estimated Local transportation costs for student driving to classes can be up to about \$40-\$50 per week. (\$.55 x about 81 miles per week) Transportation costs for students using public transportation will vary by location and type.

### These modular and Quarter Based tuition tier flat-rate tuition tables only apply to:

1. **New enrolling students.** A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or
2. **Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date** (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.); or
3. **Re-entering degree students who are re-entering within 180 days**

### For re-entering diploma students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:

#### Same Program (Same / New Program Version):

Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

#### Same Program (New Program Version of Different Credits / Length of Program):

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

#### Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment

**FLAT TERM RATE TABLE**

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

<b>Associate Programs</b>		
<b>Number of Credits Enrolled In</b>	<b>Credit Load</b>	<b>Cost Per Quarter</b>
16 or More	20	\$5,603.00
	19	\$5,603.00
	18	\$5,603.00
	17	\$5,603.00
	16	\$5,603.00
12 - 15	15	\$4,243.00
	14	\$4,243.00
	13	\$4,243.00
	12	\$4,243.00
8 - 11	11	\$4,078.00
	10	\$4,078.00
	9	\$4,078.00
	8	\$4,078.00
Less than 8	7	\$3,563.00
	6	\$3,054.00
	5	\$2,545.00
	4	\$2,036.00
	3	\$1,527.00
	2	\$1,018.00
	1	\$509.00
Effective January 11, 2016		
<b>Note:</b> For students who are enrolling in schools at the mini-term, tuition is \$2,828. Thereafter, students are subject to the tiered quarterly tuition rate.		

<b>Bachelor Programs</b>		
<b>Number of Credits Enrolled In</b>	<b>Credit Load</b>	<b>Cost Per Quarter</b>
16 or More	20	\$5,273.00
	19	\$5,273.00
	18	\$5,273.00
	17	\$5,273.00
	16	\$5,273.00
12 - 15	15	\$3,955.00
	14	\$3,955.00
	13	\$3,955.00
	12	\$3,955.00
8 - 11	11	\$3,790.00
	10	\$3,790.00
	9	\$3,790.00
	8	\$3,790.00
Less than 8	7	\$3,458.00
	6	\$2,964.00
	5	\$2,470.00
	4	\$1,976.00
	3	\$1,482.00
	2	\$988.00
	1	\$494.00
Effective January 11, 2016		
<b>Note:</b> For students who are enrolling in schools at the mini-term, tuition is \$2,636. Thereafter, students are subject to the tiered quarterly tuition rate.		

## ACADEMIC CALENDARS

### MODULAR PROGRAMS

<b>All Modular Programs 2016 - 2017</b>	
<b>Start Dates</b>	<b>End Dates</b>
7/11/2016	8/5/2016
8/8/2016	9/2/2016
9/6/2016	9/30/2016
10/10/2016	11/4/2016
11/7/2016	12/2/2016
12/5/2016	1/6/2017
1/9/2017	2/3/2017
2/6/2017	3/3/2017
3/6/2017	3/31/2017
4/10/2017	5/5/2017
5/8/2017	6/2/2017
6/5/2017	6/30/2017
7/10/2017	8/4/2017
8/7/2017	9/1/2017
9/5/2017	9/29/2017
10/9/2017	11/3/2017
11/6/2017	12/1/2017
12/4/2017	1/5/2018

<b>Holidays/Student Breaks Weekday 2016 - 2017</b>		
<b>Holidays/Student Breaks</b>	<b>Start Date</b>	<b>End Date</b>
Student Break*	10/1/2016	10/9/2016
Thanksgiving Holiday	11/24/2016	11/25/2016
Christmas Break	12/23/2016	1/2/2017
Martin Luther King Day	1/16/2017	1/16/2017
Presidents Day	2/20/2017	2/20/2017
Student Break*	4/1/2017	4/9/2017
Memorial Day	5/29/2017	5/29/2017
Student Break*	7/1/2017	7/9/2017
Student Break*	9/30/2017	10/8/2017
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas Break	12/25/2017	1/1/2018
*Catalog only		

**QUARTER-BASED PROGRAMS**

2015 – 2016 Academic Calendar				
Summer Term Starts		July	13	2015
Summer Term Drop/Add Deadline		July	27	2015
Mini-Term Starts		August	24	2015
Mini-Term Drop/Add Deadline		August	31	2015
Labor Day Holiday		September	7	2015
Micro-Term Starts		September	14	2015
Summer Term Ends		October	4	2015
Fall Break	From:	October	5	2015
	To:	October	11	2015
Fall Term Start		October	12	2015
Fall Term Drop/Add Deadline		October	26	2015
Mini-Term Starts		November	23	2015
Thanksgiving Day Holiday	From:	November	26	2015
	To:	November	29	2015
Mini-Term Drop/Add Deadline		December	1	2015
Micro-Term Starts		December	14	2015
Winter Holiday	From:	December	24	2015
	To:	January	3	2016
Classes Resume		January	4	2016
Fall Term Ends		January	10	2016
Winter Term Starts		January	11	2016
M.L. King Jr. Birthday Holiday		January	18	2016
Winter Term Drop/Add Deadline		January	25	2016
Presidents' Day		February	15	2016
Mini-Term Starts		February	22	2016
Mini Term Drop/Add Deadline		February	29	2016
Micro-Term Starts		March	21	2016
Winter Term Ends		April	3	2016
Spring Vacation	From:	April	4	2016
	To:	April	10	2016
Spring Term Starts		April	11	2016
Spring Term Drop/Add Deadline		April	25	2016
Memorial Day Holiday		May	30	2016
Mini-Term Starts		May	23	2016
Mini Term Drop/Add Deadline		May	31	2016
Micro-Term Starts		June	13	2016
Spring Term Ends		July	3	2016
Independence Day Holiday		July	4	2016
Summer Vacation	From:	July	4	2016
	To:	July	10	2016

2016 – 2017 Academic Calendar				
Summer Term Starts		July	11	2016
Summer Term Drop/Add Deadline		July	25	2016
Mini-Term Starts		August	22	2016
Mini-Term Drop/Add Deadline		August	29	2016
Labor Day Holiday		September	5	2016
Micro-Term Starts		September	12	2016
Summer Term Ends		October	2	2016
Fall Break	From:	October	3	2016
	To:	October	9	2016
Fall Term Start		October	10	2016
Fall Term Drop/Add Deadline		October	24	2016
Mini-Term Starts		November	21	2016
Thanksgiving Day Holiday	From:	November	24	2016
	To:	November	27	2016
Mini-Term Drop/Add Deadline		November	28	2016
Micro-Term Starts		December	12	2016
Winter Holiday	From:	December	23	2016
	To:	January	2	2017
Classes Resume		January	3	2017
Fall Term Ends		January	8	2017
Winter Term Starts		January	9	2017
M.L. King Jr. Birthday Holiday		January	16	2017
Winter Term Drop/Add Deadline		January	23	2017
Presidents' Day		February	20	2017
Mini-Term Starts		February	21	2017
Mini Term Drop/Add Deadline		February	28	2017
Micro-Term Starts		March	13	2017
Winter Term Ends		April	2	2017
Spring Vacation	From:	April	3	2017
	To:	April	9	2017
Spring Term Starts		April	10	2017
Spring Term Drop/Add Deadline		April	24	2017
Memorial Day Holiday		May	29	2017
Mini-Term Starts		May	22	2017
Mini Term Drop/Add Deadline		May	30	2017
Micro-Term Starts		June	12	2017
Spring Term Ends		July	2	2017
Independence Day Holiday		July	4	2017
Summer Vacation	From:	July	3	2017
	To:	July	9	2017

## FLORIDA PHARMACY TECHNICIAN DISCLOSURE

This disclosure includes important information for students enrolling in Everest's Pharmacy Technician program. Pharmacy technicians are required to be registered with and be certified by the Florida Board of Pharmacy prior to obtaining employment as a pharmacy technician in the state of Florida. This disclosure provides information on registration requirements. Please review this information and be sure that you understand it. If you have any questions, please contact Everest or the Florida Board of Pharmacy for additional information. If you plan to seek employment in a state other than Florida, please contact that state's board of pharmacy, or equivalent agency, for any relevant licensure or registration requirements. The Pharmacy Technician program at Everest meets requirements as a recognized course of training by the Florida State Board of Pharmacy. In addition to state-mandated minimum requirements, Everest's Pharmacy Technician curriculum includes a variety of additional skills focused subjects, as well as coursework in Pharmacology.

Pharmacy Technicians must be registered with the Florida Board of Pharmacy. To gain registration a pharmacy technician must complete a training program approved by the Board of Pharmacy.

The board shall register each applicant who is at least 17 years of age, has completed a pharmacy technician training program approved by the Board of Pharmacy, completed the application form, and has remitted a registration fee set by the board at \$105. The fee is composed of the following: a non-refundable application processing fee of \$50; initial registration fee of \$50 and unlicensed activity fee of \$5.00. Checks are to be made payable to the "Department of Health" and applications will be reviewed within 30 days.

As a condition of biennial registration renewal, a registered pharmacy technician shall submit a \$55 renewal fee and complete 20 hours of continuing education courses approved by the board or the Accreditation Council for Pharmacy Education, of which 4 hours must be via live presentation and 2 hours must be related to the prevention of medication errors and pharmacy law. Additionally, for the first renewal of registration a registered pharmacy technician must complete 1 hour of continuing education on the topic of HIV/AIDS.

Applications must be completed online through the Florida Board of Pharmacy website:  
<http://www.doh.state.fl.us/mqa/pharmacy>.

## APPENDIX A

### Statement on Sexual Misconduct Response and Prevention

#### **Scope**

This policy applies to all members of the campus community and includes, but is not exclusive to, faculty, staff, students, campus visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services from the School, or otherwise pursuing diploma, undergraduate, graduate or refresher studies at the School. It also covers alleged acts of sexual misconduct that adversely affect the campus community, whether those acts occur on or off campus.

#### **Definitions**

**Campus Security Authority** - The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses:

**Clery Act** - is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46

**Consent** - Is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit refusal does not imply consent. When there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent. The manner of dress of the victim at the time of the offense does not constitute consent. Past consent to sexual contact and/or a sexual history with the accused does not imply consent to future sexual contact. A person who initially consents to sexual contact or penetration may withdraw continued consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving consent.

**Domestic Violence** – is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws.

**Dating violence** - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Rape** - is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving consent.

**Sexual contact** - is the deliberate touching of a person's intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate body parts.

**Sexual assault** - is defined as physical contact of a sexual nature against the victim's will or without the victim's consent.

**Sexual harassment** - is unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or colleague is the recipient of conduct of a sexual nature where:

(1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education or colleague's employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct has the purpose or effect of unreasonably interfering with the colleague/student's welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

**Sexual misconduct** - is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.



**Stalking** - is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

**Code of Student Conduct**- standards of behavior expected of all accepted or enrolled students.

**Title IX Coordinator** - The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for a student that is free from unlawful sex and gender discrimination in all aspects of the educational experience, including academics and extracurricular activities.

**Title IX** - refers to the U.S. Department of Education regulation that governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination, including investigating and remediating sexual misconduct by students, colleagues, or third parties.

**VAWA Incident** – an incident in relation to domestic violence, dating violence, and stalking

### **Reporting of Crimes**

In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority and the appropriate managers indicated on the Emergency Security Escalation Procedures.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus Director and Corporate Security department, who shall determine an appropriate response based on the nature of the incident.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith Education Group reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

### **Options for Reporting and Confidentially Disclosing Sexual Violence**

Zenith encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the School can respond appropriately. Different employees on each campus have different abilities to maintain a victim's confidentiality.

- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX1 Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus Director and the Regional Vice President of Operations.

<sup>1</sup> Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for all ZEG institutions is Dr. Robert Boggs or Tinamarie Aguilar, send your concerns to TitleIXquestions@zenith.org. You may also call the Title IX Coordinators directly at 714-825-7385 or 714-825-7249.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

## The Options

### A. Privileged and Confidential Communications

- Professional and Pastoral Counselors Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the CSA may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

### B. Reporting to Responsible Employees

A "responsible employee" is a School employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator and Corporate Security Department all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

The Campus Director is the School's responsible employee.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator and Security department, the responsible employee will also inform the Title IX Coordinator and Security department of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

## **Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the School may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will work with the Corporate Security department to consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality.

**If the School determines that it cannot maintain a victim's confidentiality**, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response.

The School will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the School determines that it can respect a victim's request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

At Zenith schools, the Campus Director shall be the primary Campus Security Authority, and typically designates another campus employee as a CSA Assistant. In the absence of the Campus Director the Regional Vice President of Operations will act as the Campus Security Authority.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus Director and the Corporate Security Department who shall determine an appropriate response based on the nature of the incident.

### **Take Back the Night and other public awareness events**

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the School or Zenith of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

### **Off-campus Counselors and Advocates.**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

### **Campus Security Authority**

The Campus Security Authority shall have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The Campus Security Authority shall cooperate with law enforcement agencies that have jurisdiction over the campus as necessary to ensure campus safety. The Campus Security Authority does not have arrest power. All crime victims and witnesses are strongly encouraged to immediately report alleged crimes to the Campus Security Authority and to the appropriate law enforcement agency, but victims are not required to notify such authorities.

The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses, including:

- A campus police department or a campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offences (e.g., Campus Director, etc.);
- An official of who has the authority and the duty to take action or respond to particular issues on behalf of the institution and who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

Where applicable, the institution shall uphold orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

### **Sexual Offences<sup>2</sup> Reporting and Disciplinary Procedures**

Sexual offences are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the School catalog. Victim(s) of any sexual offences should immediately seek assistance from local law enforcement authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offence.

<sup>2</sup> "Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

### **Disciplinary Action**

All allegations of any sexual offences or VAWA Incidents shall be investigated by the appropriate Title IX Coordinator and the Corporate Security Department. Allegations against students shall be investigated pursuant to the Code of Student Conduct.

Disciplinary procedures in cases of alleged sexual offences or VAWA Incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained annually on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a “preponderance of the evidence” standard, and (5) simultaneously notify the accused and accuser of the outcome, appeal procedures, and final results.

Students who are determined to have violated the School's prohibitions against sexual offences are subject to disciplinary action up to and including dismissal from the School. Detailed information regarding the disciplinary procedure for sexual offences and VAWA Incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

The school shall change a victim's academic situation after a sex offense or alleged sex offense if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority. Changes offered to student victims include the following:

- Transfer into the same program at another Zenith school;
- Transfer into a different academic program at the same school;
- Change in academic schedule;
- Change in externship location/assignment;
- Leave of absence/withdrawal from School; and
- Change in living situation (on campuses that offer housing).

### **Violence against Women**

Zenith is committed to creating and sustaining a positive learning and working environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking.

Such behaviors are not tolerated on any Zenith campus and are prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Campus Community Safety is Primary

The School's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.

As required by the 2013 Violence Against Women Reauthorization Act, all Zenith Schools shall include subcategories for all Sexual Offences reported to the Campus Security Authority. Sexual Offences include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Victim Confidentiality

The School will use its best efforts to ensure that:

- All publicly available safety and security records, reports, and disclosures shall not include any personally identifying information about the victim; and
- It will maintain as confidential any accommodation or protective measures to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

### **State-Specific Statements**

**Virginia**

### **Child Abuse and Neglect Reporting**

Individuals 18 years and older who are associated with, employed by or volunteer with a private institution of higher learning are required to report, as soon as possible, but no later than 24 hours after having a suspicion of child abuse or neglect. No report is required if the individual has actual knowledge that the same matter has already been reported to Child Protective Services.

The Department of Social Service's toll-free child abuse and neglect hotline is 1-800-552-7096.

Most States have also enacted requirements for Child Abuse and Neglect Reporting. Information on these requirements is available at: <http://www.ncsl.org/research/human-services/redirect-mandatory-rprtng-of-child-abuse-and-neglect-2013.aspx>

Campuses may print and post informational posters which have been made available by the state. Those posters may be found on the Department of Social Service's website at: <http://www.dss.virginia.gov/family/cps/index2.cgi>.

### **Pennsylvania**

#### **Sexual Offences<sup>3</sup> Reporting and Disciplinary Procedures**

In addition to the Sexual Offences Reporting and Disciplinary Procedures, schools located in Pennsylvania shall operate in compliance with the Public School Code, "Sexual Violence Education at Institutions of Higher Education" by providing a sexual violence awareness education program which provides:

- A discussion of sexual violence;
- A discussion of consent, including an explanation that the victim is not at fault;
- A discussion of drug and alcohol-facilitated sexual violence;
- Information relating to risk education and personal protection;
- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement;
- The possibility of pregnancy and sexually transmitted diseases;
- Introduction of members of the educational community from:
  - Campus policy or security and local law enforcement;
  - Campus health center, women's center and rape crisis center;
  - Campus counseling service or any service responsible for psychological counseling and student affairs;
- A promise of discretion and dignity;
- A promise of confidentiality for victims of sexual offences.

The campus is to provide a follow-up program, such as lectures, institutional activities and videos and other educational materials related to sexual violence prevention and awareness for the duration of the school year for new students.

<sup>3</sup> "Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.